

Smoky Lake County June 25, 2025 - Regular County Council Meeting - 09:00 AM

Virtually https://video.businessconnect.telus.com/join/309158517 (Meeting ID: 309158517)

and Physically in Smoky Lake County Council Chambers, 4612
McDougall Drive, Smoky Lake

1	Called To Order	
2	Adoption of Agenda	
3 3.1	Adoption of Minutes Minutes Regular Council Meeting, June 12, 2025 Minutes Regular Council Meeting, June 12, 2025	
4 4.1 4.2 4.3	Delegation(s) RMA Member Visit @ 1:00PM Michael Botros and Landon Reppert @ 1:00PM M.P. Shannon Stubbs/Chief of Staff Tina Warawa @1:00 p.m.	
5	Public Hearing	
6	Public Question and Answer Period	
7	Municipal Planning Commission Municipal Planning Commission June 25 2025	
8 8.1	Business Smoky Lake Town and County Golf Course RFD Request Letter Balance Sheet Bank Statement	
8.2	Vilna Boomtown Fairdays PRFD	
8.3	 Request Letter Council Community Grant Program RFD MD Bonnyville Red Deer County Rocky View Wheatland Count 	
8.4	Fire Department Equipment Insurance RFD	

FD Equipment Insurance

8.5	Vacation and Leave Request Policy © RFD
	Draft Vacation and Leave Request Policy
8.6	Delegation to County Council Policy Amendment
8.7	 Delegation to County Council Policy Amendment Policy Statement No. 62-28-08 Mowing Program
	© RFD
8.8	Policy Statement No. 62-28-08 Mowing Program 1 Policy Statement No. 62-10-11 Agricultural Service Board Business Plan 2025
	Ø RFD
	Ø 62-11 ASB Business Plan
9 9.1	Chief Administrative Officer (CAO) Report CAO Report
	Ø CAO Report - May 2025
9.2	Action Item Report - June 20
	Action Item Report - June 20
10 10.1	Council Committee Reports Division 1 - Dan Gawalko (Handout)
10.1	Division 2 - Councillor Linda Fenerty (Handout)
10.3	Division 3 - Deputy Reeve, D. Cere (Handout)
10.4	Division 4 - Lorne Halisky (Handout)
10.5	Division 5 - Reeve , J Serben (Handout)
	Division 5 - Reeve , J Serben (Handout) 1
11	Correspondence
11.1	Heritage Day Parade Invitation from the Town of Smoky Lake
11.2	Heritage Day Parade Invitation from the Town of Smoky Lake Police Funding Model
	PFM Position Allocation
11.3	Police Funding Model - Resource Allocations Year 1 to 4 Vilna Veselka Dancing Club
11.4	Canada Wide Science Fair Finalist - Team Edmonton
	Thank You Card
12	Information Release
13	Financial Reports
14	Next Meetings
15	In Camera (Executive Session)

- 15.1 Motion 568-25 Cattle Lease adjacent to the Legacy Gravel Pit Verbal Report
- 15.2 Purchase of Gravel Pit

∅ RFD

- 16 Out of Camera (Executive Session)
- 17 Adjournment



Smoky Lake County Meeting Minutes Council Meeting June 12, 2025 - 09:00 AM

		ATTENDANCE
Div. No.	Councillor(s)	Thursday, June 12, 2025
1	Dan Gawalko	Present in Chambers
2	Linda Fenerty	Virtually Present
3 / Deputy Reeve	Dominique Céré	Present in Chambers
4	Lorne Halisky	Present in Chambers until 12:20 p.m.
5 / Reeve	Jered Serben	Present in Chambers
CAO	Kevin Lucas	Present in Chambers
Executive Assistant	Chyenne Shaw	Present in Chambers
Finance Manager	Brenda Adamson	Absent
Recording Secretary	Meaghan Andreychuk	Present in Chambers
*********	*******	*****
Observers in Attendance Upo	on Call to Order:	
Comm. Officer	Evonne Zukiwski	Virtually Present
P & D Manager	Jordan Ruegg	Virtually Present
Health & Safety Cor.	Jasmine Schaub	Virtually Present
Acting Ag Fieldman	Kierstin Dubitz	Virtually Present
Enviro Ops Manager	Dave Franchuk	Virtually Present
Natural Gas Mng.	Daniel Moric	Virtually Present
Com. Peace Officer	Chandler Kerr	Virtually Present
Public	12 Members	Virtually Present

1 Called To Order

The meeting was Called to Order at 9:03 a.m. by the Reeve, Jered Serben.

2 Adoption of Agenda of the Regular Council Meeting June 12th, 2025 543-25 Moved By: Lorne Halisky

That the Smoky Lake County Council Meeting Agenda for Thursday, June 12, 2025, be adopted, with the following additions:

- 8.10 Dust Control Concerns from County Resident
- 8.11 Third Party Business Interests, in respect staff from the Chief Administrative Officer, under the authority of the FOIP Act, Sections 24: Privileged Information and 16: Third Party Personal Privacy – Cattle Lease
- 8.12 Smoky Lake Town and County Club Email
- 8.13 Agriculture Poster Contest
- 8.14 Additional used road graders to the County fleet

Carried.

3 Adoption of Minutes

544-25 Moved By: Dan Gawalko

That the minutes of the Smoky Lake County Regular Council Meeting, held on Thursday, May 22nd, 2025, be adopted with the following amendments:

- Correction to delegation's name
- 525-25 County Community Fund
- Amended Reeve Report:
- Add attendees to each mtg's
- Remove NAAGGO meeting
- 9.5 duplicated on the Reeve Report

Carried.

3.1 Approval of Minutes- CAO Evaluation May 22, 2025

545-25 Moved By: Dominique Céré

That the minutes of the Smoky Lake CAO Evaluation, held on Thursday, May 22, 2025, be adopted with the following amendments:

- Corrections to the attendance
- Motion numbers 529-25 and 535-25

Carried.

8.1 Regional Emergency Management Meetings

546-25 Moved By: Lorne Halisky

That Smoky Lake County schedule a Regional Emergency Management Agency (REMA) meeting on September 10, 2025, to be immediately followed by a Hazard, Risk, and Vulnerability Assessment (HRVA) session facilitated by the Alberta Emergency Management Agency (AEMA).

Carried.

8.2 Material Change Request for MCC

547-25 Moved By: Linda Fenerty

That Smoky Lake County, in its capacity as a Joint Shareholder in the Municipally Controlled Corporation for the MCC for Smoky Lake Development Corp. hereby approves the proposed material change to services suspending the current services of tourism development as for the public notice advertised on May 1st to May 14th, 2025 via Smoky Lake County Webpage, Smoky Lake County Facebook page, and X (also known as twitter) furthermore request repayment of funds invested by Smoky Lake County in the amount of \$500,000.

Carried.

8.3 Backsloping Agreements Resolutions 336-25 & 335-25 (Rescind Motions)

548-25 Moved By: Dominique Céré

That Smoky Lake Council Rescind Motions 335-25 "That Smoky Lake County Council approve the backsloping program project along the lands legally described as NW-12-58-14-W4, as per the application received from Brad Shapka, dated March 4, 2025, and subject to the pass of an inspection conduction by the Public Works Manager or designate, upon completion the County will provide funding to the applicant in the amount of half the total cost of the project up to a maximum amount of \$2,500.00, in accordance with County Policy Statement No.03-21-06" and Motion 336-25 "That Smoky Lake County Council approve the backsloping program project along the lands legally described as SW-1-60-14-W4, as per the application received from Brad Veno, dated March 12, 2025, and subject to the pass of an inspection conduction by the Public Works Manager or designate, upon completion the County will provide funding to the applicant in the amount of half the total cost of the project up to a maximum amount of \$5,000.00, in accordance with County Policy Statement No.03-21-06" Due to the amounts in the resolutions being incorrect.

Carried.

8.3.1 Back sloping Agreements Resolutions 336-25 & 335-25 (Rescind Motions)

549-25 Moved By: Dominique Céré

Furthermore, making motions for the following: Motion #1 That Smoky Lake County Council approve the backsloping program project along the lands legally described as NW-12-58-14-W4, as per the application received from Brad Shapka, dated March 4, 2025, and subject to the pass of an inspection conduction by the Public Works Manager or designate, upon completion the County will provide funding to the applicant in the amount of half the total cost of the project up to a maximum amount of \$5,000.00, in accordance with County Policy Statement No.03-21-06 Motion # 2 That Smoky Lake County Council approve the backsloping program project along the lands legally described as SW-1-60-14-W4, as per the application received from Brad Veno, dated March 12, 2025, and subject to the pass of an inspection conduction by the Public Works Manager or designate, upon completion the County will provide

funding to the applicant in the amount of half the total cost of the project up to a maximum amount of \$2,500.00, in accordance with County Policy Statement No.03-21-06.

Carried.

8.3.2 Backsloping Project for NW-12-58-14-W4

550-25 Moved By: Lorne Halisky

Furthermore, making motions for the following: Motion #1 That Smoky Lake County Council approve the backsloping program project along the lands legally described as NW-12-58-14-W4, as per the application received from Brad Veno, dated March 4, 2025, and subject to the pass of an inspection conduction by the Public Works Manager or designate, upon completion the County will provide funding to the applicant in the amount of half the total cost of the project up to a maximum amount of \$5,000.00, in accordance with County Policy Statement No.03-21-06

Carried.

4 Delegation(s)

Present before Council from 9:30 a.m. to 9:49 a.m. was Kevin Bernhardt, Business Development, MCSNet for the purpose of but not limited to:

- Updates on new wireless internet technologies
- Address connectivity issues in blackout areas within the Smoky Lake County Region

4.1 MCSNet - Kevin Bernhardt Business Development Manager @ 9:30 a.m.

551-25 Moved By: Lorne Halisky

That Smoky Lake County accepted the presentation of Kevin Bernhardt, Business Development, MCSNet, as information.

Carried.

8.4 Smoky Lake County Open House

552-25 Moved By: Jered Serben

That Smoky Lake County Council Rescind Motion 522-25:

That Smoky Lake County Council Direct Administration host an Open House with Hotdogs and Hamburgers for all relevant departments to demonstrate programs, equipment and services which are offered within Smoky Lake County, located at the Smoky Lake County Public Works shop, to be scheduled on August 29, 2025.

Carried.

8.4.1 Smoky Lake County Open House Spring 2026

553-25 Moved By: Jered Serben

That Smoky Lake County Council direct administration to host a Smoky Lake County Open House event in the Spring of 2026 located at the public works shop.

Carried.

8.5 Policy 15-07-01 Employee Participation in Municipal Election Campaigns

554-25 Moved By: Dan Gawalko

That Smoky Lake County Council approve Policy HR-07-01 titled "Employee Participation in Municipal Election Campaigns" as presented, to ensure compliance with the Municipal Government Act and the Local Authorities Election Act, and to safeguard administrative neutrality and the integrity of municipal operations.

Carried.

8.10 Dust Control Request from Ratepayer

Moved By: Jered Serben

That Smoky Lake County Council direct administration to advertise a speed limit reminder for Range Road 131 to help promote a decrease in dust debris in the area as well as, increasing Community Peace Officer presence to monitor the increase traffic.

Carried.

Declaration of Pecuniary Interest and Recusal from Discussion

Councillor Dominique Céré declared a pecuniary interest in Mons Lake Campground Waterfront Delegation, due to a family relationship with an individual or entity involved in the matter. In accordance with Section 172 of the Municipal Government Act, Councillor Dominique Céré abstained from discussion and voting on this item and left the meeting room at 10:16 a.m.

4.2 Delegation from Fran Byers @10:00 a.m.

Present before Council from 10:17 a.m. to 10:47 a.m. was Fran Byers, Campground Attendant, for the purpose of discussion of support in the following but limited to:

Designating the Mons Lake Campground waterfront as a safe swim and family recreation area for registered campers only.

Enforcing that all boats be launched from the public launch site, the Day Use Area at the south end of the lake

Restricting boat mooring and unauthorized use of the campground waterfront by non-campers. It is common knowledge that children love to throw rocks into the water. If people are allowed to moor their boats in this area, who is liable for any resulting damage? As the campground managers, we want to make it very clear that we will not accept liability for any damages to the boats caused by this or any other activity.

Due to some of the Facebook posts as the managers of the campground we would very much appreciate a reply regarding the boat launching concerns as soon as possible. We do not want to have conflict with the Mons Lake Residents and with a decision from council taking public safety into consideration would resolve this matter.

4.2.2 Delegation from Fran Byers

556-25 Moved By: Dan Gawalko

That Smoky Lake County accepted the presentation of Fran Byers, Mons Lake Campground Attendant, as information.

Carried.

4.2.2 Delegation from Fran Byers request for Decision from Council

557-25 Moved By: Jered Serben

That Smoky Lake County Council instruct administration to post "Boat Launch" signs near the public campground to match the boat launch signs found on the East Side of Mons Lake Boat Launch.

Carried.

Councillor Dominique Céré returned to the meeting at 10:52 a.m. following the conclusion of the item.

5 Public Hearing

Nil

7 Municipal Planning Commission

Nil

8 Business

Nil

8.6 19th Annual Federation Charity Golf Classic

558-25 Moved By: Lorne Halisky

Smoky Lake County Council sponsor the 19th Annual Federation Charity Golf Classic in the form of a donation, prize, or hole sponsorship, at Councils discretion. in the amount of \$500.00

Carried.

8.7 Natural Gas Charges

559-25 Moved By: Dan Gawalko

Smoky Lake County Council take no action in regards to the request to waive the natural gas charges in the amount of \$1,142.15, that was transferred to tax roll 18601410, on March 25, 2024.

Carried.

8.8 Bellis Ukrainian Orthodox Church Special Tax Cancellation

560-25 Moved By: Lorne Halisky

That Policy Statement No 08-10-04: Special Tax Cancellation be amended to cancel the 2025 Local Improvement Tax charged to the Bellis Ukrainian Orthodox Church.

Carried.

8.9 Truck Replacement

561-25 Moved By: Lorne Halisky

Smoky Lake County Council amend the 2025 Natural Gas capital budget by changing the vehicle replacement of Unit 208 from year 2026 to year 2025 with a budget of \$28,000; and the vehicle replacement of Unit 232 from year 2025 to 2026 with a budget of \$40,000.

Carried.

Moved By: Lorne Halisky

562-25 Smoky Lake County Council approve the purchase of the 2011 Dodge 5500 ex-odorant truck (Unit 214) from Alberta Odorant Services for the price of \$19,000 plus GST, for the replacement of Unit 208 2008 Chev 5500, and sell Unit 208 at auction or transfer to another department.

Carried.

Meeting Recessed Meeting recessed, time 11:09 a.m.

Meeting Reconvened The meeting reconvened on a call to order by the Reeve at 11:15 a.m.

in the physical (or virtual) presence of all Council Members, Chief Administrative Officer, Finance Manager, Executive Services Clerk,

Natural Gas Manager, and the Legislative Services Clerk.

8.10 RV Bylaw 1432-23 Request for Information.

563-25 Moved By: Dominique Céré

That Smoky Lake County Council bring Bylaw 1432-25 to the next Committee of the Whole meeting for review.

Public Question and Answer Period PUBLIC QUESTION AND ANSWER PERIOD - announced between 11:43 a.m. & 11:45

Virtual online guest Rachelle, asked if Bylaw 1432-23 RV Bylaw was still active Reeve Serben responded: RV Bylaw is currently not being enforced at this time.

8.12 Executive Session (in camera)

Moved By: Lorne Halisky

That Smoky Lake County Council go into Executive Session, under the authority of the FOIP Act, **Section 19**: Advice from Officials, Regarding Bylaw 1432-23 in the physical presence of divisions 1,3,4, and 5 Council Members, Chief Administrative Officer, Executive Services Clerk, and Legislative Services, time 11:45 a.m.

Carried.

8.12 Executive Session (out of camera)

565-25 Moved By: Jered Serben

That Smoky Lake County Council go out of Executive Session, time 12:06 p.m.

Carried.

8.12 Executive Session (in camera)

566-25 Moved By: Lorne Halisky

That Smoky Lake County Council go into Executive Session, under the authority of the FOIP Act, <u>Section 16</u>: Third Party Business Interests, Regarding *Cattle Lease adjacent to the Legacy Gravel Pit, i*n the physical presence of divisions 1,3,4, and 5 Council Members, Chief Administrative Officer, Executive Services Clerk, and Legislative Services, time 12:06 p.m.

Carried.

8.12 Executive Session (out of camera)

Seconded By: Lorne Halisky

That Smoky Lake County Council go out of Executive Session, time 12:19 p.m.

Carried.

8.12 Executive Session Cattle Lease adjacent to the Legacy Gravel Pit

Seconded By: Jered Serben

That Smoky Lake County Council request administration to do research about details of Cattle Lease adjacent to the Legacy Gravel Pit and bring it back to the June 25th, 2025

8.13 Email from David Ponich- Smoky Lake Town and Country Club

567-25 Moved By: Lorne Halisky

Smoky Lake County Council Defer the decision of donation of funds to Smoky Lake County Golf club until the next Smoky Lake Council meeting.

Carried.

8.11 Agriculture Poster Contest

568-25 Moved By: Dan Gawalko

That Smoky Lake County acknowledge receipt of the 2025 submissions to the Agricultural Services Poster Contest, and prizes be awarded as per Policy No. 62-06-02. "Agricultural Services Poster Contest".

Carried.

Meeting Recessed Meeting recessed, time 12:11 p.m.

Meeting Reconvened The meeting reconvened on a call to order by the Reeve at 12:44 p.m.

in the physical (or virtual) presence of all Council Members, Chief Administrative Officer, Executive Services Clerk, and the Legislative

Services Clerk.

8.14 Sale of Surplus Equipment

569-25 Moved By: Dan Gawalko

That Smoky Lake County declared as surplus, one Cat 14M road grader unit number 508 and approve it to be taken to Ritchie Brothers public auction in Nisku, Alberta on the 23rd to 25th of June, 2025.

Carried.

9 Chief Administrative Officer (CAO) Report (Action List)

570-25 Moved By: Jered Serben

Smoky Lake County forward the following motion to the next Rural Municipalities Meeting in October 2025:

#234-25: That Smoky Lake County acknowledge receipt of the correspondence received from the Executive Assistant of Legislative Services, Beaver County, dated January 2, 2025, calling for RMA District 5 Agenda items to add to the January 24, 2025, Meeting; and respond to ensure the following subjects are on the agenda:

- •The decline of rural volunteers for community halls,
- ·Rural crime reduction,

- ·Rural healthcare,
- ·Oil & Gas Property Tax.
- ·Local Government Fiscal Framework (LGFF) funding

9.1 Chief Administrative Officer (CAO) Report

571-25 Moved By: Dominique Céré

That Smoky Lake County Council Accept the CAO Report (Action Item Report) dated up until May 8th, 2025 as presented.

Carried.

10 Council Committee Reports

Nil

11 Correspondence

Nil

11.1 Village of Waskatenau - Repairs on HWY 31 Bridge

572-25 Moved By: Dan Gawalko

That the Smoky Lake County Council Acknowledge receipt of letter to Michael Botros, Alberta Transportation, regarding Repairs on Highway #831 Bridge, North Saskatchewan River, dated, May 15, 2025, as information.

Carried.

11.2 Bridge HWY 831 County of Smoky Lake

573-25 Moved By: Dominique Céré

That the Smoky Lake County Council Acknowledge receipt of the email from Sgt. Anita Doktor, regarding Repairs on Highway #831 Bridge, North Saskatchewan River, dated, May 16, 2025, as information.

Carried.

11.3 Mons Lake RV

574-25 Moved By: Dominique Céré

That Smoky Lake County Council acknowledge receipt of the email received from Mons Lake resident Cindy Wearmouth, dated, Tuesday, May, 20, 2025, regarding concerns of Bylaw 1432-23 as information.

Carried.

11.4 Government of Alberta: Regional Employer Supports

575-25 Moved By: Dominique Céré

That Smoky Lake County Council acknowledge receipt of the Grants and Funding Programs for 2025 and instruct administration to bring back any relevant grant programs to the next Smoky Lake County Council Meeting on Wednesday, June, 25, 2025 as information.

Carried.

11.4.1 Transportation and Economic Corridors

576-25 Moved By: Dan Gawalko

That Smoky Lake County Council acknowledge receipt of the letter from Honourable, Devin Dreeshen, Minister of Transportation and Economic Corridors, dated May, 20, 2025 as information.

Carried.

11.5 Government of Alberta

577-25 Moved By: Dominique Céré

That Smoky Lake County Council acknowledge receipt of the dated May, 20, 2025 as information.

Carried.

11.6 Government of Alberta; Trade and Export Expansion Branch

578-25 Moved By: Dan Gawalko

That Smoky Lake County Council acknowledge receipt of the Trade and Export Expansion Branch ENERGY Industry Newsletter dated May, 20, 2025 and file for information.

Carried.

11.7 Economic Development

579-25 Moved By: Dominique Céré

That Smoky Lake County Council knowledge receipt of the Economic Development Funding Resources report, dated May, 20, 2025, as presented.

Carried.

11.8 Collaborating for Business Success

580-25 Moved By: Jered Serben

That Smoky Lake County Council acknowledge receipt of the "Collaborating for Business Success Event invitation received from Community Futures held on Wednesday, June 25, 2025 be filed for information.

11.9 Oil & Gas Show

581-25 Moved By: Dan Gawalko

That Smoky Lake County Council acknowledge receipt of the Bonnyville District Oil and Gas Show Event invitation hosted on June 18th, 2025 to June 19th located at the Bonnyville Centennial Centre as information.

Carried.

11.10 RMA Contact Newsletter

582-25 Moved By: Dan Gawalko

That Smoky Lake County Council acknowledge receipt of the Rural Municipalities Contact Newsletter dated May, 30th, 2025 as information.

Carried.

11.11 Warspite Revitalization Foundation

583-25 Moved By: Dominique Céré

That Smoky Lake County Council donate funds in the amount **\$1,500.00** to the Warspite Foundation Event on June 14th, 2025

Carried.

12 Information Release

12.1 Smoky Lake RCMP Detachment

584-25 Moved By: Dominique Céré

That the Smoky Lake County Council Acknowledge receipt of the letter sent to Division Commanding Officer Trevor Daroux "K"-Division from Reeve, Jered Serben, regarding Support for RPAS Procurement- Smoky Lake RCMP Detachment, dated, April 29, 2025, as information.

Carried.

13 Financial Reports

585-25 Moved By: Dan Gawalko

That Smoky Lake County File Financial Reports dated June 12th, 2025, as information and request the administration to follow up with finance on detailed information regarding the School Alberta School Fund Payment.

Carried.

14 Confirmation of Upcoming meetings

586-25 Moved By: Dan Gawalko

That the next Smoky Lake County Council Meetings be reconfirmed as follows:

- Wednesday, June, 25, 2025, at 9:00 a.m. (Regular),
- Thursday, August 28, 2025, at 9:00 a.m. (Regular)
- Thursday, September 11 and 25, 2025. at 9:00 a.m. (Regular)

Carried.

8.15 Additional Road Graders to the County Fleet

588-25 Moved By: Jered Serben

That Smoky Lake County Council direct administration to provide Council with an operational plan for the addition of 3 graders with operators which would include benefits and costs the June 25th Regular Council Meeting for further discussion.

Carried.

16 Adjournment

589-25 Moved By: Jered Serben

That the Smoky Lake County Council Meeting of June, 12th, 2025, be adjourned, time 2:12 p.m.

Carried.

SMOKY LAKE COUNTY

AGENDA: **MUNICIPAL PLANNING COMMISSION** to be held on

Wednesday, June 25, 2025, at 1:00 p.m.

In County Council Chambers, or virtually, via Telus Business Connect Platform:

https://video.businessconnect.telus.com/join/309158517

or, by phone: 1-780-666-2345, Meeting ID: 309158517

- 1. CALL TO ORDER
- 2. AGENDA
- 3. MINUTES
 - 3.1 Adopt Minutes of March 13, 2025
- 4. REQUEST FOR DECISION
 - 4.1 <u>Development Permit(s) to be Considered:</u>
 - 4.1.1 DP-025-25: Garden Suite
- 5. ISSUES FOR INFORMATION
 - 5.1 Nil.
- 6. CORRESPONDANCE
 - 6.1 Nil.
- 7. DELEGATON(S)
 - 7.1 Nil.
- 8. ADJOURNMENT

SMOKY LAKE COUNTY

Minutes of the **Municipal Planning Commission** meeting from **Thursday, March 13, 2025**, held in Smoky Lake County Council Chambers as well as virtually online.

The meeting was Called to Order at 1:00 PM p.m. by the Chief Administrative Officer of Smoky Lake County, Kevin Lucas, in the presence of the following persons:

Attendance:

Councillor Div. 1	Present in Chambers
Councillor Div. 2	Absent
Councillor Div. 3	Present in Chambers
Councillor Div. 4	Present in Chambers
Councillor Div. 5	Present in Chambers
CAO	Present in Chambers
P&D Manager	Present Virtually
Finance Manager	Present Virtually
Nat. Gas Manager	Present Virtually
Comm. Manager	Present Virtually
PW Manager	Present in Chambers
Recording Secretary	Present in Chambers
	Councillor Div. 2 Councillor Div. 3 Councillor Div. 4 Councillor Div. 5 CAO P&D Manager Finance Manager Nat. Gas Manager Comm. Manager

2 Members of the Public virtually present and 0 physically present.7 other County Staff Members virtually present & 1 physically present.

Election of Chairperson

The Chief Administrative Officer called first (1) time for nominations for Chairperson.

MPC25.01: Lucas

That Councillor Dominique Céré be nominated as the Chairperson of the Municipal Planning Commission.

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

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

HEARING NO FURTHER NOMINATIONS.

The Chief Administrative Officer declared Nominations for Chairperson Ceased.

Ms. Dominique Céré was declared elected by acclamation by the Chief Administrative Officer as the Chairperson of the Municipal Planning Commission for the ensuing year and assumed the Chair.

Election of Vice-Chairperson

The Chairperson called first (1) time for nominations for Vice-Chairperson.

MPC25.02: Céré

That Councillor Dan Gawalko be nominated as the Vice-Chairperson of the Municipal Planning Commission.

The Chairperson called second (2) time for nominations for Chairperson.

The Chairperson called third (3) time for nominations for Chairperson.

HEARING NO FURTHER NOMINATIONS.

The Chairperson declared Nominations for Vice-Chairperson Ceased.

Mr. Dan Gawalko was declared elected by acclamation by the Chairperson as the Vice-Chairperson of the Municipal Planning Commission for the ensuing year.

2.0 ADOPTION OF AGENDA

MPC25.03: Halisky

That the Agenda for the Municipal Planning Commission meeting for Thursday, March 13, 2025, be adopted as presented.

CARRIED UNANIMOUSLY.

3.0 MINUTES

MPC25.04: Serben

That the Minutes of Municipal Planning Commission meeting held on Thursday, September 12, 2024, be adopted as presented.

CARRIED.

4.0 REQUEST FOR DECISION

4.1 Development Permits to be Considered:

MPC25.05: Gawalko

4.1.1 DP-005-25: Natural Resource Extraction & Processing Facility (Sand & Gravel)

That the Municipal Planning Commission <u>APPROVE</u> Development Permit No. 005-25: **NW 11-61-18-W4M**, for the development of a **Natural Resource Extraction/Processing Facility (Sand & Gravel)**, subject to the following conditions:

- 1. The proposed Natural Resource Extraction/Processing Facility (Sand & Gravel) shall be developed, constructed and sited as per "Drawing No. 4-9: Mine Sequencing Plan", dated August 26, 2023, attached to, and forming part of, this Development Permit, and not to exceed 5.03 hectares (12.43 acres) in size. Any expansion of the proposed Natural Resource Extraction/Processing Facility (Sand & Gravel) shall require a subsequent Development Permit to be issued by the Development Authority for Smoky Lake County.
- 2. The Applicant/Developer shall be required to enter into a Development Agreement with Smoky Lake County prior to the issuance of a Development Permit for the proposed Natural Resource Extraction/Processing Facility (Sand & Gravel).
- 3. The Applicant/Developer shall obtain an Aggregate Extraction Business Licence, pursuant to Smoky Lake County Bylaw No. 1456-24: Aggregate Extraction Business Licence Bylaw, and amendments thereto, and shall comply with all provisions of said Bylaw, including, but not limited to, providing Smoky Lake County with quarterly aggregate reporting and payment of Business Licence fees.
- 4. The Applicant/Developer shall pay to Smoky Lake County, in accordance with Smoky Lake County Bylaw No. 1431-23: Smoky Lake County Planning and Development Fees Bylaw, Development Permit fees of \$750.00/acre (\$750.00 x 12.43 acres = \$9,322.50), prior to the issuance of this Development Permit.

- 5. The Applicant/Developer shall be required to enter into a Haul Road Agreement with Smoky Lake County prior to the issuance of this Development Permit.
- 6. The Applicant/Developer shall obtain a Historical Resources Act Approval from the Ministry of Arts, Culture and Status of Women prior to the issuance of this Development Permit.
- 7. This Development Permit will expire ten (10) years from the date of issuance.
- 8. The Applicant/Developer shall comply with all requirements of Alberta Environment and Protected Areas, including any registrations, permits, approvals and reclamation requirements.
- 9. Reclamation and rehabilitation of the subject lands shall be in accordance with the Alberta Environmental Protection and Enhancement Act (EPEA) and the Code of Practice for Pits.
- 10. Tree and brush removal on the subject lands shall take place only during the approved period of July 31 to April 15, as required by the Alberta Wildlife Act and the federal Migratory Birds Convention Act.
- 11. Any burning of vegetation on the subject lands will require the Applicant/Developer to obtain a Burn Permit from Smoky Lake County's Fire Chief, or his designate, prior to commencement of burning.
- 12. The Applicant/Developer shall submit a Fire Safety Plan to the satisfaction of Smoky Lake County's Fire Chief.
- 13. All equipment and activities related to mining, excavating and crushing operations shall be located within, and take place in, areas approved for gravel extraction by this Development Permit.
- 14. Hours of Operation shall be as follows:
 - a. <u>Crushing Operations:</u> 7:00 a.m. 9:00 p.m., Monday through Saturday inclusive. No crushing shall be permitted on Sundays and Statutory Holidays.
 - b. On-Site Development Operations (extraction, pit development, reclamation & tree removal): 7:00 a.m. 9:00 p.m., Monday to Saturday inclusive. No on-site development operation shall be permitted on Sundays and Statutory Holidays.
 - c. <u>Hauling:</u> 7:00 a.m. 9:00 p.m., Monday to Saturday inclusive. Hauling shall not be permitted on Sundays and Statutory Holidays.
- 15. The Applicant/Developer shall ensure that dust and noise control measures are undertaken so as to prevent such effects from becoming a nuisance to adjacent landowners. In this regard, stockpiles shall be positioned to act as a sound barrier and the Applicant/Developer shall utilize any and all methods of minimizing the noise created from machinery and pit activities wherever possible. The Applicant/Developer shall be required to provide dust control upon request by, and to the satisfaction of, Smoky Lake County.
- 16. The Applicant/Developer shall keep the area subject to the Development Permit in a clean and tidy manner, free from rubbish and non-aggregate debris.

- 17. The Applicant/Developer shall install and maintain appropriate traffic and safety signage on and about the subject lands and adjacent road accesses.
- 18. Accesses and haul routes into extraction areas shall be located away from residential areas wherever possible.
- 19. No development, disturbance or alteration of a surface waterbody is permitted without first obtaining the necessary approvals under the Water Act and from the Department of Fisheries and Oceans, where applicable. Evidence of a Water Act approval or licence must be provided to the Development Authority for Smoky Lake County in cases where a surface waterbody is altered or disturbed.
- 20. All reasonable measures shall be taken by the Applicant/Developer to control erosion in the areas approved for sand and gravel extraction.
- 21. The Applicant/Developer shall obtain any and all approvals, permits, authorizations, certificates and licenses, from any and all agencies, departments and authorities as may be required.
- 22. The use of engine-retarding brakes shall not be permitted within $\frac{1}{2}$ mile of a residence on municipally-controlled roads.

CARRIED.

MPC25.06: Halisky

MPC25.07: Halisky

MPC25.08: Serben

MPC25.09: Halisky

MPC25.10: Gawalko

That Smoky Lake County Council go into Executive Session in the presence of all Council and Chief Administrative Officer (CAO) to discuss a Legal Land Issue: in respect to potential land purchase, under the authority of the FOIP Act Section 16: Third party business interests and Section 27: Privileged information, time 1:22 p.m.

That Smoky Lake County Council go out of Executive Session, time 1:29 p.m.

The Municipal Planning Commission meeting was recessed at 1:30 p.m. to resume the Regular County Council Meeting on a separate agenda with separate minutes.

The Municipal Planning Commission meeting was reconvened at 2:20 p.m.

That Smoky Lake County Council go into Executive Session in the presence of all Council and Chief Administrative Officer (CAO) to discuss a Legal Land Issue: in respect to potential land purchase, under the authority of the FOIP Act Section 16: Third party business interests and Section 27: Privileged information, time 2:20 p.m.

That Smoky Lake County Council go out of Executive Session, time 2:35 p.m.

4.1.2 DP-006-25: Natural Resource Extraction & Processing Facility (Sand & Gravel)

That the Municipal Planning Commission <u>APPROVE</u> Development Permit No. 006-25: **S1/2 15-61-18-W4M**, for the development of a **Natural Resource Extraction/Processing Facility (Sand & Gravel)**, subject to the following conditions with the amendments to number 5 with the public works manager

 The proposed Natural Resource Extraction/Processing Facility (Sand & Gravel) shall be developed, constructed and sited as per "Drawing No. 4-9: Mine Sequencing Plan", dated August 26, 2023, attached to, and forming part of, this Development Permit, and not to exceed 5.03 hectares (12.43 acres) in size. Any expansion of the proposed Natural Resource

- Extraction/Processing Facility (Sand & Gravel) shall require a subsequent Development Permit to be issued by the Development Authority for Smoky Lake County.
- The Applicant/Developer shall be required to enter into a Development Agreement with Smoky Lake County prior to the issuance of a Development Permit for the proposed Natural Resource Extraction/Processing Facility (Sand & Gravel).
- 3. The Applicant/Developer shall obtain an Aggregate Extraction Business Licence, pursuant to Smoky Lake County Bylaw No. 1456-24: Aggregate Extraction Business Licence Bylaw, and amendments thereto, and shall comply with all provisions of said Bylaw, including, but not limited to, providing Smoky Lake County with quarterly aggregate reporting and payment of Business Licence fees.
- 4. The Applicant/Developer shall pay to Smoky Lake County, in accordance with Smoky Lake County Bylaw No. 1431-23: Smoky Lake County Planning and Development Fees Bylaw, Development Permit fees of \$750.00/acre (\$750.00 x 66.93 acres = \$50,197.50), prior to the issuance of this Development Permit.
- 5. The Applicant/Developer shall be required to enter into a Haul Road Agreement with Public works manager of Smoky Lake County prior to the issuance of this Development Permit.
- 6. The Applicant/Developer shall obtain a Historical Resources Act Approval from the Ministry of Arts, Culture and Status of Women prior to the issuance of this Development Permit.
- 7. This Development Permit will expire ten (10) years from the date of issuance.
- 8. The Applicant/Developer shall comply with all requirements of Alberta Environment and Protected Areas, including any registrations, permits, approvals and reclamation requirements.
- 9. Reclamation and rehabilitation of the subject lands shall be in accordance with the Alberta Environmental Protection and Enhancement Act (EPEA) and the Code of Practice for Pits.
- 10. Tree and brush removal on the subject lands shall take place only during the approved period of July 31 to April 15, as required by the Alberta Wildlife Act and the federal Migratory Birds Convention Act.
- 11. Any burning of vegetation on the subject lands will require the Applicant/Developer to obtain a Burn Permit from Smoky Lake County's Fire Chief, or his designate, prior to commencement of burning.
- 12. The Applicant/Developer shall submit a Fire Safety Plan to the satisfaction of Smoky Lake County's Fire Chief.
- 13. All equipment and activities related to mining, excavating and crushing operations shall be located within, and take place in, areas approved for gravel extraction by this Development Permit.
- 14. Hours of Operation shall be as follows:
 - a. <u>Crushing Operations:</u> 7:00 a.m. 9:00 p.m., Monday through Saturday inclusive. No crushing shall be permitted on Sundays and Statutory Holidays.
 - b. On-Site Development Operations (extraction, pit development, reclamation & tree removal): 7:00 a.m. -

- 9:00 p.m., Monday to Saturday inclusive. No on-site development operation shall be permitted on Sundays and Statutory Holidays.
- c. <u>Hauling:</u> 7:00 a.m. 9:00 p.m., Monday to Saturday inclusive. Hauling shall not be permitted on Sundays and Statutory Holidays.
- 15. The Applicant/Developer shall ensure that dust and noise control measures are undertaken so as to prevent such effects from becoming a nuisance to adjacent landowners. In this regard, stockpiles shall be positioned to act as a sound barrier and the Applicant/Developer shall utilize any and all methods of minimizing the noise created from machinery and pit activities wherever possible. The Applicant/Developer shall be required to provide dust control upon request by, and to the satisfaction of, Smoky Lake County.
- 16. The Applicant/Developer shall keep the area subject to the Development Permit in a clean and tidy manner, free from rubbish and non-aggregate debris.
- 17. The Applicant/Developer shall install and maintain appropriate traffic and safety signage on and about the subject lands and adjacent road accesses.
- 18. Accesses and haul routes into extraction areas shall be located away from residential areas wherever possible.
- 19. No development, disturbance or alteration of a surface waterbody is permitted without first obtaining the necessary approvals under the Water Act and from the Department of Fisheries and Oceans, where applicable. Evidence of a Water Act approval or licence must be provided to the Development Authority for Smoky Lake County in cases where a surface waterbody is altered or disturbed.
- 20. All reasonable measures shall be taken by the Applicant/Developer to control erosion in the areas approved for sand and gravel extraction.
- 21. The Applicant/Developer shall obtain any and all approvals, permits, authorizations, certificates and licences, from any and all agencies, departments and authorities as may be required.
- 22. The use of engine-retarding brakes shall not be permitted within ½ mile of a residence on municipally-controlled roads.

CARRIED.

MPC25.11: Serben

4.1.3 DP-004-25: Recreational Use (Archery Range)

That the Municipal Planning Commission <u>APPROVE</u> Development Permit No. 004-25: **PLAN 0627587, BLOCK 1, LOT 1, for the development of a Recreational Use (outdoor archery range)**, subject to the following conditions:

 The proposed outdoor archery range shall be sited and constructed as per the Site Plan, dated January 30, 2025, attached to, and forming part of, this Development Permit, and shall conform to the following setbacks:

Minimum Front Yard Setback (from property line adjacent to RGE RD 190): **7.62 meters (65.0 feet)**.

Minimum Rear Yard Setback: (from property line adjacent to property to the east): **20.0 meters (25.0 feet)**.

- Minimum Side Yard Setback: **18.5 meters (60.0 feet)**. Minimum Side Yard Setback: **18.5 meters (60.0 feet)**.
- 2. The Developer/Applicant shall ensure that a minimum separation of 90cm and 1.25m for wheelchair athletes is provided for each shooting lane.
- 3. The Developer/Applicant shall ensure that a 3.0m safety zone is established behind the shooting line.
- 4. The Developer/Applicant shall ensure that the shooting line is clearly and visibly marked. The demarcation lines must cross the shooting area's length and width and must outline the shooting lanes.
- 5. The Developer/Applicant shall ensure that the archery range is bounded by a fence with a minimum 4 foot height.
- 6. The Developer/Applicant shall ensure that appropriate berms and/or backstopping is installed behind targets, to the satisfaction of the Development Authority. The berms and backstopping must be high enough to stop arrows that have just missed the top of the butts at 90m.
- 7. The Developer/Applicant shall ensure that the waiting areas and observation areas are separated and delineated from the shooting area.
- 8. The Developer/Applicant shall obtain approval for the proposed approaches from the Smoky Lake County Road Foreman or his designate.
- The Developer/Applicant shall install appropriate warning signage, in sufficient quantities and locations, to the satisfaction of the Development Authority, informing the public of an operating archery range.
- 10. During operation of the archery range, the Developer/Applicant shall ensure that a certified Range Safety Officer is present at all times.
- 11. During construction, the Developer shall keep the site in a clean and tidy manner, free from rubbish and non-aggregate debris.
- 12. The Developer/Applicant shall be required to obtain any and all necessary permits, approvals, licenses and authorizations from any and all agencies, departments and authorities as may be required. This includes obtaining the relevant Safety Codes Act Permits (Building, Gas, Plumbing, Electrical and Private Sewage Disposal System).

CARRIED.

5.0 <u>ISSUES FOR INFORMATION</u>

5.1 Nil.

6.0 CORRESPONDENCE

6.1 Nil.

7.0 DELEGATION

7.1 Nil.

NEXT MEETING

The next Municipal Planning Commission Meeting will be at the call of Chairperson and Public Notice of the next meeting be provided at least 24 hours in advance in accordance with the *Municipal Government Act*,

RSA 200, cM-26.1 s195, by posting the information on the Smoky Lake County website.

8.0 ADJOURNMENT

MPC25.12: Serben

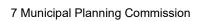
That the Municipal Planning Commission Meeting of March 13, 2025, adjourn at 2:46 p.m.

CARRIED.

Dominique Céré, Chairperson

SEAL

Kevin Lucas, CAO



MUNICIPAL PLANNING COMMISSION DEVELOPMENT REPORT



AGENDA ITEM 4.1.1

MEETING DATE	JUNE 25, 2025
FILE NO.	DP 025-25
LEGAL DESCRIPTION	(M)(M)(M)(M)(M)(M)(M)(M)(M)(M)(M)(M)(M)(
LOT AREA	1.05 ACRES
APPLICANT	ROBERT SCHAUB
LANDOWNERS	ROBERT SCHAUB, LISA MCMORROW & ANITA CURRAN
PROPOSED DEVELOPMENT	GARDEN SUITE
ZONING	MULTI-LOT COUNTRY RESIDENTIAL (R1) DISTRICT
DEVELOPMENT TYPE	DISCRETIONARY USE
ROLL NO.	
DIVISION	4

RECOMMENDATION

That the Municipal Planning Commission APPROVE Development Permit No. 025-25, located on the lands legally described as **PLAN 7821750**, **BLOCK 1**, **LOT 7** for the development of a **GARDEN SUITE**, subject to the following conditions:

- 1. The proposed Garden Suite shall be constructed and sited as per the Site Plan, dated June 3, 2025, attached to, and forming part of, this Development Permit.
- 2. The proposed Garden Suite shall not exceed 4.5 meters (15.0 feet) or one-storey in height.
- 3. The maximum lot coverage shall not exceed 45% of the total lot, of which, a maximum of 15% of the total lot area may be covered by Accessory Buildings.
- **4.** The Developer shall ensure that lot grade elevations are properly established so as to not allow the subject property to drain onto adjacent lots.
- 5. The Developer shall obtain any and all necessary approvals, permits, authorizations and licenses from any and all agencies, departments and authorities as may be required,
- **6.** The Developer shall obtain all relevant Safety Codes Act Permits (Building, Electrical, Plumbing, Gas and Private Sewage), as applicable.
- 7. The Developer shall keep the area subject to the Development Permit in a reasonable condition, so as to prevent debris from blowing onto any adjacent private or public property. At the conclusion of construction, the Developer shall remove all building materials and other debris from the site.
- 8. Natural gas services are provided by Smoky Lake County at this location upon request. All costs associated with connecting to this service shall be borne solely by the Developer. Please contact Daniel Moric, Manager, Smoky Lake County Gas Department at 780-656-5734 for more information.
- 9. Municipal water and wastewater services are not provided at this location. It is the sole responsibility of the Developer to ensure that water well and private sewage disposal systems associated with this Development conform to current provincial regulations and requirements. In addition, all infrastructure improvement costs associated with the Development shall be borne solely by the Developer.
- **10.** The proposed Development shall commence within twelve (12) months from the date of issuance of this Development Permit, and shall be completed within five (5) years of the date of issuance.

Municipal Planning Commission – June 25, 2025 Item 4.1.1 – Development Permit 025-25 (Page 1 of 12)

BACKGROUND

- 1. The reason this application is being referred to MPC is that a **GARDEN SUITE** is a Discretionary Use in the Multi-Lot Country Residential (R1) District (Section 8.4) of Smoky Lake County Land Use Bylaw #1272-14.
- 2. Section 2.11.1.B *Decisions on Development Permit Applications* of Smoky Lake County Land Use Bylaw #1272-14, states that the Development Authority Officer shall refer their recommendations to the Municipal Planning Commission for its consideration and decision regarding all applications for a Discretionary Use.

LAND USE BYLAW #1272-14 - RELEVANT PROVISIONS

<u>Section 1.7 – Interpretations/Definitions</u>

121. "Garden Suite" means a single-storey accessory building which contains a dwelling unit and is located in a building on a site that is separate from the main building in which the main use is a single detached dwelling. A Garden Suite has cooking, food preparation, sleeping and sanitary facilities which are separate from those of the single detached dwelling located on the site. This use does not include Secondary Suites or Garage Suites.

SUPPORTING DOCUMENTS

APPENDIX A	LAND USE BYLAW SECTION 8.4: MULTI-LOT COUNTRY RESIDENTIAL (R1) DISTRICT	PAGE 3
APPENDIX B	DEVELOPMENT PERMIT APPLICATION DP 025-25	PAGE 8
APPENDIX C	GENERAL LOCATION MAP	PAGE 12
	010	

Prepared by:

Jordan Ruegg

June 12, 2025

Date

R1

8.4 MULTI-LOT COUNTRY RESIDENTIAL (R1) DISTRICT

1. Purpose

The general purpose of this District is to provide opportunities for the development of a variety of multi-lot country residential subdivisions and bareland condominiums.

2. Permitted Uses

- A. Accessory Buildings and Uses
- B. Basement Suite
- C. Buildings and Uses Accessory to Permitted Uses
- D. Cottage
- E. Day Home
- F. Dwelling Single Detached
- G. Dwelling, single detached, tiny
- H. Extensive Agriculture
- I. Home Occupation, Minor
- J. Home Occupation, Major
- K. Secondary Suite

3. Discretionary Uses

- A. Alternative Energy, Personal.
- B. Bed & Breakfast Establishments
- C. Buildings and Uses Accessory to Discretionary Uses
- D. Day Care Facility
- E. Duplexes (Side-By-Side and Vertical)
- F. Family Care Facility
- G. Garage Suite
- H. Garden Suite
- I. Group Care Facility
- J. Guest House
- K. In law Suite
- L. Manufactured Home
- M. Modular Home
- N. Multi-Unit DwellingO. Natural Area
- P. Neighbourhood Convenience Store
- Q. Neighbourhood Park
- R. Places of Worship
- S. Public Park
- T. Public and Quasi-Public Services
- U. Public Utilities
- V. Recreational Buildings and use
- W. Shipping Container
- X. Other Uses which, in the opinion of the Development Authority, are similar to the above mentioned Permitted and Discretionary Uses

Smoky Lake County - Land Use Bylaw No. 1272-14

4. Subdivision Regulations

A. Minimum & Maximum Lot Area for Residential Uses

Unless otherwise stated in an approved Development Concept Plan or Area Structure Plan the minimum and maximum lot dimensions for residential uses shall be as follows:

	Minimum Lot Area	Maximum Lot Area
Within 304.8 m (1,000 ft.) of a lake	1860.0 sq. m (20,000.0 sq. ft.)	1.21 ha (3.0 ac.)
All other parcels (excluding fragments)	0.4 ha (1.0 ac.)	1.21 ha (3.0 ac.)
Fragmented parcels	0.4 ha (1.0 ac.)	At the Discretion of the Subdivision Authority

- B. Minimum & Maximum Lot Dimensions for Other Uses As required by the Subdivision Authority
- C. Minimum Frontage Requirement 30.5 m (100.0 ft) or as required by the Development and Subdivision Authority

5. Development Regulations

A. Minimum Ground Floor Area for Residential Uses

Unless otherwise stated in an approved Development Concept Plan or Area Structure Plan the minimum ground floor area for residential developments shall be as follows:

	Minimum Ground Floor Area
Within 304.8 m (1000 ft.) of a lake	55.7 sq. m (600.0 sq. ft.)
All other parcels – for single detached dwellings	69.7 sq. m (750.0 sq. ft.)
All other parcels – for manufactured and modular home units	65.0 sq. m (700.0 sq. ft.)

Smoky Lake County - Land Use Bylaw No. 1272-14

- B. Minimum Floor Area for Other Uses At the discretion of the Development Authority.
- C. Minimum Yard Setback Requirements

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

i. Minimum Front Yard Setback

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

ii. Minimum Side Yard Setback

From municipal road allowances	18.3 m (60.0 ft.) from the property line
From Highways	40.8 m (134.0 ft.) from the boundary of the right-of-way or as required by Alberta Transportation
When adjacent to an Internal subdivision road	7.6 m (25.0 ft.) from the property line
When adjacent to another Parcel	1.5 m (5.0 ft.) from the property line

iii. Minimum Rear Yard Setback

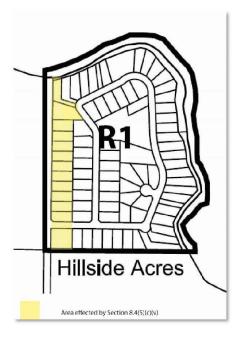
From Municipal Road Allowances	18.3 m (60.0 ft.) from the property line
From Highways	40.8 m (134.0 ft.) from the boundary of the right-of-way or as required by Alberta Transportation
When adjacent to an internal subdivision road	7.6 m (25.0 ft.) from the property line
When adjacent to another parcel	7.6 m (25.0 ft.) from the property line

iv. Notwithstanding **subsections (i), (ii), and (iii) above**, where there is an intersection or sharp curve, the minimum yard requirements shown on **Figures 20 and 21** of this

Smoky Lake County - Land Use Bylaw No. 1272-14

Bylaw shall apply.

v. Notwithstanding any other provision in **subsection (C)**, within the Hillside Acres subdivision, located within SW 9-62-13-W4 on the following lots:



Lot 1, Blk 1 Plan	Lot 44, Blk 1, Plan
0120707	0421556
Lot 45, Blk 1, Plan	Lot 46, Blk 1, Plan
0421556	0421556
Lot 47, Blk 1, Plan	Lot 48, Blk 1, Plan
0421556	0421556
Lot 49, Blk 1, Plan	Lot 50, Blk 1, Plan
0421556	0421556
Lot 51, Blk 1, Plan	Lot 52, Blk 1, Plan
0421556	0421556
Lot 53, Blk 1, Plan	Lot 54, Blk 1, Plan
0421556	0421556
Lot 1, Blk 1, 0222047	

Figure 24: side and Rear Yard Setbacks in Hillside Acres

the following front and rear yard setbacks shall apply:

From Municipal Road	7.6 m (25.0 ft.) from the property line		
Allowances			
Internal Subdivision	7.6 m (25.0 ft.) from the property line		
Road			

D. Maximum Site Coverage – 45%.

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

Smoky Lake County - Land Use Bylaw No. 1272-14

E. Maximum Height

- i. 10.0 m (33.0 ft.)
- In the case of buildings which are accessory to discretionary uses, the maximum height shall be at the discretion of the Development Authority.

6. Other Regulations

- A. Residential parcels will not be allowed:
 - within required setbacks from a sewage treatment plant or lagoon or solid waste disposal site as specified by the appropriate guidelines or authority;
 - ii. within required setbacks from sour gas wells, pipelines and ancillary facilities;
 - iii. within an area likely to be subject to high levels of noise or emissions from industry, transportation facilities, or other sources; or
 - iv. within a 1 in 100 year flood plain;
- B. A development permit for a dwelling shall be issued only on condition that approval of the proposed sewage disposal system is received in accordance with provincial regulations.
- Development proposals adjacent to a primary highway shall comply with any relevant provincial regulations.
- D. Fences shall be developed in accordance with Section 7.7 of this Bylaw.
- E. Landscaping shall be provided in accordance with **Section 6.11** of this Bylaw.
- G. Shipping containers shall be developed in accordance with Section 7.31 of this Bylaw
- H. Accessory buildings shall be developed in accordance with **Section 6.1** of this Bylaw.

Smoky Lake County - Land Use Bylaw No. 1272-14

Section 61	SCHEDUL	E "A"			03-07
D	EVELOPMENT PERMIT	APPLIC <i>E</i>	ATION	FORM	
Internal Use Only		0	Roll Nu	mber:	
Our File Number: 07-025-25	Your File Number:	7	HOIL THE		
Applicant Information	c ; 1				
Applicant/Agent: Robert	Schaub			Phone:	
Address:			-	Cell Phone:_	
City/Prov. Alberta fort	Saskalcheostal Code: 18	LHR	4	Fax:	
Towall address:			-	Signat	
Applicant/Agent Authorization: I am the a and complete and is, to the best of my known	pplicant/agent authorized to act on bel wledge, a true statement of the facts re	nalf of the regist lating to this ap	ered own plication.	er and that the i	information given on this form is full
Registered Landowner Inform					Owner same as applicant
				Phone:	
Registered Owner:			-		
Address:			_		
City/Prov	Postal Code:		_	Signature: _	
Section A - Property Informa	ation				Division
Legal: Lot 7 Block 1		and Don	+ of W	1/ Sec 1/	
Legal: Lot7 Block/	Plan _/82/30	and Pai	1		,
Legal: Lot Block Subdivision Name (if applicable) o	r Area of Development	nag L	Cino.	1.050	Acres
Rural Address/Street Address	07 30	Parcel	size	1.030	116/25
Number of existing dwellings on p	roperty (please describe)	N			
Has any previous application beer	filed in connection with this pr	operty?	Yes I	₫-N ö	
If yes, please describe the deta	ils of the application and file nu	mber:			
			ma.		
Is the subject property near a stee	ep slope (exceeding 15%)?	☐ Yes			
Is the subject property near or bo Is the subject property within 800	unged by a body of water?	☐ Yes			
Is the subject property within 800 Is the subject property near a Cor	fined Feeding Operation?				
is the subject property within 1.5	km of a sour gas facility?	☐ Yes	₩ No	Distance: _	
is the subject property within 1.5	km of a sewage treatment plan	t/lagoon?			Distance:
Is the subject property immediate	ely adjacent to the County bour	idary? 🗆 '	res 🖺	No	
If yes, the adjoining municipali	ty is:				
Schedule "A": Development Pern	nit Application Form				Page 9 of 13.

Municipal Planning Commission – June 25, 2025 Item 4.1.1 – Development Permit 025-25 (Page 8 of 12)

Is the property the subject of a licence, permit, approval, or other authorization granted by the Natural Resources Conservation Board, Energy Resources Conservation Board, Alberta Energy Regulator, Alberta Energy and Utilities Board or Alberta Utilities Commission?
If yes, please describe:
Is the property the subject of a licence, permit, approval, or other authorization granted by the Minister of Environment or granted under any Act the Minister is responsible for under s.16 of the Government Organization Act*? □ Yes □ No
If yes, please describe:
Is the subject property immediately adjacent to the County boundary? Yes PNo If yes, the adjoining municipality is: Acts: AB and Stewardship Act, Environmental Protection Act, Public Lands Act,
*The Minister is responsible for the following recovery state of resources for identifying this information. Surveys Act, Water Act. Please see attached list of resources for identifying this information.
Section B – Proposed Development Information
Estimated Cost of Project \$ 10.000 #1 12000 #2
Estimated Commencement Date July 2025 Estimated Completion Date July 2026
Dwelling: Floor Area 384 sq. ft. % of Lot Occupied Height of Dwelling 1/1/ft/m
Accessory Building Floor Area 432 sq. ft. % of Lot Occupied Height of Acc. Bldg 14 1 ft / m
Parking: No. of Off-Street Parking Stalls (if applicable)
Land Use District (Zoning) of Property: Recreation
Description of Work' GARDEN SUITE
Section C – Preferred Method of Communication
When a decision has been made on your file, do you wish for us to:
☐ call you for pick up ☐ mail the decision
Section 608(1) of the Municipal Government Act, R.S.A. 2000, c. M-26, as amended states:
608(1) Where this Act or a regulation or bylaw made under this Section requires a document to be sent to a person, the document may be sent by electronic means if
 a) the recipient has consented to receive documents from the sender by those electronic means and has provided an e-mai address, website or other electronic address to the sender for that purpose.
address, website of other electronic data and a graph of 13

Schedule "A": Development Permit Application Form

Page 10 of 13.

I/we grant consent for the Development Authority to regarding my/our application. YES	o communicate information and/or the decision electronically NO
OFFICE USE ONLY Type of Payment: DEBIT CASH CHEQUE Fee \$ 250.00 Receipt # 37291 Receipt Date 3, 2015 Date Received 12, 2015 *and deemed complete by Development Authority. Entered into MuniSight PD # 025-25	Authorization: Discretionary Use State Issuing Officer's Name Issuing Officer's Signature Date of Approval Date Issued Comments and/or Variances

Schedule "A": Development Permit Application Form

Page 11 of 13.

Schedule "A": Development Permit Application Form

Page 12 of 13.

Mons Lake SUBJECT SITE Smoky Lake County Smoky Lake County Date Created: 6/12/2025

APPENDIX C – GENERAL LOCATION MAP (PLAN 7821750, BLOCK 1, LOT 7 – MONS LAKE DRIVE)

https://app.munisight.com/SmokyLakeRegional/Content/Site/PrintMapPage.aspx?siteId=1

1/1





Meeting Date: Thursday, March 27, 2025 Agenda Item: #

Topic: Requests for Donation Smoky Lake Town & Country Golf Club

Presented By: Brenda Adamson, Finance

Recommendation:

Motion #1: Council Discretion

Background:

In March we received a request for funding towards a \$30,000 cash shortfall to get the 2025 golf season started. The only financial contributions that we have made since 2022 are donations towards the Jr program (\$1,000 in 2022, \$300 in 2023, and \$500 in 2024). Under normal circumstances, Administration would recommend dealing with a request like this in the next years budget. Due to the timing of the request, this is not an option.

On April 24, 2025, members of the Golf Club were a delegation at the council meeting. They provided their balance sheet. The motion following their presentation was:

461-25: Halisky That Smoky Lake County accepted the presentation of Erin

Chern, Present and Leo Chapdelaine, Clubhouse Manager, the Smoky Lake Town and County Golf Board, as information.

463-25 Halisky That Smoky Lake County add the Smoky Lake Town and

Country Golf course to the JMM Meeting on April 28, 2025

At the April 28, 2025 Joint Municipalities Meeting:

Smoky Lake Town and County Golf Course Funding Request

The Chair Jered Serben provided an update on the Smoky Lake Golf Club's (SLGC) funding request. The Club is seeking \$30,000 in operational support from the County to address financial challenges resulting from previous mismanagement.

JMM-354-25: Dan Gawalko That the Joint Municipalities Committee accept the update on the Smoky

Lake Golf Club funding request as information.

The issue was added to the agenda at the June 12, 2025 meeting and the following motion was made:

Email from David Ponich- Smoky Lake Town and Country Club Moved By: Lorne Halisky

Smoky Lake County Council Defer the decision of donation of funds to Smoky Lake County Golf club until the next Smoky Lake Council meeting

Page **1** of **3**



Request for Decision (RFD)

The Town of Smoky Lake has made the following motion

Motion:419-2025

Moved by Deputy Mayor Prockiw-Zarusky

That Town of Smoky Lake approve to provide funding to the Smoky Lake Golf Course in the amount of \$12,500.00 for financial support for their capital project of the replacement of their rooftop air conditioning system; to be funded from the Recreation Reserve; in reference to the letter from Tyler Purich, Board Member for Smoky Lake Golf Club, Leo Chapdelaine, and Bruce Chern, Manager and President respectfully, for the Smoky Lake Golf Club.

Smoky Lake County Council has not provided a final decision with regards to this request.

Benefits:

Keeping a local destination and organization operational

Disadvantages:

The request is for a substantial amount of money that is greater than our budget for contributions to organizations.

Alternatives:

Council could choose to not contribute to these events.

Financial Implications:

The budget for grants and organizations unspent or uncommitted is \$6,800.

The following funds have been provided thus far:

- √ \$500 Vilna Curling Club Memorial Bonspiel
- ✓ \$1,500 Anne Chorney Public Library
- ✓ \$1,500 Smoky Lake Public Library
- ✓ \$1,500 Vilna & District Municipal Library
- √ \$1,000 Kalyna Country Performing Arts
- ✓ \$1,500 Smoky Lake & District Cultural Heritage Threshing Bee
- ✓ \$6,000 Stars Foundation
- √ \$3,000 Vilna & District Citizens on Patrol
- ✓ \$500 Smoky Lake Riding Club Rodeo
- ✓ \$1,000 Victora Trail Ag Society Fair Days
- ✓ \$400 The Endurance Riders of Alberta
- ✓ \$350 Smoky Lake Holubka Dancers lunch
- ✓ \$250 Faud Bayramov
- √ \$2,500 Royal Canadian Legion
- ✓ \$500.00 SL Archery
- ✓ \$500 Quiet Nook
- ✓ \$200 Delta Waterfowl

Legislation:

na



Request for Decision (RFD)

Intergovernmental:

na

Strategic Alignment:

na

Enclosure(s):

- 1. Request letter from Smoky Lake Town and Country Golf Course
- 2. Balance Sheet and bank information from Smoky Lake Town and Country Golf Course
- 3. Letter of request

Signature of the CAO:

Meeting Date: Thursday, June 26, 2025 Agenda Item: #

Topic: <u>June Requests for Sponsorships</u> **Presented By:** Brenda Adamson, Finance

Recommendation:

That Smoky Lake County sponsors the Vilna & District Agricultural Society Boomtown Days Fair in the amount of \$1,500 to sponsor a children's activity.

Background:

Attached is a letter from Vilna & District Agricultural Society Boomtown Days Fair requesting sponsorship for the Fair August 16 & 17. There are 5 levels from \$100 to \$1,000.

- In 2024 we contributed \$1,000
- In 2023 we were Diamond Sponsors (\$1,000)
- In 2022 we contributed \$2,500
- 2019 we donated 12 tonnes of gravel for a live auction plus \$1,000
- 2018, 2017, 2016 we donated \$1,200

Benefits:

Sponsorship provides advertising opportunities.

Disadvantages:

The budget is very limited

Alternatives:

- 1. Sponsor a different amount
- 2. Take no action.

Financial Implications:

The budget for grants and organizations unspent or uncommitted is \$6,800.

The following funds have been provided thus far:

- √ \$500 Vilna Curling Club Memorial Bonspiel
- ✓ \$500 Spedden Fish & Game Family Fishing Event
- √ \$1,500 Anne Chorney Public Library
- √ \$1,500 Smoky Lake Public Library
- √ \$1,500 Vilna & District Municipal Library
- ✓ \$1,000 Kalyna Country Performing Arts
- ✓ \$1,500 Smoky Lake & District Cultural Heritage Threshing Bee
- ✓ \$6,000 Stars Foundation
- ✓ \$3,000 Vilna & District Citizens on Patrol
- √ \$500 Smoky Lake Riding Club Rodeo
- √ \$1,000 Victora Trail Ag Society Fair Days
- ✓ \$400 The Endurance Riders of Alberta
- ✓ \$350 Smoky Lake Holubka Dancers lunch
- √ \$250 Faud Bayramov
- ✓ \$2,500 Royal Canadian Legion
- ✓ \$500.00 SL Archery
- √ \$500 Quiet Nook
- √ \$200 Delta Waterfowl

Legislation:

na



Request for Decision (RFD)

Intergovernmental:
na
Strategic Alignment:
na
Enclosure(s):
 Boomtown Day Sponsorship Request
Signature of the CAO:

780-812-9169 vilnaagsociety@gmail.com

May 12, 2025

Reeve and Council County of Smoky Lake Box 310, Smoky Lake, Alberta T0A 3C0

Dear County Council Members:

Re: Sponsorship for Children's Activities Vilna Fair 2025

Each year the Vilna Agricultural Society hosts a fair and this year it is going to be on August 16, 2025. In the past, the county council has donated towards this event. Thank you all for your continued support.

I am certain that all of you realize the importance of this support from the county and surrounding businesses and the large amount of volunteer hours needed to host such an event.

Every year the fair committee strives to make this event a family-oriented day full of activities suitable for all ages. We have many activities for children including games, bouncy houses, a petting zoo, and a children's performer. Costs for these events range from \$1500-\$2000 each.

We would like to ask the council if they would consider sponsoring one of these events. Signage indicating your sponsorship would be placed near the children's area and our MC would be announcing our sponsors throughout the day. Major sponsors would also be printed on our fair poster that is posted in the surrounding communities and via our Facebook advertisement.

We would like you to consider this request at your next council meeting. Should you have any questions, please contact me at our email address boomtowndays.vilna@gmail.com or at 780-645-1421 (my cell phone).

Thank you in advance for considering our request.

Mary Flondra
Vilna Fair Committee
Vilna Agricultural Society

8.2 Vilna Boomtown Fairdays Request Letter | Page - 52





Request for Information

Meeting Date: Wednesday, June 25, 2025 Agenda Item: #

Topic: County Community Fund Information

Presented By: Brenda / Finance

Background:

Council motion 525-25: Serben

That Smoky Lake County Council Direct Administration bring back information on a restricted reserve for a County Community Fund, to help non-profit organizations to help assist projects to be completed to attract new residents and tourism within the County.

Administration found grant programs similar in nature at Red Deer County, M.D. of Bonnyville, Rocky View County, and Wheatland County.

Source of funds:

In 2023, Smoky Lake County lent the MCC for Smoky Lake Tourism \$590,000.00. As of May 31, 2025, the loan balance is approximately \$570,000. The MCC is in the process of dissolution. Once the loan balance is paid back these funds could be put in a Community Impact Grant Fund. The reserve would be set up to earn interest, however administration recommends that council allocate an additional amount in the budget yearly to contribute to the reserve.

Use of funds:

Council will need to provide some guidelines around their vision of the use of funds

- We recommend setting a maximum allocation per year. For example, if the County granted up to \$50,000 in funds per year.
- Funds should be provided only to registered not for profit organizations. This protects the County and ensures that funds are going to be used to assist legitimate volunteer organizations.
- > Set priorities Through discussions we understand that council would like to provide funds to capital projects that align with County strategic priorities. Under the current strategic plan, they are:
 - Grow Employment Opportunities
 - New Development
 - Emergency Services
 - Education
 - Cultural Diversity
- > Set grant deadlines for once or twice per year so that project proposals can be evaluated and the funds go to the most beneficial projects, or so the funds can be divided among several projects
- Contribution requirements options
 - The policy could require non profit groups to contribute a portion of their own funds
 - o It could allow groups to do the project using grants and County funds without organizational contributions

Benefits:

A Community Impact Grant program would provide the County with a means of assisting projects that align with Smoky Lake County priorities in an open and transparent manner.

Disadvantages:

If the budget does not allocate funds to this program every year, we will run out of money

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

Page **1** of **2**



Request for Information

Council Direction:

To develop this program, the following direction from Council would be helpful:

- o Is there an annual \$ limit or are funds granted until they are gone?
- o Does Council want to List specific priorities or tie them to the current strategic plan?
- Does Council want established application and evaluation program so that requests are vetted by administration first?
- o Do recipients have to be registered non profit community organizations?
- Can other government organizations such as Town, Aspen View School etc. access funding?
- Can projects be located in Town or Villages?
- Should funding limits be spelled out in the policy or does Council want the ability to be subjective.

Enclosure(s):

- ✓ Wheatland County Community Facilities Funding Grant Application
- ✓ Rocky View County Community Recreation and Culture Grant Program Policy
- ✓ Municipal District of Bonnyville Community Action Grant Policy
- ✓ Red Deer County Rural Community Capital Assistance Grant Information Package

Signature of the CAO:

POLICY



Community Action Grant Policy

3C,012

Section:

3.0 Planning and Community Services

- C. Community Association Support

Authority:

Council

Administering Department:

Planning and Community Services

Statement

The Municipal District of Bonnyville (M.D.) is committed to supporting eligible registered not-forprofit community associations, organizations, and societies with funding for events, programs, and capital projects that provide M.D. residents an opportunity to engage through recreation and culture in the community.

Purpose

The Community Action Grant is intended to establish a consistent evaluation process and framework for grant funding to community associations located within the M.D., including urban centres within municipal boundaries, that are providing recreation, culture, and healthy living opportunities to the residents of the M.D.

Definitions

For the purposes of this policy:

- (1) "Applicant" means an association, organization, or society that meets the criteria outlined within this policy;
- (2) "Chief Administrative Officer" (CAO) means the Chief Administrative Officer of the M.D. appointed by Council, or their delegate;
- (3) "Constitutional Documents" means the documents by which an applicant is incorporated or created and includes a Certificate of Incorporation, Articles of Incorporation, Memorandum of Association, Articles of Association, bylaws, and annual minutes and annual return:
- (4) "Council" means the duly elected Council of the M.D.;
- (5) "Eligible Community Association" means a like-minded association, organization, or society located within the M.D. or its urban neighbors within M.D. municipal boundaries that are recognized as a registered not-for-profit group or society that provides M.D. residents with necessary rural community services and/or infrastructure;
- (6) "Financial Need" means the difference between the community associations operating costs and their current financial status before receiving M.D. funding;
- (7) "Honorarium" means a payment given for professional services that are rendered normally without charge.
- (8) "Major Local Corporation" means a corporation operating locally that is included on the Major Local Corporation List attached to the Community Action Grant Application Form.

Date Adopted: May 8, 2019

Resolution No: 22.054

Resolution No: 19.241

Date Amended(04): February 9, 2022





3C.012

Policy

The Community Action Grant will provide four levels of funding:

- (1) Events and Programs up to \$5,000.
- (2) Minor Capital Projects up to \$5,000.
- (3) Moderate Capital Projects \$5,001 up to \$25,000.
- (4) Major Capital Projects \$25,001 up to \$200,000 with a minimum of 50% matching funding from the applicant.

Resources and Budget

(1) All funding for this grant program is subject to annual budget availability.

Grant Guidelines

- (1) Eligibility
 - (a) Eligible applicants include:
 - (i) Registered or incorporated not-for-profit community associations under the Alberta Societies Act based within the M.D. and/or the urban centres located within M.D. municipal boundaries;
 - (ii) Community associations with a primary mandate to provide community health & wellness, arts, culture, and/or recreational services.
 - (iii) Community associations able to demonstrate that other possible funding sources were sought and applied for prior to the submission of their grant application.
 - (iv) Community associations able to demonstrate that the organization is in financial need and does not have funds or resources available to carry out the project/initiative on their own.
 - (v) Community associations that submit a complete grant application with all required supporting documentation.
 - (b) Non-eligible applicants/applications include:
 - (i) Individuals, individual fundraisers, for-profit organizations, and private events;
 - (ii) Any for facilities located on private property without any public access to the land:
 - (iii) Organizations or facilities that are not open to public and/or do not allow reasonable access to the public;
 - (iv) Religious societies registered under the Religious Societies Land Act;
 - (v) School boards, schools, and school-organized activities or teams (see other municipal funding option for school teams);
 - (vi) Projects/initiatives requesting retroactive funding. Approval must be obtained prior to spending any money on an event, program, or project;
 - (vii) Any project funding requests that have previously been deliberated at a Meeting of Council through either a delegation presentation or written request;
 - (viii) Any with ineligible costs that are associated with the following:
 - 1. the purchase of land and/or buildings;
 - 2. overhead operational costs in nature or those required to operate an organization including wage/salary, rent, and utilities;
 - 3. Honorarium costs:

Date Adopted: May 8, 2019

Resolution No: 19.241

Date Amended(04): February 9, 2022

Resolution No: 22.054

3C.012

4. Goods and Services Tax (GST).

(c) Organizations that have received funding from the M.D. through the Major Capital Projects funding level are ineligible to apply for a grant in this funding level again for a five (5) year term.

(2) Funding Levels

The Community Action Grant may support eligible community associations through only one (1) of the four (4) funding levels below, per applicant, per year:

- (a) Events and Programs
 - (i) Events and programs must demonstrate a benefit to the residents of the M.D. of Bonnyville. These benefits can include recreational, fitness and healthy living opportunities, active lifestyle activities, community building, and arts and culture experiences. The maximum funding available for an event or program is \$5,000.
- (b) Minor Capital Projects
 - (i) Minor Capital Projects must maintain or improve infrastructure of existing facilities, or purchasing items deemed essential for the long-term sustainability of the organization to a maximum of \$5,000 in accordance with this policy.
- (c) Moderate Capital Projects
 - (i) Moderate Capital Projects must maintain or improve infrastructure by way of new construction, expansion, renovation, or replacement of existing facility. The minimum funding to be requested is \$5,001 with a maximum of \$25,000.
- (d) Major Capital Projects
 - (i) Major Capital Projects must be a community-led capital project or initiative with a minimum project value of \$25,001 and maximum of \$400,000, and must have a minimum of 50 percent secured matching funds.

(3) Grant Criteria

- (a) Eligible applicants receiving financial support through the Community Action Grant are required to provide recognition of the M.D. financial support through signage at the project or event sites, subject to approval by M.D. Marketing and Communications department.
- (b) Applications must include the following supporting documentation:
 - (i) Constitutional documents (Certificate of Incorporation, Bylaws, Memorandum of Association, or Articles of Association);
 - (ii) Most recent Annual General Meeting minutes;
 - (iii) Previous year's Annual Financial Statement including a list of any investments, guaranteed investment certificates, savings account(s) balances, and all grants received in the last 12 months;
 - (iv) A current list of the Board of Directors with names and positions as filed with the Government of Alberta Corporate Registries.
 - (v) A cover letter outlining the project scope, cost, other partnering organizations/groups, and the amount being requested from the M.D.
 - (vi) Detailed project budget.
 - (vii) Detailed project description.
 - (viii) Copies of one (1) to three (3) project/initiative quotations, dependent on size and nature of funding request.

Date Adopted: May 8, 2019

Resolution No: 19.241

Date Amended₍₀₄₎: February 9, 2022

Resolution No: 22.054

3C.012

- (c) If an approved project/initiative/event did not start and/or end or occur in the timeframe presented in the approved application, and M.D. funds remain unspent/available, or the project is completed without requiring full use of the awarded funds, such funds are to be promptly returned to the M.D..
- (d) Funding priority will be given to those Major Capital Projects or applicants that:
 - (i) are expected to provide a benefit to M.D. residents over a long period of time (five (5) years or more):
 - (ii) are led and owned by organizations registered under the Alberta Society's Act;
 - (iii) can demonstrate their long-term commitment to the community.
- (e) Eligible Major Capital Project applicants will be required to present their requests as a delegation to Council in accordance with the Council Delegation Policy, prior to final approval.

(4) Deadlines

Grant applications must be submitted to the M.D. Planning & Community Services Department by the following deadlines:

- (a) Events and Programs, and Minor Capital Projects: March 15, June 15, or October 15.
- (b) Moderate and Major Capital Projects: March 15.
- (c) Applications will be dealt with on a first-come first-served basis until all funds are allocated.
- (d) Those applicants who miss the submission deadline and have not yet received funding may be considered if funds are still available in the program budget within the year of application.
- (e) Should applicants miss the deadline or all funds become allocated for the application year, applications will not be carried forward into the next application year.

(5) Application Evaluation and Funding

- (a) The CAO or designate will review and may award Community Action Grant applications that meet the parameters/criteria outlined within this policy up to a value of \$25,000.
- (b) Major Capital Project applications will be reviewed by Administration. An award recommendation will then be provided for Council consideration and approval following a Council delegation presentation by the applicant.
- (c) Not all requests that meet the established eligibility will be approved at the full amount requested.
- (d) During the annual municipal budget process, Council shall determine the maximum annual funds available for the Community Action Grant program for that year.
- (e) Administration may amend the application and guidelines, as required and as it pertains to this policy and all other municipal, provincial, and federal statutes.

(6) Reporting Requirements

Date Amended(04): February 9, 2022

- (a) All Moderate and Major Capital Grant Community Action Grant recipients must submit a report within 60 days of the project completion date with the following information:
 - (i) a summary of the project outcomes and the impact on our local community.

Date Adopted: May 8, 2019 Resolution No: 19.241



Community Action Grant Policy

3C.012

- (ii) A financial statement including proper account of receipts and expenditures relating to the project, and how the funds were spent.
- (b) The M.D. reserves the right to deny future funding requests by any applicant should the reporting requirements not be fulfilled.

Policy Review

Within five (5) years from date adopted / amended / reviewed.

For administrative use only:

Related Documentation:	Attachment A: Applicants Guide
(plans, bylaws, policies, procedures, etc.)	Form: M.D. Community Action Grant Application Form

Date Adopted: May 8, 2019

Date Amended(04): February 9, 2022

Resolution No: 19,241

Resolution No: 22.054



Community Action Grant Policy: ATTACHMENT A

3C.012

Applicant Guide

Overview

The purpose of this guide is to provide direction for completing the Community Action Grant Application Form. Please follow this guide carefully to ensure that your organization provides all the necessary information in order to assist with the timely processing of your application.

Deadline

Application deadlines are as follows:

- (1) Event and Programs, and Minor Capital Project applications: March 15, June 15, and October 15 annually.
- (2) Moderate Capital Projects and Major Capital Projects: March 15.

It is strongly recommended that you review the following items before filling out your application as they demonstrate what must be included and how it will be assessed, prior to approval:

- Policy No. 3C.012 Community Action Grant Policy found on the M.D. website or by contacting the M.D. office directly;
- The Community Action Grant Application Assessment Tool.

Please ensure that you have included all documentation required in accordance with *Policy No.* 3C.012 Community Action Grant Policy.

Completed applications are to be:

- (1) emailed to: CommunityServices@md.bonnyville.ab.ca
- (2) or mailed/delivered to:
 Municipal District of Bonnyville
 RE: Community Action Grant Application
 Bag 1010
 4905-50 Avenue
 Bonnyville, AB T9N 2J7

If you have any questions or require assistance completing the application, please contact the Planning & Community Services Department at 780-826-3171.

Additional information can also be found on the M.D. website at https://md.bonnyville.ab.ca.



Community Action Grant Policy: ATTACHMENT A

3C.012

Application Assessment Tool

Scoring Criteria	5	cor	е
1. Project (event, program or initiative) Description and Details		/12	
Clear purpose of project	1	2	3
Project outlined and explained clearly	1	2	3
Does the project target children, youth or seniors?	1	2	3
Is this project new or unique to this area?	1	2	3

2. Project Costs		/12	
Does the application include an itemized budget?	1	2	3
Does the budget demonstrate a financial need?	1	2	3
Does the applicant list other sources of funding and or revenue?	1	2	3
Is there a cost to the participant?	1	2	3

3. Benefits, Measurables and Outcomes		/15	
Does the project benefit the residents of the M.D. of Bonnyville?	1	2	3
(Increased fitness, decreased isolation, active lifestyle activities, community building			
arts &culture experiences, skills development)			
Are the measurables clear and concise?	1	2	-
Are the outcomes attainable and realistic?	1	2	3
Does the project support and align with the Recreation Master Plan?	1	2	3
Does the project have a sustainability plan for future years without funding?	1	2	3

4. General	/6
Amount of volunteers and "in-kind" support	1 2 3
Percentage (%) of participants residing in the M.D. of Bonnyville%	1 2 3
Are there outstanding reports from this group from previous grants?	YesNo
Has all applicable permits and insurance (i.e. AHS event permits)	Yes No

Rating Guide	
1 = Poor	Total
2 = Good	
3 = Excellent	/45

Red Deer County

RURAL COMMUNITY CAPITAL ASSISTANCE GRANT Information and Application Package (2025)

Red Deer County has grant funding available to non-profit community organizations, agricultural societies, recreation societies or associations, and hall boards (at least one year old) to assist with funding capital projects. The application must be for the *maintenance*, *repair*, *or enhancement of facilities* located within Red Deer County.

Due to limited funds available, and anticipated large volume of applications, not all requests meeting the established criteria will obtain grant approval, and a grant amount less than that sought by the applicant may be awarded. Historically, capital assistance grant funding has been oversubscribed each year, and as a result, only **one** project may be submitted.

Grants are paid out upon Council's approval. It is expected that County funds be leveraged by community contributions (i.e. fundraising, in-kind, private partnerships, and/or additional municipal/provincial dollars). Community organizations requesting funding for the construction of a new hall or expansion of an existing hall will be required to provide a financial contribution to the costs involved. The County will consider a contribution of up to 25 percent (to a maximum of \$100,000) towards the new build/expansion costs.

Groups applying for enhancements to a building (i.e. flooring, doors/windows, cosmetic work) are not required to complete a comprehensive feasibility study.

Funds received must be for recreation, cultural, or community facilities that are open for the use and enjoyment of *all County residents*. Grant funding for events or activities will not be considered under this program.

Applications for projects that duplicate existing facilities in a community, or compete between community groups, will not be supported.

In addition to this application, other documents **must** be submitted. A complete list can be found on page 2 of the application under <u>Mandatory Attachments</u>. As in previous years, applications will be scored based on the matrix ranking system.

If you have any questions about this application, please contact the Community Services Department at 403.350.2150 or by e-mail at communityservices@rdcounty.ca

Applicants will be notified through written correspondence regarding the status of their application.

Please email, deliver, or mail complete applications (including <u>all</u> mandatory documents) to:

Rural Community Capital Assistance Grant

Red Deer County Centre 38106 Range Road 275 Red Deer County, AB T4S 2L9

Email: communityservices@rdcounty.ca

Application forms and all required documents must be submitted by 4:30 PM on April 25th



RURAL COMMUNITY CAPITAL ASSISTANCE GRANT Application From (2025)

5	ORMISSION DATE:
ORGANIZATION INFORMATION	
Organization Legal Name:	
Active status under Societies Act: \square Yes \square No	Incorporation Number:
FACILITY INFORMATION	
Name of Facility:	
Legal Description/Address:	
Registered Holder of Land Title:	
How many months of the year does this facility operate	9?
How many events/activities do you host annually?	
GENERAL INFORMATION	
Is your facility receiving financial assistance from an other sources? \square Yes \square No If yes, please explanation	
BUILDING INSPECTION	
To try and determine the overall condition of your facilit completed and submitted with this application. This instand/or deficiencies that may require attention.	
PROJECT DETAILS	
Describe in detail the project (or work needed) for whice requires a significant amount of funding, a phased appropriate that funding will be automatically approved to	oach is recommended. However, this does <u>not</u>
Project/Scope of Work:	
Description (please provide a breakdown of the particu	lars included in this project):
Describe how this project/work will be of benefit to the	community and Red Deer County:

Importance to Operations: Significant \(\text{Important} \\ \text{Important} \\ \text{Average} \(\text{Important} \\ \text{Minimal} \\ \text{Important} \\ \text{Safety Concern:} \\ Severe \(\text{Important} \) \(\text{Considerable} \\ \text{Important} \\ \text{Important} \\ \text{Moderate} \\ \text{Important} \\ \text{Minimal} \\ \text{Important} \\ \text{No Threat} \\ \text{Important} \\ \text{Anticipated End Date:} \\ \end{array}				
FUNDING ELIGIBILITY				
What are the annual operating expenses for the facility?				
What other grants (if any) have been applied for?				
If funding is awarded to your organization, how do you plan to acknowledge Red Deer County for the funds?				
PROJECT BUDGET				
A project budget worksheet must be completed and submitted with this application.				
MANDATORY ATTACHMENTS				
The following attachments are <u>mandatory</u> and must be submitted with this application. Failure to do so will result in an incomplete application, and therefore may affect your request for funding.				
Copy of registered Societies return from previous year (must be in good standing)				
Building Inspection Checklist				
Supplier Quotes and Estimates				
Photos of Facility (including project area)				
Project Budget Worksheet				
Current Financial Statement				
Signed Meeting Minutes (including motion from Board members granting approval to submit application)				
Current Board of Directors List (including contact information)				
(MDODTANT DATES				

IMPORTANT DATES

December 31, 2025

- Deadline to submit Accounting of Funds form (including receipts) for 2024 capital grant funding

April 25, 2025

Deadline to submit 2025 grant application including all mandatory attachments

December 31, 2025

- Deadline to submit Accounting of Funds form (including receipts) if awarded 2025 grant funding

February 28, 2026

- Deadline to submit **2026** grant application including all mandatory attachments (Please note that these dates are subject to change)

CONTACT INFORMATION

Primary Contact	
Name:	Title:
Phone:	Email:
Mailing Address:	Postal Code:
(All correspondence and cheques will be mailed to this address	s)
Alternate Contract	
Name:	Title:
Phone:	Email:
DECLARATION STATEMENT We, the two representatives, certify that this applicant Representative 1:	
Name:	Executive Title:
Signature:	Date:
Representative 2:	
Name:	Executive Title:
Signature:	Date:

Application forms and <u>all</u> required documents <u>must</u> be submitted by 4:30 PM on **April 25**th to:

Rural Community Capital Assistance Grant Red Deer County Centre

38106 Range Road 275 Red Deer County, AB 74S 2L9

Email: communityservices@rdcounty.ca

OTHER INFORMATION

The personal information on this form is being collected for the purpose of determining applicant eligibility to receive a Council grant. This information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act and may become public information once it is submitted to Council during a Council meeting. Questions regarding the collection of this information can be directed to the FOIP Coordinator at 403.350.2150.

OBLIGATIONS UPON RECEIVING GRANT FUNDING

Grant recipients will receive a Grant Agreement outlining the approved grant amount, including specific items approved or denied, and the project goals and outcomes expected. Organizations may only spend grant funds on the specific items approved.

Recipients must submit a report within the time identified in the Grant Agreement to account for funds spent, and to indicate the success in achieving the project or program's goals and objectives through measures identified in the approved application.

Failure to submit a report, or delinquency in submission, may affect future grant application consideration. At any time, grant recipients must permit a representative of Red Deer County to examine records to determine whether the grant funding has been used as intended and approved.

<u>REMINDER</u>: A financial accounting statement of expenditures (Accounting of Funds Form) shall be required by Red Deer County 90 days after completion of the project or a year after receiving the funds.

BOARD OF DIRECTORS CONTACT INFORMATION

Year:

Address Email Phone Title Name

Red Deer County

Association:



Council Policy

C-317

Policy Number: C-317

Policy Owner: Recreation, Parks & Community Support

Adopted By: Council

Adoption Date: 2012 April 24 **Effective Date:** 2012 April 24 **Date Last Amended:** 2025 January 21

Date Last Reviewed: 2025 January 21

Purpose

1 This policy establishes the Community Recreation Funding Grant Program (the Grant Program) by outlining funding sources, eligibility criteria, application requirements/processes, and evaluation guidelines.

Policy Statement

- Council values the volunteers and resources that non-profit community organizations provide for 2 County residents.
- Council provides limited operational and capital assistance to non-profit organizations 3 whose facilities, programs, or services benefit County residents.
- The County encourages and supports partnership opportunities that enhance quality of life 4 for County residents.

Policy

Part A: General Regulations

Grant Program Funding

5 Funding from the County's recreation tax levy is allocated to the Grant Program by Council through the annual operational budget.

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- The Recreation Governance Committee (RGC) allocates the funding from the annual operational budget. Funding is available to non-profit organizations through the Grant Program.
- At the end of the calendar year, any unused funds from the recreation tax levy that were allocated to grant funding and left in the annual operational budget are transferred to the public reserve account.
- 8 Non-profit organizations and the County may access recreation tax levy funds held in the public reserve for future recreation capital projects, life cycle enhancement, or service costs for debts incurred to fund a recreation capital project or life cycle enhancement.
- 9 Proceeds obtained through cash-in-lieu and the disposal (sale, lease, or other disposition) of reserve lands are allocated in accordance with the *Municipal Government Act*.
- Grant funding decisions made by the RGC are final and appeals are not considered.
- 11 Voluntary recreation contribution funds can be acquired from developers or individuals.
- 12 Voluntary recreation contribution funds are allocated to the electoral division in which the subdivision is located.
 - (1) Voluntary recreation contribution funds are available only for new recreation capital projects or expansion of recreation capital projects as directed and approved by the RGC.
 - (2) Non-profit organizations may use voluntary recreation contributions as matching funds for Capital projects that meet the eligibility of this policy.

The Public Reserve

- 13 Interest earned on funds in the public reserve is allocated by Council for maintenance and operation of reserve lands and public parks, owned or controlled by the County;
- 14 Cash-in-lieu funds are apportioned in accordance with the uses identified in the *Municipal Government Act*.

Conflict of Interest

At the discretion of the CAO, if the County determines that an organization's board or any of its directors, officers, or employees have a conflict of interest, and it is not corrected to the satisfaction of the County, the County may withhold or withdraw approved funding without notice.

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- A conflict of interest arises when a conflict between an individual's personal interests (what they 16 could gain financially or otherwise) and their duty to administer the grant funds in an accountable and transparent manner are in question.
- Members of an organization applying for a grant must not act or appear to act in order to benefit, 17 financially or otherwise, themselves or their family, friends, associates, or businesses.

Gift in Kind

18 For capital projects under \$1,000,000, eligible organizations may contribute a portion or all of their 50% matching funds by allocating approved donated labour, equipment, or materials that support the project, as outlined in administrative procedure.



Part B: Grant Funding Streams

Capital Assistance Grant Program

- The Capital Assistance Grant Program provides funding to eligible organizations for capital 19 projects to improve or create recreational and cultural opportunities throughout the County.
- 20 Eligible organizations are required to raise a minimum of 15% of the total project costs for large capital project requests over \$1,000,000, 30% for medium projects \$500,001 - \$1,000,000 and 50% for small projects \$500,000 or less.
- The Capital Assistance Grant Program has two application submission deadlines; applications are 21 due March 1st and October 1st at 4:30PM annually.
 - (1) For deadlines that fall on a weekend or statutory holiday applications will be accepted until the end of the next business day.
- The following organizations are eligible for a capital assistance grant: 22
 - (1) Non-profit organizations, or the County acting as an agent on behalf of residents, that offer programs and services that are fully accessible to County residents.
 - Organizations that operate on County land must have a valid license of (a) occupation or lease agreement with the County.
 - Neighboring municipalities are eligible to apply for capital projects within the terms and (2) conditions of their current cost sharing agreement, if applicable.

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- (3) School boards operating under the Joint Use and Planning School Reserves Agreement are eligible for capital infrastructure that serve County residents and are accessible to the public.
- (4) First Nations and Métis Settlements neighboring the County.
- 23 The following organizations are ineligible for a capital assistance grant:
 - (1) Organizations that are not fully accessible to the public, including but not limited to condo boards, private clubs, private school boards.
 - (2) For-profit organizations or initiatives that serve with the purpose of profit.
 - (3) Religious-based or affiliated organizations or societies registered under the *Religious Societies' Land Act*.
 - (4) Organizations that have overdue or incomplete accounting/reporting relating to any grant previously awarded by the County.
 - (5) Organizations who have received capital funding within the calendar year.
- The following expenditures or projects are eligible for a capital assistance grant:
 - (1) Major projects that involve purchasing, construction, upgrading or significant renovation of recreational and cultural facilities within the County.
 - (2) Project costs including but not limited to preliminary studies, project management, supplies and materials toward the project, contingency, and labour.
- 25 The following expenditures or projects are ineligible for a capital assistance grant:
 - (1) Projects that are fully funded through other external funding sources.
 - (2) Projects on private property, private memberships or that do not provide services or access to the public.
 - (3) Retroactive expenses incurred prior to application funding approval letter being received.
 - (4) Operational and existing staffing costs.
 - (5) Projects funded through other County funding.

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- (6)Costs associated with corporate signage or sponsorship.
- Honoraria volunteers or board members involved with the planning of the project. (7)
- Donations or grant funding for other organizations. (8)
- (9) Goods and Services Tax (GST).
- 26 The cost sharing formula for eligible organizations within the County for small capital projects \$500,000 or less is as follows:
 - (1) Up to 50% contribution from the County; and
 - A minimum of 50% funding provided from the organization. (2)
- The cost sharing formula for eligible organizations withing the County for medium capital 27 projects \$500,001-\$1,000,000 requires a minimum of 30% provided from the organization.
- The cost sharing formula for eligible organizations within the County for large capital projects 28 over \$1,000,000 requires a minimum of 15% provided from the organization.
- The cost sharing formula for eligible organizations outside the County in neighboring 29 municipalities for capital projects over \$1,000,000 is as follows:
 - (1)Up to 25% contribution from the County; and
 - A minimum of 75% funding provided from the organization. The entirety or a portion of (2) the organization's contribution may be obtained from the neighboring municipality.
- The cost sharing requirements for eligible organizations outside the County in neighboring 30 municipalities for capital projects under \$1,000,000 is as follows:
 - (1) Up to 25% contribution from the County; and
 - A minimum of 75% funding provided from the organization with contribution from the (2) neighboring municipality.
- Capital projects under \$1,000,000 will be evaluated by the following criteria: 31
 - Alignment of County plans and relevant guiding documents; (1)
 - (2) Organizations capacity for project and asset management;

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- (3) Project viability; and
- Financial need. (4)
- 32 Capital projects over \$1,000,000 will be evaluated by the following criteria:
 - (1) Alignment of County plans and relevant guiding documents;
 - (2) Organizations capacity for project and asset management;
 - Project viability; and (3)
 - Financial need. (4)
- A detailed overview of the evaluation criteria and process are as outlined in administrative 33 procedure.

Operational Assistance Grant Program

- The Operational Assistance Grant program provides operating funding to organizations that 34 provide recreational and cultural programming to County residents. This funding is applicable to operating costs for the most recent fiscal year.
- The Operational Assistance Grant Program has two application submission deadlines; 35 applications are due March 1st and October 1st at 4:30 PM annually.
 - Organizations can apply for operational funding once per year. (1)
 - For deadlines that fall on a weekend or statutory holiday applications will be accepted (2) until the end of the next business day.
- The following organizations are eligible for an operational assistance grant: 36
 - Non-profit organizations, or the County acting as an agent on behalf of residents, that (1) offer programs and services that are fully accessible to County residents.
 - Organizations that operate on County land must have a valid license of (a) occupation or lease agreement with the County.
- The following organizations are ineligible for an operational assistance grant: 37
 - Organizations that are not accessible to the public, including but not limited to condo (1) boards, and private clubs.

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- (2) Organizations that offer donations or grant funding to other organizations.
- (3) For-profit organizations.
- (4) Libraries.
- Religious-based or affiliated organizations or societies registered under the Religious (5) Societies' Land Act.
- (6)School boards and school activities or teams.
- Organizations that have overdue or incomplete accounting/reporting relating to any (7) grant previously awarded by the County.
- Organizations who have received Community Enhancement funding within the same (8) calendar year.
- Organizations operating under a three-year operational funding agreement with the (9)County.
- Recreation Centres operating at a surplus greater than 10% without funding assistance (10)provided; or
- (11)Community Facilities operating at a surplus greater than 20% without funding assistance provided.
- The following expenditures are eligible for an operational assistance grant: 38
 - Costs of an organization or facility, such as but not limited to: (1)
 - Operational costs. (a)
 - (b) Utilities.
 - Maintenance. (c)
 - (d) Insurance.
 - Salaries and wages. (e)
 - Promotional and marketing materials and expenses. (f)

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- (g) Programming costs.
- Maintenance, lifecycle, new or replacement of items \$10,000 or less. (2)
- The following expenditures are ineligible for an operational assistance grant: 39
 - (1) Purchase of small or large capital items.
 - (2) Honoraria volunteers or board members involved with the organization.
 - Items that are discretionary consumables that do not impact the day-to-day. operations (3) of an organization.
 - Donations or grant funding for other organizations. (4)
 - (5) Amortization and depreciation expenses.
 - (6) Goods and Services Tax (GST).
- Organizations located outside the County are eligible for operational funding with: 40
 - (1) Up to 50% contribution from the County; and
 - A minimum of 50% funding provided from the organization including a contribution from (2) the neighbouring municipality in which the organization resides in.
- Operational funding for eligible organizations within the County is non-matching. 41
- Operational assistance grant applications will be evaluated by the following criteria: 42
 - Alignment of County plans and relevant guiding documents; (1)
 - (2) Impact on recreational and cultural opportunities for County residents;
 - (3) Organization capacity and asset management; and
 - Financial need, as defined in the Recreation and Parks Master Plan, where: (4)
 - (a) Recreation centres must demonstrate need for operational funding assistance (operating up to a 10% surplus without funding assistance provided);
 - (b) Community facilities must demonstrate need for operational funding assistance (operating up to a 20% surplus without funding assistance provided); and

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- Facility operators of recreation centres and community facilities must (c) demonstrate that initiatives are being undertaken to access funding from other unearned revenue sources such as fundraising, external grants, advertising, sponsorship, etc.
- Funding maximums for recreation centres are outlined in Schedule A of this policy. 43
- 44 A detailed overview of the evaluation criteria and process are as outlined in administrative procedure.

Community Enhancement Grant Program

- The Community Enhancement Grant Program provides funding to organizations for initiatives 45 that offer enriching cultural experiences and strengthen the sense of community for County residents.
 - (1) Applications are considered for a maximum funding amount of \$7,500 annually.
- The Community Enhancement Grant Program applications are accepted once annually; the 46 application deadline is March 1st at 4:30 pm.
 - For deadlines that fall on a weekend or statutory holiday applications will be accepted (1) until the end of the next business day.
- The following organizations are eligible under the Community Enhancement Grant Program: 47
 - (1) Non-profit organizations, or the County acting as an agent on behalf of residents, that offer programs and services that are fully accessible to County residents.
 - Organizations that operate on County land must have a valid license of (a) occupation or lease agreement with the County.
- The following organizations are ineligible under the Community Enhancement Grant Program: 48
 - Organizations that are not accessible to the public, including but not limited to condo (1) boards, and private clubs.
 - (2) For-profit organizations.
 - (3) Libraries.
 - Religious-based or affiliated organizations or societies registered under the Religious (4)

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Societies' Land Act.

- (5) School boards and school activities or teams.
- Organizations that have overdue or incomplete accounting/reporting relating to any (6) grant previously awarded by the County.
- Organizations who have received operational funding or Community Enhancement (7) funding within the same calendar year.
- 49 The following expenditures are eligible under the Community Enhancement Grant Program:
 - Costs associated with the program, event or initiative, such as but not limited to: (1)
 - (a) Program supplies and materials.
 - (b) Facility rentals.
 - (c) Insurance covering the cost related to the event or initiative.
 - Promotional and marketing material expenses. (d)
- 50 The following expenditures are ineligible under the Community Enhancement Grant Program:
 - Operational costs. (1)
 - (2) Utilities.
 - (3) Standard Maintenance.
 - (4) Salaries.
 - Retroactive expenses related to the event or program. (5)
 - (6)Purchase of small or large capital items.
 - Honoraria for volunteers or board members involved with the organization. (7)
 - Donations or grant funding for other organizations. (8)
 - Amortization and depreciation expenses. (9)

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- (10) Goods and Services Tax (GST).
- The evaluation process will begin immediately after the grant deadline has passed. The evaluation process will review the following:
 - (1) Application is complete, and all required documents have been submitted.
 - (2) Alignment with one of the following categories included in the Community Enhancement Grant Program:
 - (a) Heritage Awareness Grants support tangible initiatives to promote and preserve the County's history. A Heritage Awareness Grant is considered for initiatives that:
 - (i) Document historical places or events in order to retain the information for future generations; or
 - (ii) Encourage public involvement in heritage preservation and promote knowledge about the County's history.
 - (b) Volunteer Development Grants support investment back into the community through volunteerism. A Volunteer Development Grant is considered for:
 - (i) Organizations that want to improve their ability to support County volunteers through leadership development, board governance, succession planning, volunteer skills training and volunteer appreciation.
 - (c) Arts & Cultural Grants support organizations in their efforts to provide quality arts and cultural programming and events.
 - (d) Community Benefit Grants support organizations and projects that bring communities together to enhance quality of life and well-being of County residents, while promoting and creating healthy communities. A Community Benefit Grant is considered for:
 - (i) Supporting a non-profit organization's ability to improve the appearance of their community, over and above standard maintenance;
 - (ii) Initiatives to develop healthy communities; or
 - (iii) Animal services, and community safety enhancements or programs within the boundaries of the County.

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Initiatives that pay tribute to people and life events in the County must align with the Parks 52 Tribute Program Policy.

Emergency Funding Requests

- 53 RGC considers funding requests year-round during regularly scheduled meetings. Emergency funding requests are considered for unexpected expenses that are causing the eligible organization or facility to be unable to operate and provide their regular programming.
- A special Recreation Governance Committee meeting can be arranged outside of the regularly 54 scheduled meetings for emergency funding requests at the discretion of RGC.
- If an emergency funding request is anticipated, the County must be notified prior to any expenses 55 related to the project occurring.
- 56 Matching funding from the organization may be required.



Part C: Letters of Support

- Letters of support can be requested from eligible organizations under this policy for funding 57 initiatives for projects, in accordance with administrative procedure.
- 58 Requests for letters of support must include the following information:
 - A brief description of the organization that is requesting the letter of support. (1)
 - The name and address of the external funding source or program, if applicable. (2)
 - (3) The funding amount that is being requested, if applicable.
 - The project description and total cost. (4)
 - (5) The benefit to the organization and community that the project would offer.
 - (6) The number of County residents that would benefit from the project.
 - Main contact from the organization that will receive the letter of support once (7)authorized.



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References

Legal Authorities	 Municipal Government Act (MGA), RSA 2000
	Parks Tribute Program Policy C-315
	 Rocky View County Recreation, Parks Master Plan - 2021
	 Recreation Needs Assessment Study -2021
Related Plans, Bylaws, Policies, etc.	 Rocky View County Parks & Open Space Master Plan
Relateu Fialls, bylaws, Folicies, etc.	 Rocky View County Recreation and Parks Master Plan
	 Rocky View County Active Transportation Plans
	 Intermunicipal Recreation Cost Sharing Agreements
	 Joint Use School Planning Agreement
Related Procedures	 PRO C-317 A, PRO C-317 B, PRO C-317 C, PRO C-317 D
	Schedule B, <u>Community Operational Assistance Grant</u> (Application Form)
Other	Schedule C, Community Capital Assistance Grant (Application
	<u>Form)</u>
	 Community Enhancements Grant (Application Form)



Policy History

Amendment Date(s) - Amendment Description

Review Date(s) - Review Outcome Description

- 2019 November 26 Council amended to improve clarity, align with new County standards and processes.
- 2020 February 25 Council amended to remove notwithstanding clause, moving FCSS and social services programs to discretionary, clarified wording, and added the Boards and Committees Bylaw's "conflict of interest" Definition.
- 2021 February 23 Council amended to include Community Enhancement Funds, consolidate Regional and Community Recreation Funding programs, change eligibility, application, and matching requirements, and give CAO permission to amend funding criteria in Schedule A.
- 2019 November 19 Minor amendments recommended to clarify policy and align with new policy template and procedures.
- 2020 January 15 Minor amendments recommended to clarify and update policy.
- 2021 February 18 Major amendments recommended to include new funds, consolidate existing programs, change eligibility, application, and matching requirements, and give amending authority to CAO.

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Definitions

59 In this policy:

- (1) "access" means that all County residents shall receive equity through accessible, available, and affordable services, programs, and facilities; OR "access" means the ability to obtain and/or make use of sources of funding subject to eligibility and application processes outlined in this policy, as the context requires;
- (2) "business day" means 8:00AM to 4:30PM Monday through Friday, excluding statutory holidays.
- (3) "business plan" means a strategic plan that places financial planning and financial performance at its core, charting the future course of an institution through a realistic projection of operations and capital and marketing projections;
- (4) "capital" means funding for an expenditure creating future benefits, a fixed asset, a tangible item (bricks and mortar), or a one-time facility rental and recreational programming software expense;
- (5) "cash-in-lieu" means money taken instead of land for municipal reserves, school reserve, or municipal and school reserve at the time of subdivision, pursuant to the *Municipal Government Act*;
- (6) "Chief Administrative Officer" or "CAO" means the Chief Administrative Officer of Rocky View County as defined in the *Municipal Government Act* or their authorized designate;
- (7) "conflict of interest" means a situation that has the potential to undermine the impartiality of a person because of the possibility of a clash between the person's self- interest, their professional interest, or the public interest;
- (8) "community" means an organization that operates and maintains a community facility, or the provision of community recreation programs;
- (9) "community facility" means a single amenity facility that is volunteer operated;
- "component" means a portion of a facility used for a specific function or activity; i.e.: gymnasium or fitness centre;

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- (11) "consumables" means items that are not essential for the core operations of the facility or program;
- (12) "cost sharing" means the proportioned amount of resources the applicant must provide in order to receive the approved funding from the County;
- (13) "Council" means the duly elected Council of Rocky View County;
- (14) "County" means Rocky View County;
- (15) "County land" means land owned by Rocky View County;
- (16) "cultural" means a shared community identity as expressed by beliefs, values, traditions, and aspirations found in local events, arts, and heritage;
- (17) "electoral division" means the boundaries defined in the *Electoral Boundaries and Council Composition Bylaw* C-8077-2020, as amended or replaced from time to time;
- (18) "emergency funding" means resourcing provided for repairs to a facility that could not remain open or operate safely if the repairs are not completed;
- (19) "facility" means a location designed and equipped for the conduct of sports, leisure time activities, and other customary and usual recreational activities;
- (20) "funding stream" means one of the following grants listed in this policy: Operational Funding, Capital Funding, or Community enhancement;
- (21) "grant" means the Community Recreation and Culture Funding Grant;
- "gift in kind" means a non-cash contribution toward a specific project and where the donor may receive a donation receipt;
- (23) "intermunicipal recreation cost sharing agreement" means an agreement between the County and the identified municipality that outlines detailed information on the planning, development, funding, maintenance, and operation of recreational and cultural amenities by both the County and the identified municipality;
- "Joint Use and Planning School Agreement" means an agreement that establishes a formal partnership between the County and the school boards to enable the integrated and long-term planning and use of school sites on municipal reserve (MR), school reserve (SR) and municipal and school reserve (MSR) land;

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- "large capital project" means a project exceeding \$1,000,000. Typical projects include eligible new infrastructure or expansions. Projects under \$1,000,000 may be considered a medium capital project due to the scope;
- (26) "lifecycle plan" means the documentation and inventory of the facility's assets, which includes a repair or replacement schedule and the costs associated with the scheduled repair or replacement;
- (27) "Master Rates Bylaw" means the Rocky View County bylaw known as the Master Rates Bylaw, as amended or replaced from time to time; a Council-approved regulation that includes a consolidation of rates charged to the public for various municipal services;
- (28) "medium capital project" means a project \$500,001-\$1,000,000 that typically includes a larger replacement or enhancement of an eligible facility, infrastructure component. Projects that are near \$1,000,000 may be considered a large capital project due to the scope;
- (29) "municipal reserve" or "MR" means land designated as a municipal reserve pursuant to the *Municipal Government Act*;
- (30) "non-profit" means an organization that is a registered charity or is incorporated under the *Societies Act of Alberta*, the *Agricultural Societies Act*, or Part 9 of the *Companies Act* whose objectives reflect their interest in serving the needs of the public without realizing a profit to its members;
- (31) "operational" means the routine functioning and activities of a program, service, or facility, such as but not limited to operational costs, utilities, and insurance;
- (32) "organizations" means non-profit groups that exist to serve the public benefit, are typically governed by a voluntary board of directors, and typically depends on volunteers to carry out essential parts of the groups' or organizations' work, though paid staff may fill certain positions;
- (33) "partnership" means two or more organizations working together towards a joint interest where there is a definition of authority and responsibility among partners; joint contribution of input costs (e.g.: time, funding, expertise, information); sharing of risk among partners; and mutual or complementary benefits;
- (34) "programs" means formal, planned, instructor-led opportunities for individuals to develop skill or understanding in a specific content area, whether through registering for, or dropping into, a scheduled activity. It does not refer to participant-led, unstructured activities that are accessed at public open spaces or

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- through admission into a facility, nor the rental of parks, playgrounds, or facilities by individuals or groups;
- (35)"public reserve account" means the interest-bearing account maintained by the County for the Cash-in-Lieu provided in place of Reserve Land and proceeds from the sale of Reserve Land in accordance with the Act;
- (36)"public use facilities" means any property or facility designated through an agreement with the County as available for use by individuals, groups, or other organizations that are not directly associated with the County;
- "recreation" means an experience that results from freely chosen participation in (37)physical, social, intellectual, creative, and spiritual pursuits that enhance individual and community wellbeing;
- "recreation facility" means a facility with two or fewer components that provides (38)services according to community service boundaries, provides managed access, and the prime activity for which involves a paid or programmed recreational use. Facility services may be provided through an alternative municipal service provider with public access negotiated through an intermunicipal recreation cost sharing agreement;
- "Recreation Governance Committee (RGC)" is a Council committee that acts as an (39)approving body regarding matters pertaining to recreation and cultural services in the County, including grant applications, funding allocation, studies, and masterplans;
- "recreation tax levy" means the application of annual tax to taxable properties to (40)support recreation and culture and established according to the Municipal Government Act;
- (41)"reserve lands" means any lands that have been provided by a registered owner as municipal reserve (MR) or municipal and school reserve (MSR) (in each case, such terms shall not include lands held as environmental reserve) under the provisions of the Municipal Government Act;
- (42)"retroactive expenses" means expenditures incurred prior to approval of a grant by the Recreation Governance Committee;
- "Rocky View County" means Rocky View County as a municipal corporation and (43)the geographical area within its jurisdictional boundaries, as the context requires;

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- "small capital project" means a project under \$500,000 that typically includes (44)replacement or small enhancement of an eligible facility, infrastructure component. Projects that are near \$500,000 may be considered a medium capital project due to the scope. Life Cycle items over \$10,000 may be considered small capital projects;
- "standard maintenance" means land maintenance items that include, but are (45)not limited to, mowing, weed control and watering;
- "sustainability" means the relationship between an organization's financial (46)sustainability and self-sufficiency in securing the resources required to maintain general operations without relying on public funds;
- (47)"voluntary recreation contribution" means a voluntary monetary donation by owners or developers, as per the Master Rates Bylaw, applied to each new unit for residential or non-residential development; and
- (48)"volunteer" means anyone who offers time, energy, and skills of his or her own free will for the mutual benefit of the volunteer and the organization. Volunteers work without financial compensation, or the expectation of financial compensation beyond an agreed-upon reimbursement for expenses.

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Schedule A: Operating Funding Maximums for Recreation Centres

As per the Recreation and Parks Master Plan, the following operating funding maximums are available for Recreation Centres:

Operating Expenses	Operating Funding Maximums Per Year (adjusted for estimated inflation)		
	2024	2025	2026
Up to \$600,000	\$120,000	\$123,600	\$127,308
Up to \$1.05 million	\$210,000	\$216,300	\$222,789
Over \$1.05 million	\$300,000	\$309,000	\$318,270

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COMMUNITY FACILIITES FUNDING GRANT APPLICATION

GENERAL INSTRUCTIONS

- Please retain a complete copy of the application for your records.
- If your organization is submitting your application by email, <u>please submit a signed and scanned copy</u>. If you are submitting a paper application the original must be mailed to Wheatland County by March 31 of the funding year.
- If your organization is submitting your application by email, you will receive a return email indicating its receipt. If you do not receive it, please call to confirm receipt.

REGISTRATION INFORMATION

 Only registered or incorporated non-profit organization under the Agricultural Societies Act, the Alberta Societies Act, or Part 9 of the Companies Act, in good standing are eligible for the Community Facilities Funding Grant Program.

CONTACT INFORMATION

 Contact information is to be for the individual who has worked on the application and is available to answer questions. This does not need to be a person who has signing authority for your organizations. Please note that all official correspondence will be mailed to the address indicated.

PROJECT NAME

• Please write the name of the project and/or facility (if applicable) on this line.

FUNDING REQUESTED

Please indicate the total amount of Community Facilities Funding requested for your Facility. This
amount <u>must match</u> the amount requested on the Budget Form.

PROJECT/EXPENSE DESCRIPTION

• Please give brief outline of project and or funding requirements.

PROJECT COMPLETION

• Ideally, grant funding will be spent during the application year.

WHEATLAND COUNTY RESIDENTS

Describe how your Facility or programs will be beneficial to Wheatland County Residents and
estimate how many residents it will affect. If you are an organization with attendance records, this
may be a good time to illustrate how your group is involved with County Residents.

PROJECT/PROGRAM BENEFITS

Please indicate the future benefits that your organization and community will be provided with as a
result of receiving this grant funding.

RECOGNITION

 Wheatland County require that each applicant be willing to provide some recognition for any funding provided to the organization. The County may approach specific applicants to arrange for this recognition or other recognition as determined by the County.

OTHER SPONSORSHIP/SUPPORT

Please indicate any other organizations, both private and non-profit, that support your facility, either
financially or otherwise. Financial support related directly to the facility must be indicated on the
Budget Form.

SIGNATURE

• A duly authorized signing authority for the organization is required to sign the declaration.

PROJECT/EXPENSES GRANT APPLICATION BUDGET

- Please provide a break-down of project/expenses.
- If additional lines are required, please write "See Additional Pages" under the Project Expenses Line.
- If additional pages are added please enter the Total Project Expenses on the original Budget page.
- Please note, official quotes and estimates are <u>not</u> required to be submitted but are recommended to substantiate your budget.

PROJECT REVENUES

- Other Wheatland County Funding: This funding includes any funding provided by Wheatland County for this project. Any funding provided by Wheatland County that is not going to be spent on this specific project does not need to be included in this line.
- Funding Provided by the Applicant: It would be beneficial for groups to illustrate how they plan on providing a portion of their own funding. For clarification, casino funding may be included in this line.
- Other Funding: Please provide a description of any other funding that will be received for this project.
- Please attach current financial statements, audited if available.

COMMUNITY FACILIITES FUNDING GRANT APPLICATION SUBMISSION INSTRUCTIONS

APPLICATION DEADLINE

- Mailed applications must be postmarked on or before March 31.
- Faxes or emailed applications must be received by midnight March 31.

HOW TO SUBMIT

• Mail: Wheatland County

Community Services Coordinator

242006 Range Road 243

Wheatland County AB T1P 2C4

· Fax: Wheatland County

Attn. Community Services Coordinator

403-934-4889

Email: <u>dave.rimes@wheatlandcounty.ca</u>

Please note that emailed applications must be a signed and scanned version.

Unsigned versions will not be accepted.

OTHER INFORMATION

- Funds will be allocated after the Wheatland County Annual Budget has been approved.
- Funds must be used by December 31 of the grant application year.
- All recipients receiving funding must submit Final Reporting to Wheatland County by January 31 of year following the grant approval. <u>Applicants with outstanding reporting do not qualify for new funding</u>.
- All recipients receiving capital funding are asked to provide before and after pictures of the project with their final report is possible.
- All successful recipients may be listed on the Wheatland County website. Successful recipients may also be selected for further project publicity through news releases, etc.

If you have any questions or would like clarification when filling out your application please contact: Dave Rimes, 403-361-2171, dave.rimes@wheatlandcounty.ca



Community Facilities Funding Grant Application

APPLICANT INFORMATION		
Name of Organization		
Contact Person		
Mailing Address		
Town	Province AB	Postal Code
Telephone	Email	
Act your group is registered under		
Registration Number Registration Date		te
Contact Person if different from above		
Mailing Address		
Town	Province AB	Postal Code
Telephone	Email	

PROJECT/EXPENSE (OVERVIEW
Total Funding Requested	PLEASE PROVIDE BUDGET DETAILS ON THE BUDGET FORM
PROJECT/EXPENSE DESCRIPTION - Brief outline of proj	ject and or funding requirements
Is this project to be completed within the current year?	es No
If not, please provide a completion date for the project.	
The number of County and non-County residents served by	y the facility or program.
PROJECT/PROGRAM BENEFITS - Benefits for Wheatland	d County Residents
How do you plan to recognize Wheatland County, and your	
Level of sponsorship/support applied for from other partner (Potential donated volunteer labour hours should be described)	s/community/volunteer sources bed here)

Please attach any supporting documents.

The Organization declares that:

a) The information contained in this application and supporting documents are true and correct.

The Organization understands and agrees that should the Application be approved, any grant funding awarded is subject to the Organization complying with the following terms and conditions:

- a) The Organization will use all grant funding awarded for the purpose stated in the Application;
- b) Following receipt of the grant, the Organization agrees to be bound by the final report requirements set out in the Guidelines, Application and Final Report form; and
- c) Any part of the grant not spent as set out in the Application be repaid to Wheatland County;
- d) The Organization agrees to give Wheatland County access to examine the Organization's operations and/or premises and financial statements to verify the grant has been used for the approved purpose.

Signature of Applicant	Name of Applicant (Please Print)
Date	

PROJECT/EXPENSE GRANT APPLICATION BUDGET		
BUDGET AMOUNT		
\$		
\$		
\$		
\$		
\$		
\$		
\$		
\$		
\$		
\$ \$		

PROJECT REVENUES	BUDGET AMOUNT
Community Facilities Grant Funding Requested	\$
Other Wheatland County Funding	\$
Funding Provided by the Applicant	\$
Other Funding:	\$
TOTAL PROJECT REVENUES	\$

Page 5 of 6

Total Project Expenses must equal Total Project Revenues.

It is understood that the budgeted amount provided in this form may be an <u>estimate</u>. Actual costs will be provided in the final reporting.

Please attach any quotes or estimates if available. Official quotes or estimates for expenses are <u>not</u> required by the grant program but are recommended.

Please attach current financial statements, audited if available.



Meeting Date: Wednesday, June 25, 2025 Agenda Item: #

Topic: Fire Department Equipment Insurance

Presented By: CAO and Fire Chief

Recommendation(s):

1. That Smoky Lake County approve to add the value of the unattached equipment at current replacement cost that is on the fire apparatus as a separate line item on the Heavy Equipment policy with the \$5,000.00 deductible increasing the annual premium by \$1,841.00

Background:

At the March 27, 2025 Council meeting administration presented 3 options to increase the insurance coverage for the fire department equipment and Council made the following motion:

"That Smoky Lake County approve to add the value of the unattached equipment on fire apparatuses as a separate line item on the Heavy Equipment policy with a \$5,000.00 deductible and bring forward a current quote to the next Council meeting.

Smoky Lake County Fire Protective Services completed the 2025 replacement costs for the fire department equipment and sent the updated inventory to RMA Insurance for a quote.

Smoky Lake Fire Department

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Equipment on Apparatus	Purchased Cost	2025 Replacement Cost
Smoky Lake Fire Hall	\$209,289.78	\$239,635.47
Engine 459	\$133,628.43	\$137,988.43
Rescue 407	\$146,210.97	\$151,544.97
Engine 405	\$46,878.91	\$46,878.91
Total =	\$536,006.09	\$576,048.05

Vilna Fire Department

Equipment on Apparatus	Purchased Cost	2025 Replacement Cost
Vilna Fire Hall	\$133,807.30	\$174,312.42
Engine 401	\$66,032.42	\$68,863.42
Rescue 429	\$132,725.60	\$136,855.60
Engine 451	\$39,368.10	\$39,368.10
Total =	\$371,933.42	\$419,399.54

Waskatenau Fire Department

Equipment on Apparatus	Purchased Cost	2025 Replacement Cost
Waskatenau Fire Hall	\$115,357.69	\$128,224.00
Engine 401	\$72,728.76	\$77,944.76
Rescue 429	\$156,619.36	\$161,741.36
Total =	\$344,705.81	\$367,910.12

AFRRCS mobile radios = \$161,734.45



Smoky Lake County Fire Protective Services received the updated RMA Insurance quote on May 16, 2025 increasing the premiums from \$1037.00 to \$1841.00.

The Fire Department Equipment Insurance information was presented at the June 18, 2025 ICC meeting and following motion was passed:

"That Smoky Lake Region intermunicipal Collaboration Committee (ICC) acknowledge receipt of the information on the insurance costs as option 2 will be incorporated into the Regional Bylaw for budget purposes as recommended by the Smoky Lake County Fire Chief.

Proposal:

Council to approve the updated quote from RMA Insurance to the separate line-item heavy equipment policy with a \$5,000.00 deductible.

Benefits: Provide proper coverage to County of equipment

Disadvantages: increased insurance premiums.

Alternatives: N/A

Financial Implications: to be incorporated into the Regional Fire Rescue Services 3-year budget

Legislation: N/A

Intergovernmental: N/A Strategic Alignment: N/A

Enclosure(s): (Select the Strategic Plan Priority that this topic is associated with)

Signature of the CAO:

Meeting Date: Wednesday, June 25, 2025 Agenda Item: #

Topic: Draft Policy Statement No. 15-08-01: Vacation and Time Off Request Policy

Presented By: CAO

Recommendation(s):

That Smoky Lake County Council adopt Policy HR-08: Vacation and Time Off Request Policy, Version 01, as presented, to formalize a consistent process for employee vacation planning and time-off requests that support operational efficiency and employee well-being.

Background:

Smoky Lake County seeks to ensure its vacation and time-off practices are consistent, fair, and compliant with provincial legislation. Policy HR-08 has been developed in alignment with Division 6 of the Alberta Employment Standards Code and Article 16 of the International Union of Operating Engineers, Local 955 Collective Agreement.

This policy provides a standardized approach for requesting and approving vacation and time-off, while supporting departmental planning and service continuity. Clear deadlines for vacation submissions (March 31 and August 31), procedures for medical appointments, and a requirement for electronic calendar tracking have been included.

This new policy will apply to both union and non-union employees and reinforce the County's commitment to workforce wellness and operational accountability.

Benefits:

- Ensures compliance with provincial legislation and union agreements
- Improves clarity and consistency in vacation scheduling across departments
- Supports employee wellness and work-life balance
- Enhances operational planning and reduces last-minute disruptions
- Enables managers to track time-off more efficiently using calendar invites

Disadvantages: Some employees may require adjustment time to the new digital meeting invite process. Managers may initially experience an increased administrative workload to review and track vacation entries

Alternatives: N/A

Financial Implications: None. This policy does not introduce new financial commitments but improves scheduling predictability and administrative efficiency.

Legislation: Alberta Employment Standards Code – Division 6

International Union of Operating Engineers, Local 955 – Article 16

Intergovernmental: N/A

Strategic Alignment: Proactivity in Development **Enclosure(s):**

1. Draft Policy HR-08: Vacation and Time Off Request Policy

Signature of the CAO:



Smoky Lake County Policy

Title: Vacation and Time Off Request Policy $\frac{Policy \#}{n} = \frac{Versio}{n}$ Category: Human Resouces (HR) $\frac{Policy \#}{n} = \frac{Versio}{n}$

LEGISLATIVE REFERENCE:

In accordance with Division 6 of the Employment Standards Code of Alberta.

PURPOSE:

To ensure employees schedule and use their vacation time in a manner that supports individual well-being while maintaining business continuity and operational efficiency within the County.

STATEMENT:

Smoky Lake County encourages all union and non-union employees to utilize their earned vacation time annually. This policy sets out clear expectations for advance planning of vacation and time off to minimize disruptions to service and ensure fairness and consistency across departments.

OBJECTIVE:

To establish a formal procedure for employees to request vacation and time off in advance and provide managers with a consistent approval process that upholds operational requirements.

GUIDELINES & PROCEDURE:

- 1. Annual Vacation Planning
 - a) All employees (union and non-union) must submit a request for a minimum of two (2) weeks of vacation time (or less if total entitlement is lower) by March 31 of each calendar year.
 - b) Vacation days may be scheduled in two-day blocks or greater provided the total equals two weeks, submitted and approved by supervisor ensuring operational needs can still be met.
 - c) After initial approvals, employees with remaining vacation entitlements may submit additional vacation requests (including fall or winter dates) by August 31.

2. Request Process

- Employees shall submit vacation or time off requests by sending a meeting invitation to their manager, selecting the "All Day" option for each requested day.
- b) Managers will review and approve or deny requests by responding directly to the meeting invite
- c) Upon approval, the employee must ensure the approved vacation is entered into the manager's calendar.

3. Medical and Personal Appointments

- a) A minimum of 48 hours' notice is required for non-emergency medical or personal appointments.
- b) Employees shall submit a meeting invite to their manager using the same method as for vacation.

4. Compliance

- a) This policy complies with the International Union of Operating Engineers, Local 955 Collective Agreement, specifically Article 16 regarding vacation accrual and scheduling.
- b) Any exceptions to this policy must be pre-approved by the CAO or designate.

Page 1 of 2



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





Meeting Date: Wednesday, June 25, 2025 Agenda Item: #

Topic: Amendment to Policy 01-49-01 Delegation to County Council

Presented By: CAO

Recommendation:

That Smoky Lake County amend Policy 01-49-01 Delegations to County Council, to reflect the repeal of Bylaw No. 1303-17 in 2021 and its replacement with Bylaw No. 1400-20. The amendment is intended to ensure that the policy aligns accurately with the County's current legislative framework and references the correct, up-to-date bylaw.

Background:

To establish a policy to govern requests for delegation status at a meeting of County Council and to set out the process under which presentations are to be made

Benefits:

Ensures compliance with Smoky Lake County's Legislative framework

Disadvantages:

N/A

Alternatives:

None

Financial Implications:

None.

Legislation:

Policy Statement No. 01-49-02

Intergovernmental:

N/A

Strategic Alignment:

N/A

Enclosure(s):

N/A

Signature of the CAO:

SMOKY LAKE COUNTY



Title: Delegation to County Council		Policy No.:	49-02		
Section:	01	Code: P-I	Page No.:	1 of 6	E

Legislation Reference:	Alberta Provincial Statutes

To establish a policy to govern requests for delegation status at a meeting of County Council and to set out the process under which presentations are to be made.

Policy Statement and Guidelines:

1. STATEMENT:

Purpose:

- 1.1 This policy is based on the "Delegation" Section of the Smoky Lake County Procedural Bylaw No. 1400-21. This policy applies to all requests for delegation status from all sources: Organizations, Interest Groups and Persons.
- 1.2 The Council of the Smoky Lake County recognizes the value to the community of local clubs, groups, organizations and residents that bring a community together. County Council shall receive delegations under the terms and conditions of this policy resolution.

2. DEFINITIONS:

- 2.1 "Delegation": means any person or group of persons other than Administration, who appears before Council at a regular Council meeting to address a specific matter.
- 2.2 **"Group":** means two (2) or more persons gathered together by a common interest in any matter, one of whom may be appointed as spokesperson to be solely responsible for presenting the points of view or positions of the persons represented.

3. OBJECTIVE:

3.1 Delegations appear before council for the purpose of voicing an opinion to the council. The agenda should contain the name of the person or group addressing council, the delegation's topic and an estimated time at which it will be heard. Delegations are usually dealt with near the beginning of the meeting as a courtesy in order that people who want to address council will not be kept waiting.

4. GUIDELINES:

- 4.1 It is the responsibility of anyone contacted on behalf of the County, including elected officials and appointed officials on staff, to refer any and all requests for delegations before County Council to the Municipal Clerk for disposition.
- 4.2 Requests from persons or groups who wish to make a representation to Council shall be made at least ten (10) working days prior to a regular Council Meeting, including the purpose of the request, the proposed presentation in writing, action requested of Council, if any, in accordance with *Policy Statement No. 01-26: Regular County Council Meeting: Agenda Format.*

Title:	Delegation to County Co	ouncil	Policy No.:	49-02	
Section:	01	Code: P-I	Page No.:	2 of 6	E

- 4.3 It is the responsibility of the Municipal Clerk to advise the Chief Administrative Officer and Assistant Chief Administrative Officer of delegation requests received and to respond to any request for delegation status in the manner set out in this policy.
- 4.4 The allocation of Council's time to delegations is primarily intended to enable proposals for County action to be put forward, to advocate policy action by Council or to make the case of interest of business or non-governmental organizations.
- 4.5 Matters raised by delegations shall be considered at Council's discretion, at a subsequent meeting of Council, in order to enable research and to check evidence provided by delegations, unless Council unanimously deems otherwise.
- 4.6 Request for Delegation are accepted on a first come, first served basis and may be put forward to the next available meeting or referred to another committee.
- 4.7 Information and supporting documentation collected on a delegation request is done so under the general authority of the *Freedom of Information and Protection of Privacy Act (FOIP)*. Submission for an agenda will be used to acknowledge receipt and shall become public information unless deemed by the Chief Administrative Officer to be confidential and "In Camera". Please be aware that your name is subject to disclosure by way of publication of the agenda.
 - 4.7.1 All correspondence submitted to Smoky Lake County will form part of the public record and will be published when this matter is before Council.
 - 4.7.2 Smoky Lake County considers the author's name and address relevant to Council's consideration of this matter and will disclose this personal information. 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.

5. PROCEDURES:

Delegations and Appointments:

A request for delegation status shall only be considered for inclusion on a County Council agenda if the following conditions are met:

- If a person or group wish to address Council on a matter on a Regular Council Agenda, that person or group shall notify the Municipal Clerk in the following format:
 - 5.1.1 Written Communication, the letter shall be typewritten or legibly written that outlines the topic, purpose of the delegation's appearance before County Council and the names and positions of the individual(s) who will address Council, be signed with the name of the writer and contain the mailing address of the writer.

Title: Delegation to County Cour	cil	Policy No.:	49-02	
Section: 01	Code: P-I	Page No.:	3 of 6	Ε

- 5.1.2 **Electronic Communication** shall clearly set out the topic and purpose of the matter at issue and the request; state the names and positions of the individual(s) who will address Council; and must contain the name of the writer and both the mailing and electronic address of the writer.
- 5.1.3 Complete and submit in its entirety Schedule "A": Delegation Request Form, the provisions of this information clarifies the purpose of the delegation to provide a clear understanding of the delegate's matter of issue for the Council.
- 5.2 Delegates wishing to have documentation included in the County Council Agenda must provide an electronic copy or a hard copy to the Municipal Clerk, accompanying the written submission.
- Delegates wishing to make an electronic presentation during the County Council meeting shall advise the Municipal Clerk at the time of submitting the delegation request. An electronic copy of any audio/visual presentation is required to be submitted to the Municipal Clerk accompanying the written submission or it will not be permitted to be shown at the meeting.
- The subject matter and nature of the delegation's request must fall within the jurisdiction of County Council.
- 5.5 The delegation agrees to abide by the terms of this policy.

PROTOCOL:

The following protocol will be used to determine if it is necessary for an Administrative Report to accompany any information provided by a delegation:

- Once the Municipal Clerk has forwarded a copy of the written submission to the Chief Administrative Officer or Assistant Chief Administrative Officer to determine if an Administrative Report should accompany the submission on the agenda.
- 5.7 The Chief Administrative Officer will advise which Department Head shall provide background information on the issue if deemed necessary.
- The Municipal Clerk shall advise the delegation accordingly to confirm their place on the Council agenda, whether any audio/visual support is required and the time of the presentation.
- Where the matter is determined to fall outside of the scope and responsibility of County Council, the Municipal Clerk shall notify the person(s) that the presentation should be referred to the most appropriate board, commission, agency or Provincial or Federal Government for consideration.

Title: Delegation to County Council		Policy No.:	49-02	
Section: 01	Code: P-I	Page No.:	4 of 6	Ε

Delegation Portion at the Meeting:

The procedures to be followed during the Delegation portion of a County Council meeting are set out as follows:

- 5.10 Presentations shall be made from the delegation table in the Council Chambers.
- 5.11 Each delegation to County Council shall be limited to the time on a matter shall only be allowed fifteen (15) minutes to present, exclusive of the time required to answer questions, unless approved by Council otherwise. Where there are numerous delegations listed, taking the same position on a matter, they shall be encouraged to select a spokesperson to present their views.
- 5.12 The Reeve, at the conclusion of the fifteen (15) minutes, shall inform the delegation that the time limit has been exceeded and thank the delegation for the presentation. Only upon a consensus of Council members, shall the fifteen (15) minute limit be extended.
- 5.13 Upon completion of the presentation, the Reeve will open the floor to questions from the members of County Council for clarifications purposes only. The delegation, in responding to any question, should address the question only and refrain from using the opportunity to extend their presentation.
- 5.14 After completion of questions, the delegation will be asked to return to the public gallery seating.
- Any presentation in progress deemed to be inappropriate by virtue of content or comment, may, by action of the Reeve and upon a motion of County Council be prohibited from continuing to conclusion. Such an action shall normally follow a caution to a presenter that the presentation, as offered, is inappropriate.
- 5.16 Delegates shall respect the specified procedures, as to protocol and time. Delegates attending shall respect the decorum of County Council and refrain from public outbursts, shouting, or behavior intended to disrupt the debate, discussion and/or general proceedings of County Council, in accordance with Procedural Bylaw No.
 1400-21.

Exceptions:

5.17 Any delegation which appears before County Council at the request of County Council, or with prior approval based on acceptable rationale, may exceed the time constraints earlier set out. All presentations, however, shall indicate regard for the total Council Agenda and shall be as concise as possible.

Title: Delegation to County Coun	cil	Policy No.:	49-02	
Section: 01	Code: P-I	Page No.:	5 of 6	E

Policy State	Policy Statement and Guidelines:				
5.18	Council may, on two-thirds (2/3) vote, allow a person or group to address a matter that was not on the agenda but only if the item has been added to the agenda as emergent business.				

	Date	Resolution Number	
Approved	March 29, 2018	# 386-18 - Page # 13045	
Amended	June 25, 2025		
Amended			



Delegation Request Form

APPLICATION

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

<u>Please</u> 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 though 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	ON:	
Last Name:	First Name:	
Phone Number:	E-mail Address:	:
Mailing Address:	•	. Alberta
Box Tow	vn	Postal Code
Group / Organization / Business / Individual:		
□ Representing a Group / Organization / Busi □ Attending as a Individual	iness :	
NAME OF PRESENTERS / ORGANIZATION:		
Name Positio 1.	<u>n Title</u>	Supporting documentation (optional)
2		Handouts at the meeting (please provide copies to the Municipal Clerk or bring 12 copies to the meeting)
3.		Audio / visual presentation(must be received in pdf or jpg format accompanying the Application Form).
TOPIC AND PURPOSE OF PRESENTATION:		,
List desired outcome of presentation/recommend to Counc		
·		
Note: That all correspondence submitted to Sm published when this matter is before Couplease Note for clarity: Answer Period" scheduled between 11:30 a.m. and noon at	uncil. orm to ask questio	
Comments:		
APPLICANT NAME: (PLEASE PRINT) SIGNAT	URE	DATE
OFFICE USE Only:		
Applicant Received:	Ву:	
Confirmed by:	Council Mee	eting Date:

RFD | Page - 105

SMOKY LAKE COUNTY



Title:	Delegation to County Co	uncil	Policy No.:	49-02	
Section:	01	Code: P-I	Page No.:	1 of 6	E

Legislation Reference:	Alberta Provincial Statutes

Purpose: To establish a policy to govern requests for delegation status at a meeting of County Council and to set out the process under which presentations are to be made.

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Title:	Delegation to County County County County	ouncil	Policy No.:	49-02	
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Title: Delegation to County Council		Policy No.:	49-02	
Section: 01	Code: P-I	Page No.:	3 of 6	E

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Title: Delegation to County Council		Policy No.:	49-02	
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- 5.10 Presentations shall be made from the delegation table in the Council Chambers.
- 5.11 Each delegation to County Council shall be limited to the time on a matter shall only be allowed fifteen (15) minutes to present, exclusive of the time required to answer questions, unless approved by Council otherwise. Where there are numerous delegations listed, taking the same position on a matter, they shall be encouraged to select a spokesperson to present their views.
- 5.12 The Reeve, at the conclusion of the fifteen (15) minutes, shall inform the delegation that the time limit has been exceeded and thank the delegation for the presentation. Only upon a consensus of Council members, shall the fifteen (15) minute limit be extended.
- 5.13 Upon completion of the presentation, the Reeve will open the floor to questions from the members of County Council for clarifications purposes only. The delegation, in responding to any question, should address the question only and refrain from using the opportunity to extend their presentation.
- 5.14 After completion of questions, the delegation will be asked to return to the public gallery seating.
- Any presentation in progress deemed to be inappropriate by virtue of content or comment, may, by action of the Reeve and upon a motion of County Council be prohibited from continuing to conclusion. Such an action shall normally follow a caution to a presenter that the presentation, as offered, is inappropriate.
- 5.16 Delegates shall respect the specified procedures, as to protocol and time. Delegates attending shall respect the decorum of County Council and refrain from public outbursts, shouting, or behavior intended to disrupt the debate, discussion and/or general proceedings of County Council, in accordance with Procedural Bylaw No.
 1400-21.

Exceptions:

5.17 Any delegation which appears before County Council at the request of County Council, or with prior approval based on acceptable rationale, may exceed the time constraints earlier set out. All presentations, however, shall indicate regard for the total Council Agenda and shall be as concise as possible.

Title: Delegation to County Council		Policy No.:	49-02	
Section: 01	Code: P-I	Page No.:	5 of 6	E

Policy State	ement and Guidelines:
5.18	Council may, on two-thirds (2/3) vote, allow a person or group to address a matter that was not on the agenda but only if the item has been added to the agenda as emergent business.

	Date	Resolution Number
Approved	March 29, 2018	# 386-18 - Page # 13045
Amended	June 25, 2025	
Amended		



Delegation Request Form

APPLICATION

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

<u>Please</u> 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 though 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	ON:	
Last Name:	First Name:	
Phone Number:	E-mail Address:	
Mailing Address:	. Alberta	
Box Tov	vn	Postal Code
Group / Organization / Business / Individual:		
☐ Representing a Group / Organization / Bus☐ Attending as a Individual	iness :	
NAME OF PRESENTERS / ORGANIZATION:		
Name Position 1.	on Title	Supporting documentation (optional)
2		☐ Handouts at the meeting (please provide copies to the Municipal Clerk or bring 12 copies to the meeting)
3		Audio / visual presentation(must be received in pdf or jpg format accompanying the Application Form).
TOPIC AND PURPOSE OF PRESENTATION:		,
List desired outcome of presentation/recommend to Counc	il:	
Note: That all correspondence submitted to Sn published when this matter is before Cou		will form part of the public record and will be
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) SIGNAT	ΓURE	DATE
OFFICE USE Only:		
Applicant Received:	Ву:	
Confirmed by:	Council Meeting Date:	

Schedule "A": Delegation to County Council - "Delegation Request Form"



Meeting Date: Wednesday, June 25, 2025 Agenda Item: #

Topic: Policy Statement No. 62-28-08 Mowing Program

Presented By: Agricultural Department

Recommendation:

That Smoky Lake County Policy Statement No. 62-28-07: Mowing Program, be amended to cease mowing operations November 1st each year, to update the secondary seasonal pass to go tp the property line.

Background:

Under the *Weed Control Act* must be control of noxious and prohibited noxious weeds in Smoky Lake County's municipal right-of ways.

The objective of the Mowing Program was to control vegetation on County right-of-way, thereby providing improved sightlines for traffic as well as improving country-side esthetics and helping to control weeds in the mowed area.

Policy Statement No. 62-28:

- May 24, 2018, Policy Statement No. 62-28-01 was implemented and created the mowing program through the Agricultural Services Department. The defined mowing area will consist of three zones, divided using RR 150 and HWY 855 as boundaries. The mowing program will commence in June and will cease no later than November 1st. Developed Road allowances: all grassy areas along oiled, or gravel, roads will be mowed once a year with a single pass (one cut) mowing from the roads edge to the fenceline where conditions allow. Main roads into lake resorts will only be mowed prior to the July and August long weekends (two passes per year). The Iron Horse Trail shall only be mowed once per season. Schedule "A" Approved Additional Mowing was created. Motion #581-18
- October 22, 2018, Policy Statement No. 62-28-02 be amended to define the Mowing Program will commence in the last week of June and will cease no later than November 1st. Motion # 1030-18
- April 13, 2021, Policy Statement No. 62-28-03 be amended to include Ditch cleanup and equipment maintenance will commence 2 weeks prior to mowing program start date. One-pass herbicide mowers will begin mowing operation in the first week of June for more effective weed control. Non-herbicide mower operations will begin the last week of June. All mowing operations will cease no later than November 1st. Developed Road Allowances will be mowed once a year mowing from roads edge to property line where conditions allow. Which may require several mowing passes to accomplish. The secondary passes should be a minimum of 5ft. Motion # 572-21
- August 10, 2021, Policy Statement No. 62-28-04 was amended to include TWP 610 from RR 181
 East to HWY 855 will be mowed in conjunction with the lake resorts prior to July and August long
 weekends (two seasonal passes per year). Motion # 1009-21



Request for Decision (RFD)

- December 14, 2021, Policy Statement No. 62-28-04 be amended to include a second seasonal shoulder pass will be completed once all developed road allowances have received the first seasonal pass to the property line. The second seasonal pass will be completed where the mowers began mowing in the early season and if there is high grass regrowth and approved by the Agricultural Fieldman. This second seasonal pass will only be a 'shoulder pass' meaning one width of the mower, mowers will not need to go to the property line on this second seasonal pass. Motion # 108-21
- October 11, 2022, Policy Statement No. 62-28-05 was amended that mowers will begin operation
 by the third week in May. Two seasonal passes will be completed per year, one shoulder pass and
 a second pass to the property line once the first pass is completed. Mowers will start second
 seasonal pass from their 'home base' to avoid high blading and unnecessary travel times. Motion
 # 1111-22
- January 23, 2025, That Smoky Lake County Policy Statement No. 62-28-07: Mowing Program, be amended to cease mowing operations on October 1st of each year, update the secondary seasonal pass to be a 'shoulder pass', and add Iron Horse Trail to the list under Schedule "A": Approved Additional Mowing. Motion #246-25

Benefits:

Increased visibility of wildlife in sightlines

Control up to the property line for regulated weeds

Disadvantages:

More time completing the secondary seasonal pass

Alternatives:

N/A

Financial Implications:

N/A

Legislation:

Weed Control Act

Intergovernmental:

(Describe any intergovernmental involvement and/or implications related to or affecting the recommendation or select from dropdown)

Strategic Alignment:

(Select the Strategic Plan Priority that this topic is associated with)

Enclosure(s):

Policy Statement No. 62-28-08 Mowing Program

Mowing Progress Update as of June 6th, 2025

Signature of the CAO:

SMOKY LAKE COUNTY



Title: Mowing Program		Policy No.: 28-08
Section: 62	Code: P-R	Page No.: 1 of 3 <i>E</i>

Legislation Reference:	Alberta Provincial Statutes
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Purpose:

Smoky Lake County will govern the municipal mowing program on developed road allowances and County lands under the Agricultural Service Board.

Policy Statement and Guidelines:

1. STATEMENT:

- 1.1 Smoky Lake County will mow developed road allowances annually to maintain safe visibility for the travelling public and to improve drainage of infrastructure.
- 1.2 The mowing program promotes effective control of weeds and brush within the municipal right-of-way encroaching the roads surface.
- 1.3 The County will mow County lands on a as needed basis.

2. DEFINITION(S):

- 2.1 **County Lands:** Property owned and/ operated by Smoky Lake County
- 2.2 **Developed Road Allowances:** Road allowances containing a gravel or hard surfaced roadway under the jurisdiction of Smoky Lake County.

3. OBJECTIVES:

- 3.1 Define areas that will be moved within the right-of-way and on County lands.
- 3.2 Provide the level of right-of-way mowing as set out by the Agricultural Service Board.
- 3.3 The County's desire to achieve the following objectives with its roadside moving program:
 - to assist with weed control by preventing the seed set of noxious weeds in the right-ofway and to cut any brush regrowth encroaching on the road
 - to enhance road maintenance with minimal gravel loss and allow positive drainage of rainwater to be more efficiently channeled to the right-of-way
 - to increase visibility of wildlife crossing and reduce obstructed visibility of signs at intersections for the safety of the travelling public
 - to provide a fire break and reduce the amount of fire load material in right-of-way.
 - To prevent drifting on roads, where the blowing snow will travel across the road, rather than being trapped by standing vegetation which will travel across

4. GUIDELINES:

4.1 The mowing program will be developed and planned by the Agricultural Service Board and implemented through the Agricultural Services Department. The defined mowing areas consist of three (3) zones, divided using range road 150 and Highway 855 as boundaries.

Title: Mowing Program		Policy No.: 28-08	
Section: 62	Code: P-R	Page No.: 2 of 3	E

- 4.2 Roadside prep and equipment maintenance will commence 2 weeks prior to mowing program start date.
- 4.3 Mowers will begin mowing operation the third week in May. All mowing operations will cease no later than November 1st October 1st.
- 4.4 Mowing Operations consist of three (3) tractors and mowers used to cut grass, brush, and noxious weeds. These mowers are able to accomplish a significant amount of mowing and right-of-way clearing very efficiently when compared to other methods of mechanical control.
- 4.5 Without limiting the program or its effectiveness, it will generally be planned as following:
 - 4.5.1 Developed Road Allowances will be mowed twice a season: All grassy areas along oiled, or gravel roads receive a shoulder pass first, meaning one width of the mower. A second seasonal shoulder pass will be to the property line. This will be completed once all developed road allowances have received the first seasonal shoulder pass. The second seasonal pass will be completed where the mowers began mowing in the early season and if there is high grass regrowth, and approved by the Agricultural Fieldman.
 - Mowers will begin mowing outwards from their 'home base' to avoid high blading and eliminate unnecessary travel.
 - These secondary passes to the property line should be a minimum of 5ft.
 - Main roads into lake resorts will only be mowed prior to the July and August long weekends (two seasonal passes per year)
 - Township Road 610 from Range Road 181 East to HWY 855 (gravel haul road) and Victoria Trail will be mowed in conjunction with the lake resorts prior to July and August long weekends (two seasonal passes per year)
 - The Iron Horse Trail shall only be mowed once per season
 - It is recognized that inclement weather, such as rain and early winter could prevent completion of the program
- 4.6 All other mowing requests will be at the discretion of the Agricultural Service Board and added to **Schedule** "A" Approved Additional Mowing

	Date	Resolution Number
Approved	May 24, 2018	# 581-18 - Page # 13130
Amended	October 22, 2018	#1030-18 - Page # 13312
Amended	April 13, 2021	# 572-21 - Page # 14597
Amended	August 10, 2021	#1009-21 - Page # 14755
Amended	December 14, 2021	# 108-21 - Page # 14883
Amended	October 11, 2022	#1111-22 - Page # 15362

Section 62 Policy: 28-08



SCHEDULE "A"<u>APPROVED ADDITIONAL MOWING</u>



Metis Crossing

Smoky Lake Rodeo Grounds

Smoky Lake Air Strip

Hamlin Ball Diamonds

Waskatenau Ball Diamonds

Bellis Ball Diamonds

Bonnie Lake Enviro Reserve 7921626

Victoria Trail

Iron Horse Trail

Warspite Ball Diamond

Schedule "A": APPROVED ADDITIONAL MOWING

Page 3 of 3.





Meeting Date: Tuesday, June 17, 2025 Agenda Item: #

Topic: Policy Statement No. 62-10-11 Agricultural Service Board Business Plan 2025

Presented By: Agricultural Department

Recommendation:

That Smoky Lake County Council amend *Policy Statement No. 62-10-10 Agricultural Service Board Business Plan* 2025 to include changes made to *Policy Statement No. 62-28-07 Mowing Program and* 1080 Toxicant recall.

Background:

Smoky Lake County Agricultural Service Board established the Agricultural Service Board Business Plan in 2010 to track duties carried out as part of the agreement with Alberta Agriculture to ensure compliance with all the duties related to the *Weed Control Act, Soil Conservation Act, Agricultural Pest Act* and *Agricultural Service Board Act*.

Smoky Lake Agricultural Service Board has used the Business Plan as a way of tracking changes and improvements to the ASB Program and ensuring compliance with duties laid out by Alberta Agriculture, Forestry and Irrigation.

Benefits:

Provides ASB Staff with guidance and ensures compliance.

Disadvantages:

N/A

Alternatives:

N/A

Financial Implications:

N/A

Legislation:

Smoky Lake County has an obligation to carry out duties related to the *Weed Control Act, Soil Conservation Act, Agricultural Pest Act* and *Agricultural Service Board Act*. This Business Plan is a way of tracking those responsibilities in one location and keeping us up to date as things change over the years.

Intergovernmental:

N/A

Strategic Alignment:

N/A

Enclosure(s):

Policy Statement 62-10-11 Agricultural Service Board Business Plan 2025

Signature of the CAO:

SMOKY LAKE COUNTY



Title: Agricultural Service Board Business Plan		Policy No.:	10-11	
Section: 62	Code: P-A	Page No.:	1 of 13	E

Legislation Reference: Alberta Provincial Statutes	1 1 41 D 6
	egislation Reference:

Purpose: To establish a Business Plan for the Smoky Lake County Agricultural Service Board

Policy Statement and Guidelines:

1. STATEMENT:

1.1 The Smoky Lake County Agricultural Service Board (ASB) is in the business of providing its residents with agricultural programming to enhance the environment, farm income and quality of life. This is achieved through Vegetation Management Programming, Agricultural Extension Programming, Problem Wildlife Programming, Pest Control and Monitoring as well as, Government Lobbying.

The Agricultural Service Board is also responsible for enforcement of Provincial Legislation such as the Weed Control Act, Agricultural Pest Act, Agricultural Service Board Act, Soil Conservation Act and the Animal Health Act.

2. VISION STATEMENT:

2.1 To encourage sustainable agriculture, environmental integrity and improved quality of life in Smoky Lake County.

3. MISSION STATEMENT:

3.1 To provide services, policies and education for Agricultural families, businesses and the public to enhance the environment, farm income and quality of life.

4. STRATEGIC PRIORITIES:

4.1 The Smoky Lake County Agricultural Service Board identifies the following priorities:

One: Vegetation Management Program

Two: Weed Control Act Duties

Three: Environmental Stewardship and Extension

Four: Problem Wildlife Program
Five: Agricultural Pest Act Duties

Six: Soil Conservation Act Duties

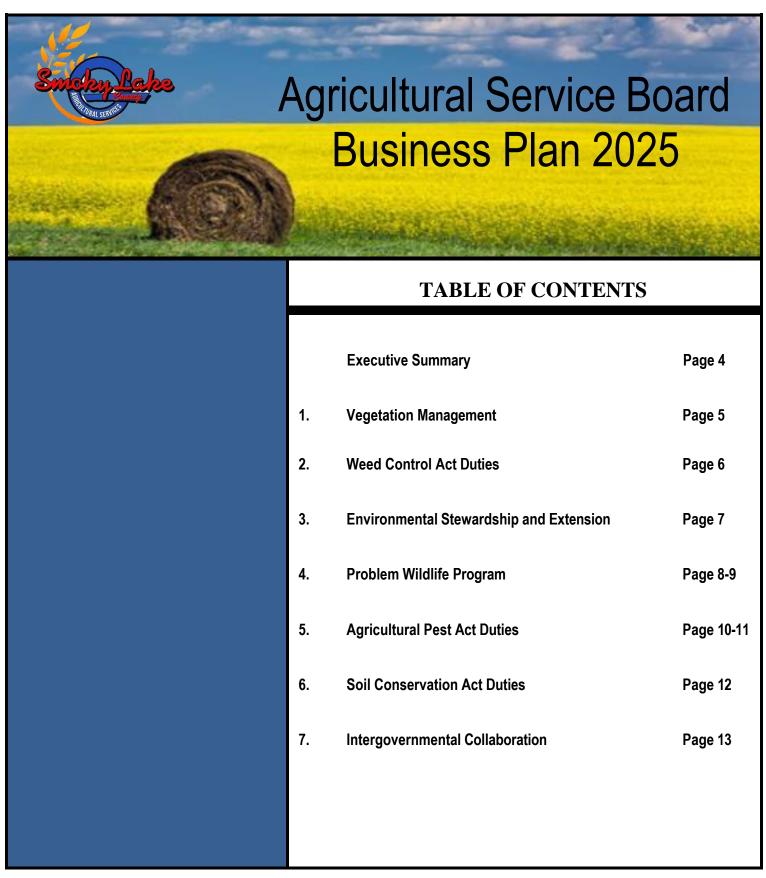
Seven: Intergovernmental Collaboration

Title: Agricultural Service Board Business Plan		Policy No.:	10-11	
Section: 62	Code: P-A	Page No.:	2 of 13	E

5. IMPLEMENTATION:

- 5.1 Smoky Lake County Agricultural Service Board shall review annually as required by Alberta Agriculture and Irrigation.
- 5.2 Smoky Lake County Agricultural Service Board staff will consider and follow the priorities of the Business Plan when creating budgets and work plans.

	Date	Resolution Number
Approved	December 17, 2010	# 184-10 - Page # 9570
Amended	March 5, 2015	# 416-15 - Page # 11626
Amended	December 12, 2017	# 59-17 - Page # 12873
Amended	December 12, 2018	# 193-18 - Page # 13400
Amended	December 16, 2019	# 291-19 - Page # 13927
Amended	December 8, 2020	# 138-20 - Page # 14367
Amended	December 14, 2021	# 111-21 - Page # 14890
Amended	February 15, 2022	# 353-22 - Page # 14983
Amended	February 22, 2024	# 358-24 - Page # 15517
Amended	February 13, 2025	#288-25 - Page # 15869



Business Plan

Executive Summary

The Smoky Lake County Agricultural Service Board is in the business of providing its agricultural producers with agricultural programming to enhance the environment, farm income and quality of life. This is achieved through Vegetation Management, Agricultural Extension, Problem Wildlife, Pest Control, programming and monitoring as well as, government lobbying. The Agricultural Service Board is also responsible for enforcement of Provincial Legislation such as the Weed Control Act, Agricultural Pest Act, Agricultural Service Board Act, Soil Conservation Act, and the Animal Health Act.

VISION STATEMENT:

To encourage sustainable agriculture, environmental integrity and improved quality of life in Smoky Lake County.

MISSION STATEMENT:

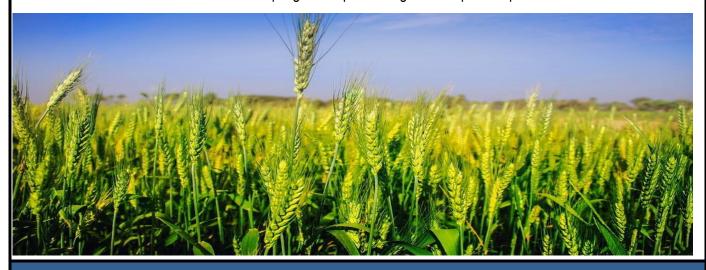
To provide services, policies and education for Agricultural families, businesses and the public to enhance the environment, farm income and quality of life.

VALUES:

Integrity: The Smoky Lake County Agricultural Service Board will conduct business in an ethical manner respecting the environment, public and applicable legislation.

Commitment to Service: The Smoky Lake County Agricultural Service Board will strive to provide the best service possible to its ratepayers conducting operations in an efficient and cost effective manner.

Progressive: The Smoky Lake County Agricultural Service Board will take a proactive and innovative approach in its programming examining new technologies and protocol while accepting and implementing relevant public input.



Agricultural Service Board: Business Plan 2025

Vegetation Management Program

Goal:

1.

To implement an integrated vegetation management program on municipal right-of-ways for the purpose of reducing noxious weeds and ensuring sightlines are clear for the motoring public.

Strategies	Action	Measures
Identify problem noxious weeds within the municipal right of way	-Key emphasis will be on Prohibited Noxious and Noxious weed species analyzing both environmental and economic threats.	-All roads inspected for noxious weeds at least once during the growing season.
Herbicide Application	-1/2 of all county roads will receive a herbicide application using the One-Pass mower herbicide applicators following the rotation guidelines set out in <i>Policy Statement 62-15</i> "Vegetation Management Plan" and Policy Statement 62-23 "Tansy Reduction Program". Brush Spraying will be completed during the regular roadside spraying rotation in coordination with Public Works brushing program. -Spot spraying will be completed in the other two zone in which regular roadside spraying is being completed. Noxious weeds and brush will be targeted. Custom spraying of private lands will occur if time and budget allow, and priority is put on landowners struggling to control prohibited noxious weeds.	-Number of miles that receive a herbicide application. -Amount of herbicide applied for brush control. -Number of locations spot sprayed. -Amount of herbicide applied during spot spraying. -Number of landowners who receive help eliminating their Prohibited Noxious weeds by the ASB Department.
Roadside Mowing	-Roadside mowing will be conducted as stated in <i>Policy Statement 62M-02</i> " <i>Mowing Program</i> ". Roadsides will first receive a single shoulder pass. A secondary shoulder pass will occur once the primary shoulder passes are complete. -Lake roads leading to resorts, Victoria Trail and Township Road 610 will be mowed before the July and August long weekends.	 -1 'shoulder' pass and a second seasonal pass of roadside mowing to the property line for weed and brush control is to be completed by November 1st of each year. -Miles of road mowed. -Iron Horse Trail mowed once a year. -Amount of additional mowing completed for community events. -Amount of additional mowing completed on other municipal properties.

2. Weed Control Act Duties

Goal: To control the spread and prevent the establishment of invasive species on privately owned land through responsible communication with landowners, occupants, industry stakeholders and members of the general public as set out in the Weed Control Act of Alberta.

Strategies	Action	Measures
Weed Inspection Program	-Weed Inspection are conducted on private land during the growing season annually.	-Number of inspections completed.
	-Letters are sent to landowners who are in non-compliance with the Weed Control Act of Alberta, as specified in Policy Statement 62-14 "Weed Inspection and Weed Notice".	-Number of letters sent to landowners/renters.
新版 的图点。	-Weed Notices are issued to landowners who do not comply with recommendation letters.	-Number of weed notices issued.
	-Enforcement actions are completed by the Agricultural Services Department for landowners who are non-compliant with a weed notice that has been issued.	-Number of Weed enforcements completed.
Noxious Weed Education and Awareness	-Provide weed identification for landowners on farm or samples brought in for identification.	- Number of landowners assisted annually.
	-Promote weed awareness at our annual Smoky Lake County Farmer Appreciation Event.	-Number of events hosted.
	-Produce and circulate information on invasive species through our website, local newspapers and social media.	-Number of articles circulated.
	-Weed Wanted posters hung annually at the Town, Villages & Hamlets including all the water stations and lake lot bulletin boards.	-Number of brochures and weed wanted posters given out/posted.

3. Environmental Stewardship and Extension

Goal: To provide Environmental Farm Plans to producers and work in partnership with Lakeland Agricultural Research Association to deliver collaborative environmental stewardship initiatives and unbiased research that results in sustainable growth of Smoky Lake County's Agricultural Community.

Strategies	Action	Measures
Environmental Farm Plans Alberta Finnerman Plans	-Assist local producers with completion of Environmental Farm Plans. -Provide air photographs for fields and farmyards and soils information. Provide water well information from the Alberta Water Wells Database.	-Number of Environmental Farm plans assisted with. -Increased adoption of beneficial management practices by producers.
Sustainable Canadian Agricultural Partnership Sustainable Canadian Agricultural Partnership	-Assist local producers with information about new agricultural programs and grants. -Stay current with program updates and changes.	-Number of producers assisted.
Lakeland Agricultural Research Association LARLAND AGRICULTURAL RESEARCH ASSOCIATION	-Ensure Smoky Lake County received programs as promised by LARA. -Ensure crop plot trials are complete in Smoky Lake County. -LARA to give updates throughout the year by attending ASB meetings.	-Number of events hosted by LARA in our County. -Field Day hosted for local producers at the Smoky Lake County Plots. -Number of unbiased research plots within Smoky Lake County. -How many updates were received. -Attendance of Smoky Lake County Farmers & Ranchers Appreciation Event.
Classroom Agriculture Program Classroom Agriculture Program	-Deliver the Classroom Agriculture Program to Grade 4 students at schools that register for the program within Smoky Lake County.	-Number of Classroom Agriculture Program presentations delivered.

4. **Problem Wildlife Program**

Strategies	Action	Measures
Beavers	-Beaver Tail Bounty for \$15.00 per	-Number of Beaver tails brought in.
137 33 3	tail from pre-approved locations as	
	specified in <i>Policy Statement</i> 62-07	-Number of dams removed affecting
	"Beaver Management".	municipal infrastructure.
The manufacture of the second	-Beaver Dam Removal may occur to	-Amount of revenue generated
	mitigate flooding which causes	completing private land blasting.
	damage to municipal infrastructure.	
	Dam removal will be conducted as	-Damage Control Licenses issued by
	per Policy Statement 62-21 "Beaver	Alberta Environment.
	Control- Fee for Removal with	
	Explosives".	-Trapping of County owned property a
		Lakes.
	-Part time Animal Control Technician	
	will obtain required easements from	-Renew every 5 years as required.
	landowners and all provincial and	
	federal permissions needed.	-Number of beavers and muskrats
		removed.
	-Maintain Certified Blasters License	
	with the Province of Alberta.	
		-Number of pond levelers
	-Trapping and removing problem	installed/maintained.
	beavers and muskrats.	
	-Install/ maintain pond levelers and	
	other Flow Devices.	-Number of flooded roads.
Coyotes	-Maintain Form 7 License to ensure	-Number of 1080 tablets given out
Coyotes	Smoky Lake County can provide	annually.
	1080 toxicant to agricultural	difficulty.
	producers as per <i>Policy Statement 62-</i>	As of December 2024, Health Canada
The state of the s	03 "Coyote Control".	has recalled all 1080.
	os coyote controt .	into recurred the 1000.
THE STATE OF THE S	- Coyote control booklets available	
Christian Christian Christian Christian	for agricultural producers to help	
	better manage coyote predation.	
Richardson Ground Squirrel	-2% Liquid Strychnine registration	-Number of producers assisted.
Gopher)	has been cancelled.	producers assisted.
Copiler)	indo coon cunconed.	
	-Recommend alternatives to	
	producers.	
	production.	
	-Recommend local trappers.	

4. Problem Wildlife Continued			
Strategies	Action	Measures	
Wild Boar	-Participate annually in the Wild Boar Ear Bounty with Alberta Agriculture (if eligible). -Promote the Alberta Invasive Species Council "Squeal on Pigs" Campaign for awareness and reporting wild boar sightings.	-Number of wild boar ears brought in. -Posts on County Website and Social Media shares.	
Waterfowl Damage Control Protect your crop	-Scare Cannons are available for rent as per <i>Policy Statement 62-26 "Scare Cannon Rental"</i> . -Suggest alternative control measures to mitigate crop damage cause by waterfowl during fall migration.	-Number of rentals that occur. -number of producers that engage in alternative control measure.	
Alternative Control Methods	-Agricultural Fieldmen will continue to investigate alternative control methods for all pest species. -Promote and notify producers of alternative control measures when they come in.	-Attend In Service Training to hear from other Ag Fieldman from across the province. -Attend demonstrations with government research groups.	
Northern Pocket Gopher (Mole)	-Mole tail bounty for \$1.00 per tail can be brought in as per <i>Policy Statement 62-02 "Bounty for Pocket Gopher Tails"</i> .	-Number of mole tails brought in for bounty.	
Stray Dog Pickup	-Assist Smoky Lake County's Peace Officer in responding to ratepayer reports of loose dogs within Smoky Lake County as needed.	-Number of stray dogs picked up and transported to an approved animal shelter; or if possible, reunite them with owners.	

5. Agricultural Pest Act Duties

Goal: To provide Smoky Lake County agricultural producers with responsible pest management strategies, pest monitoring and enforcement of declared agricultural pests as deemed by the Agricultural Pest Act of Alberta.

Crop Surveying

Strategies	Action	Measures
ExadeoMidge of Canola Canola dge	-Stranto Michaels fionischeck unvestallatter therefood a treates without sweet our community without stirle propagate if hou good weekly the plant sample is sent to the lab for DNA confiduation without Midge is monitored on behalf of Agri-food Canada. It is an 8-week program where sticky pads are changed weekly.	-Number of Canolton Entrempted invading pest that threaten our agriculture industryNumber of Clubroot Management -Consider to Sent to producers annually invading pest that threaten our agriculture industry -Number of Pest Notices given
Grasshonners	-Townshins are surveyed annually and data	annually of fields surveyed
	forecasting. The county ditch and field are sampled at each location.	-Number of outbreaks that occur.
Bertha Army Worms	- 3 Fields across the county are monitored starting in June until August. The traps are set out in the fields to collect the moths that lay the eggs.	-Number of moths counted annually. -Number of outbreaks that are forecasted.
Wheat Midge	- Wheat Midge in high numbers can cause yield loss, wheat crops are monitored around the end of June as wheat heads are emerging up until anthesis (Flowering).	-Samples collected annually and sent to Alberta Agriculture when required.
Blackleg of Canola	- Canola fields are sampled annually for Blackleg severity. Samples are provided to the Crop Diversification Centre for research purposes. Blackleg can cause significant yield loss and harm international exporting.	-Number of fields sampled annually.

6. Soil Conservation Act Duties

Goal: Protect the quality and integrity of agricultural soils in Smoky Lake County.

Strategies	Action	Measures
Soil Conservation	-Agricultural Fieldman are deemed as inspectors and can issue notices under this Act.	-Number of Soil Conservation Notice issued.
	-Document and photograph any non- compliance with the Soil Conservation Act.	-Number of Soil Conservation Letters issued.
	-Promote soil health workshops and site demonstrations.	-Number of workshops. -Number of areas assessed for soil condition concerns.
	-Monitor soil conditions and respond to an area of concern that needs to be assessed following an event that could impact soil/water sources.	



Intergovernmental Collaboration

7.

Goal: Conduct intergovernmental collaboration will all levels of governments.

Strategies	Action	Measures
Collaborate with multiple levels and forms of government	-Agricultural Service Board to participate in drafting and passing resolutions at Regional and Provincial Agricultural Service Board Conferences annually.	-Attend annual conferences and participate by discussion and voting on various agricultural issues.
Protect the interests of Smoky Lake County Agricultural Community	-Every effort will be made to convey agricultural concerns from the agricultural community to relevant government agencies via face-to-face interactions, letter writing or any other available means.	-Number of letters sent to MLA`s, PM`s or other government members.
Animal Health Act	-Liaison with the Chief Provincial Veterinarian, Canadian Food Inspection Agency (CFIA) and local Veterinarians, when necessary, on any livestock emergencies as stated by Policy Statement 62- 30 "Animal Health & Livestock Emergency Preparedness". -Livestock emergencies include cattle liner accidents on the highway. -If a positive case or outbreak as stated in the Animal Health Act is confirmed within Smoky Lake County boundaries, ASB staff will act in accordance with the directives of the Chief Provincial Veterinarian (CPV). -Work with our Fire Protective Service Department in case of livestock emergency on the highways. These duties would include helping them source rendering truck, trailers or calling a local vet.	-Number of investigations asked to assist on. -Number of highway livestock emergencies assisted with.

May 2025

This report provides a comprehensive overview of departmental activities, operational updates, and key achievements across Smoky Lake County for the month of May 2025. Each department has submitted updates on core functions, ongoing initiatives, community engagement, and organizational progress.

Departmental Highlights

Chief Administrative Officer (CAO):

Provided strategic oversight on procurement practices, attended council and interdepartmental meetings, and coordinated key discussions regarding land use, fleet tracking, and policy reviews. Oversaw the internal policy and bylaw audit and completed performance review duties.

Public Works:

Completed MG road stabilization, continued grading, patching, ditch cleaning, and gravel hauling. Prepared for dust control applications scheduled in June and continued administrative oversight and project coordination.

GIS Services:

Maintained support for asset management, webmap enhancements, and rural addressing. Recorded over 17,000 webmap visits and advanced the Service Tracker platform with soft and full launches planned for June.

Corporate Services:

Distributed 6,724 tax notices, completed month-end financial tasks, initiated cybersecurity upgrades, supported the Request Management System rollout, and submitted required grant documentation. Staff onboarding and training continued.

• Planning & Development:

Issued 7 development permits, closed 1 subdivision, and advanced 10 subdivision files under conditional approval. Supported business licensing, compliance certificates, and land-use suitability tool development. No new bylaws or commission meetings were reported.

• Natural Gas Services:

Replaced 490 AMR heads, repaired a lightning-damaged pipeline, and addressed service calls. Completed 9 meter replacements and SCADA troubleshooting. Odorant truck servicing continued; preparations are underway for summer operations and billing.

Environmental & Parks Services:

Conducted 29 water/wastewater tasks, resolved 9 waste site issues, managed 11 parks maintenance projects, and completed dock and toilet servicing. Coordinated litter clean-up, posted fire ban signage, and prepared recreational sites for peak season.

Agricultural Services:

Responded to multiple ratepayer inquiries, finalized the ASB grant, attended webinars, and conducted formal safety inspections. Equipment preparation and weed inspector training continued. 9 beavers were removed and culvert access concerns were addressed.

• Fire Services:

Responded to 39 incidents including collisions, fires, and medicals. Advanced NFPA 1001 training, managed equipment maintenance, issued a county-wide fire ban and OHV restriction, and continued coordinating with mutual aid partners.

Health & Safety:

Investigated 11 incidents, conducted 37 inspections, and onboarded 20 employees with safety orientations. Updated safety plans, facilitated drills, maintained COR audit planning, and processed a WCB claim. Continued reviewing the Community Emergency Management Plan.

• Enforcement Services:

Managed 17 total bylaw and regulatory files. Issued 16 traffic enforcement actions, conducted patrols in construction zones, attended community events, recovered a stolen trailer, and initiated investigations under the Environmental Protection and Animal Protection Acts.

CAO Report

Council Inquiries & Operational Updates:

Parks and Recreation Workwear:

Hats were purchased for Parks and Recreation staff as part of the ongoing practice of providing workwear to outdoor employees for visibility, safety, and team identification.

• Grease Procurement Review:

Grease was sourced through West Texas Refineries, facilitated by a local sales representative. The County is currently reviewing pricing options from other local vendors to ensure competitive procurement. Adjustments to purchasing practices will be made as needed based on findings.

Meetings Attended:

• Council Meetings:

- o May 8, 2025
- o May 22, 2025

Administrative & Operational Meetings:

- Strategy meeting with private landowner regarding land use matters.
- Associated Engineering meeting with Alyssa Fortin-Paossi, P.Eng., to discuss project engineering updates.
- Internal meeting with front counter Finance staff to address administrative processes.
- ABmunis Employee Benefits Proposal presentation specific to Smoky Lake County.
- Fleetio Software Demonstration for fleet maintenance and asset management.
- Service and maintenance review with Trevor from Certified Tracking regarding GPS fleet tracking solutions.
- o Telephone call with **Dyrbye and Powell** to discuss an active claim.
- o Operational coordination meeting with the **Fire Chief**.
- Highway 28/63 SCADA Upgrade Progress Meeting Scope A construction update.

Other Activities:

- Provided direction and oversight on the internal Policy and Bylaw Review Project in collaboration with Legislative Services.
- Completed the **CAO's portion of the annual performance review**, with the final step being the formal evaluation meeting with Council.

Public Works Manager Report

Roads:

- MG road stabilization projects have been completed.
- Overall road conditions are good, but wash boarding persists at intersections due to prolonged dry conditions.
- Graders are making regular rounds to mitigate surface issues.

Next Month's Objectives: Begin MG haul roads and road rehabilitation projects, including shoulder pulls.

Maintenance:

- Regular maintenance is ongoing, including:
 - Grading operations
 - Clearing fallen trees due to frequent high winds
 - Sign maintenance, patching, culvert installations
 - o Ditch cleaning in preparation for mowing
 - o Gravel hauling for divisional needs and projects

Next Month's Objectives: Continue with regular maintenance activities.

Gravel Program:

Gravel has been delivered to multiple projects and divisions.

Next Month's Objectives: Continue hauling to identified areas.

Dust Control:

• MG product ordered for application on June 13.

Next Month's Objectives: Complete MG dust control applications and prepare for oil-based dust suppression.

Administration:

 Routine tasks including staff meetings, signing bills, reports, and onboarding new employees are ongoing.

Next Month's Objectives: Continue with administrative and operational oversight.

GIS Report

The GIS Department continued to support internal departments and regional initiatives with mapping updates, data integration, and system enhancements.

Key Projects and Initiatives:

- Culvert Verification Project (2023–2026): Data collection and updates continue as weather permits.
- Asset Management Program (AMP): Completed Road data analysis and integration work with Public Works and Catalis.
- Pond Levelers: Data updated; pending export to Miistakis Institute after final review.
- **Webmap Enhancements:** Working on attribute-based linear feature display improvements and adding address grid search functionality.
- Speed Limit and Road Surface Layer: Project is 75% complete; final updates pending field confirmation.
- Municipal Heritage Designations: Awaiting final documentation for map updates.
- New GIS Layers: Created layers for violations/infractions and regional infrastructure (e.g., landfills, water lines).

Support Tasks Completed:

- Shared updated landfill and transfer station maps with contractors.
- Delivered 2025 gravel map to grader operators.
- Assisted the Town of Smoky Lake with data export for engineering work.

Rural Addressing:

- One sign pending installation; another replacement requested.
- Next steps: review development permits from January 2025 onward for additional addressing needs.

Service Tracker Rollout (New Request Management System):

- Phase 1–3 completed: Admin training, site installation, and integration.
- Next phases: Soft launch (June 13) and full launch (June 25).

Usage Metrics:

- County Webmap: 17,278 visits (Feb 25–May 15).
- Regional Webmap: 2,853 visits (May 16–June).

Administrative and Other Work:

- Reviewed service hour reports.
- Assisted with Titan GPS device ticket (reconfiguration of in-cab beeper).
- Training: Syber training session completed.
- Strategic Plan: No updates this period.

Next Month's Objectives:

- Finalize pending map updates.
- Deliver Service Tracker training and launch.
- Coordinate GIS review sessions with department managers.
- Begin training Public Works staff in field activity dashboard use.

Corporate Services Report

The Corporate Services Department supported County operations through IT upgrades, financial reporting, staff onboarding, and interdepartmental coordination. Key efforts focused on cybersecurity, taxation, grant reporting, and administrative support.

Information Technology (IT):

- Provided daily IT and mobile device support.
- Completed server and Diamond system updates over the weekend.
- Installed new security cameras across County facilities.
- Advanced planning and research for an XDR-SEM cybersecurity system.
- Participated in Cyber Alberta meetings and related research.
- Installed a new camera system for Council Chambers.

Taxation:

• **6,724 property tax notices** were prepared and mailed on May 31, 2025.

Finance:

- Completed all regular monthly tasks including:
 - o Payroll, accounts payable/receivable, utilities, and reporting.
- Reviewed benefits proposal from Alberta Municipalities.
- Finalized and submitted:
 - o **2024 grant reports** and financial statements.
 - o **2025 grant project profiles** for upcoming funding.

Staffing:

- Engaged in staff coordination with the CAO, finance, and administrative departments.
- A casual backup custodian has been hired.
- Welcomed our new summer student on May 5, 2025, who will assist multiple departments with filing, form creation, and digital records management.

Administrative & Other Activities:

- Held meetings on the rollout of the new Request Management Software.
- Supported planning for the upcoming **County Open House**.
- Posted the Waste Hauling Request for Proposal (RFP) to the Alberta Purchasing Connection (APC).
- Provided assistance with insurance claims processing.

Training & Development:

- Attended the Society of Local Government Managers Conference.
- Participated in FCSS grant requirement training to align with new funding criteria.

Planning and Development Manager Report

Land Use Planning / Development:

- 7 Development Permits issued in May (23 total in 2025).
- 1 Development Permit currently under review; none in appeal.
- 1 Subdivision file completed in May; 5 total completed in 2025.
- 10 Subdivision files conditionally approved and under review.
- 1 Compliance Certificate issued in May (2 total in 2025).
- 2 Business Licenses issued in May (18 total in 2025).
- 2025 Safety Codes Permits issued to date:
 - Building: 5 | Electrical: 16 | Gas: 14 | Plumbing: 3 | PSDS: 5 | Total: 43

Next Month's Objectives: Continue processing permits and managing subdivision files.

Bylaws, Road Closures, and Planning Commission:

- No bylaws or amendments passed.
- No road closures or road plan registrations processed.
- No Municipal Planning Commission meeting held this period.

Next Month's Objectives: Monitor for bylaw requirements and maintain legislative tracking.

Administration:

- Ongoing Water Act/Public Lands Act approvals for projects including Mons Lake erosion and NSR boat launches.
- Continuing development of the Municipal Land Use Suitability Tool (MLUST) with O2 Planning & Design.
- Land Title corrections and resubmissions completed for rejected municipal transfers.

Next Month's Objectives: Finalize land title registrations and progress on MLUST project.

Heritage Management:

- Smoky Lake County Regional Heritage Board met on May 14.
- Items discussed: summer project assistant, trail signage, heritage designations, and planning for an August event at Ruthenia School.

Next Month's Objectives: Implement Heritage Board initiatives and prepare for summer programming.

Operations and Maintenance:

- 490 AMR meter heads replaced to date; ongoing as batteries expire.
- 37 regular and 1 emergency line locates conducted.
- Service Calls:
 - o 1 carbon monoxide incident due to improper water heater installation.
 - 2 reports of gas smell traced to appliance issues.
- Weekly RMO inspections and monthly meter readings completed.
- 9 gas meter replacements during this reporting period.
- High-pressure pipeline leak on Tap 4 repaired (due to lightning strike); AER reporting near completion.
- SCADA issue on Tap 5 addressed with Federation support on May 25.
- Ongoing collection of customer info and project planning for construction season.

Next Month's Objectives: Continue AMR replacements, address any new service issues, finalize AER reporting, and proceed with seasonal project execution.

Odorant System:

- No odorant injection activity in May.
- Odorant truck undergoing upgrade in Medicine Hat; expected to return to service week of June 16.
- Planning waste odorant pickup with Alberta Odorant Service and the Federation.

Next Month's Objectives: Resume odorant operations upon truck return and complete waste disposal coordination.

Administration:

- 625 of 1,634 monthly gas bills sent via email.
- Ongoing setup of customer accounts and contract signing for new property owners.
- Safety ticket reviews and updates in progress; assisting Safety Officer with monitoring spreadsheet.

- Invoicing and billing cycle management ongoing; equalized billing accounts finalized May 31.
- Staff continuing with online training requirements.

Next Month's Objectives: Maintain administrative efficiency, ensure ticket compliance tracking, and continue customer account management.

Environmental and Parks Services Report

The Environmental Operations Department completed a broad range of service, repair, and maintenance tasks across water, wastewater, waste management, parks, and recreation. A strong focus was placed on operational upkeep, seasonal site preparations, and interdepartmental support.

Water Services:

- Performed daily water system checks, meter readings, and maintenance.
- Repaired or replaced critical components at Bellis, Smoky Lake, Spedden, Waskatenau, and Warspite truck fill stations.
- **8 water-related maintenance tasks** completed in May.
- Next Month's Objectives: Fire hydrant inspections and backup generator maintenance.

Wastewater Services:

- Completed **5 projects** including alarm tests, line flushing, manhole repairs, and emergency pump-outs at Warspite.
- Submitted First Calls for lagoon gate installations at Bellis and Warspite.
- Next Month's Objectives: Inspect lagoons and install new fencing and gates.

Waste Management:

- Addressed **9 separate site issues** including:
 - Overflowing bins (Mons Lake, Hill Side, Bonnie Lake)
 - Battery disposal
 - Bin replacements and site repairs
 - Signage and sanitation
- Installed surveillance camera at Smoky Lake landfill.
- Next Month's Objectives: Litter pickup with student support along fences.

Regional Water Services:

- Managed SCADA configurations and resets.
- Responded to a waterline outage in Egremont.
- Conducted repairs to valves and analyzers, coordinated with the Town of Smoky Lake.

- 9 SCADA and water system actions completed.
- Next Month's Objectives: Maintain waterline signage and check air valves (CAVs).

Parks & Recreation:

- Completed **12 projects** including:
 - o Painting, repairs, and toilet maintenance at Bellis Beach
 - o Dock installations, culvert repairs, and fallen tree removal
 - o Grass cutting and fire pit servicing across multiple park locations
- Posted and removed fire ban signage throughout the County.
- Next Month's Objectives: Complete remaining work at Bellis and shift focus to Hanmore Lake.

Administrative Tasks:

- Logged 13 administrative actions including:
 - Responding to public complaints
 - o RCMP reporting after shop break-in
 - Coordinating contractor services and staff assignments
 - Managing campground fees and truck fill prepayments
- Participated in regular managers and safety meetings.

Training:

• No formal training was recorded during this period.

Agricultural Services Manager Report

Administration:

- Attended NE AAAF Weed ID School (May 20).
- Responded to various ratepayer inquiries, including:
 - Fair Days info (redirected to Town/Ag Society)
 - Grass seeder rental and post pounder (referred to Flaman Rentals)
 - Plant identification on property
 - Magpie trap (none available; referred to Edmonton retailer)
 - Property zoning (referred to Planning & Development)
 - Hay seeding in sandy soil
 - Hay permit application
 - Fenceline brushing (scheduled for June from Fall 2024 request)
- Participated in Council Meeting (May 22) and Joint Health & Safety Meeting (May 26).
- Formal workplace inspection completed with Safety Officer (May 28–30).
- LARA Riparian Management Webinar and Animal Health Act & Regulations Webinar attended.
- Followed up with AGLA regarding inquiry (no response yet).
- Spray equipment de-winterized and prepped for summer use.
- ASB 2025–2029 Grant Agreement signed and submitted (May 29).
- Weed Inspectors continued training via Catalis Academy.

Next Month's Objectives: Continue ratepayer engagement, equipment readiness, and program preparation for summer operations.

Animal Control:

- 9 beavers removed between May 20–31.
- Dog call responded to from Park Ranger (May 25).
- Received and responded to culvert-related complaints:
 - Plugged culvert on RR 130 (May 26)
 - Request for easement to access plugged culvert (May 30)

Next Month's Objectives:	Monitor and	respond to	animal	control	issues;	coordinate	culvert (easement
request.								

Training and Courses:

• Authorized Assistant Pesticide Certification Course attended by 2 seasonal staff (May 28).

Next Month's Objectives: Continue seasonal training and certification as required.

Fire Chief Report

During May 2025, the Fire Chief's Office completed extensive administrative, training, and operational activities across Smoky Lake County's fire departments.

Administrative Highlights:

- Attended one Council and one budget meeting.
- Advanced the NFPA 1001 training program with 6 lesson plans, 4 exams, and 6 training sessions delivered throughout the month.
- Coordinated with Westcan on radio programming and submitted AFRRCS technical administrator applications.
- Managed insurance communications (collision invoices, inventory pricing, RMA quotes).
- Executed the Fire Services Training Program Grant Agreement with the Province.
- Facilitated intermunicipal coordination on fire hall rental agreements.
- Completed several equipment and vehicle tasks including seasonal tire changes.

Protective Services:

- Issued a Fire Ban and OHV Restriction on May 29.
- Posted signage across communities and recreational areas.
- Handled 8 campfire complaints and 6 OHV-related complaints.

Department Response Statistics:

- Waskatenau Fire: 1 collision, 6 fires, 1 medical call; onboarded 2 new members and completed their orientation.
- **Smoky Lake Fire**: 9 collisions, 12 fires, 2 medicals, 3 alarms; 4 practice nights; addressed foam system sensor and inverter issues on Engine 459.
- **Vilna Fire**: 5 collisions, 5 fires, 4 medicals, 2 alarms; hosted 2 training nights; replaced damaged mirror on Rescue 429.

Training Program:

- Continued NFPA 1001 sessions with strong member participation.
- Upcoming training includes ladder work, hose lays, suppression, salvage, and Lakeland Fire School.
- Provincial NFPA 1001 certification exams are scheduled for July 6.

Health and Safety Coordinator Report

The Health & Safety Office focused on workplace safety, inspections, staff orientation, and insurance coordination. Cross-departmental collaboration supported risk management, emergency preparedness, and ongoing training.

Workplace Safety & Inspections:

- Investigated 1 near miss and 10 incident reports.
- Conducted monthly inspections of fire extinguishers, first aid kits, 2 buildings, 6 worksites, and
 20 vehicles/equipment.
- Delivered 9 new/returning employee safety orientations and corresponding hazard assessments.
- Implemented fire drills at both the Main Office and Public Works Shop.
- Updated and distributed the Health & Safety Committee Action Log.
- Created evacuation maps and internal COR audit action plan (May–October 2025).
- Ongoing: PPE inventory system, hazard assessment reviews, and training tracker updates.

Disaster Services:

- Continued review of the Community Emergency Management Plan in collaboration with AEMA.
- Completing Alberta Emergency Alert practice alerts to gain live portal access (target: September 2025).

RiskPro Insurance Coordination:

- Submitted a claim for the theft of County-owned fleet (truck, skid steer, trailer).
- Ongoing communication with RMA regarding equipment repairs and coverage.

Public Works Safety Support:

- Coordinated re-use of fire department radios and procurement of additional units.
- Oversaw emergency signage installation at the shop.
- Facilitated training schedule creation and account support for Public Works staff.
- Assisted with sling recertification coordination and conducted safety inspections and drills.

Administrative & Policy Duties:

- Attended regular toolbox, health & safety committee, and manager meetings.
- Sent weekly safety reminders and maintained visitor orientation materials.
- Continued digitizing safety records and incident reports.
- Oversaw driver's abstract submissions and coordinated sign-off of the updated Workplace
 Violence & Harassment Prevention Plan.
- Filed a **WCB claim** and supported the injured worker through the process.

Training & Development:

- Completed:
 - o **Ground Disturbance 201** (May 13)
 - OH&S Legislation Overview (May 12)
 - Privacy Legislation Training (May 13)
- Ongoing training tracking and AMHSA course coordination for Confined Space Entry & Monitoring (16 staff assigned).

Enforcement Services Report

Bylaw Enforcement:

- 11 bylaw files were carried over from April, and 6 new files were created in May.
- 6 files closed, 11 remain ongoing.
- Common concerns included the RV Bylaw (enforcement suspended), dog control, and unsightly premises.
- Animal control remains a challenge due to **limited shelter capacity** in Northeast Alberta.

Bylaw File Summary:

Bylaw	Carried Over	r Created	Closed	Ongoing
RV Bylaw #1432-23	7	_	2	5
Dog Control Bylaw #1344-19	_	4	3	1
Unsightly Premises Bylaw #1169-08	4	1	_	5
OHV Bylaw #1454-24	_	1	1	_
Total	11	6	6	11

Traffic Safety Enforcement:

- 16 total traffic violations:
 - o 11 offence notices, 2 warnings, 3 court summons issued.
 - Two extreme speeders (166 km/h and 155 km/h) received mandatory court summons.
 - Additional offences under the Vehicle Equipment Regulation, including illegal tint and failure to produce insurance.

Construction Zone Enforcement:

- Multiple infractions during patrols on Hwy 28 construction zone.
- Two drivers cited for over 110 km/h in a 50 km/h zone, both issued court summons.
- Most violations ranged from 70–94 km/h in the reduced zone.

Summary of Offences (All Areas):

Area	Warnings	Offence Notices	Court Summons	Vehicles Towed
Regular Traffic	2	11	3	0
Vehicle Equipment/Other	1	2	0	0
Construction Zone	1	7	2	0

Community Engagement & Presence:

Attended Bellis Board of Trade and All-Star Archery Spaghetti Supper fundraiser (May 5).

• Completed **24 patrols** in campgrounds and resort communities (5 hours, 40 minutes total proactive patrol time).

Other Investigations:

- Recovered a stolen RV trailer during patrol at Hanmore Lake.
- Initiated investigations into illegal dumping and Animal Protection Act violations.
- Referred 1 case to another agency (gravel theft).

Other Files Summary:

File Type	Created	Closed	Ongoing
Environmental Protection Act	1	-	1
Animal Protection Act	1	-	1
Trespass to Premises Act	1	1	_
Criminal Code – Referred	1	1	_
Information Files	5	4	1
Suspicious Vehicle/Person Reports	1	1	_
Assist Other Agencies	1	1	_

MOTION NO.	RESOLUTION	Assigned to	Due	Status	Comments
		00 Ion 05	Date		
		09-Jan-25			
		09-Feb-25			
000 05: 04:4	The A Constant Labor County in America to Bublic Works	13-Mar-25	ı	l. B	M
366-25: Céré	That Smoky Lake County instruct the Public Works Department to clear a portion (approximately 300 meters in length) of the undeveloped government road allowance lying south of the lands legally described as SE-14-59-16-W4M, and to construct a low-grade road on said cleared portions, pursuant to the scope of work provided by the Smoky Lake County Road Foreman, dated March 5, 2025; at no cost to the County; and enter into a Hold Harmless Agreement with the said lands' owner.	Public Works Manager		In Progress	Mulching was Completed May 23, 2025 Gravel and a little bit of cat work to be done. Cat work to be done week of June 9 to 13, Gravel will be completed after
371-25: Halisky	That Smoky Lake County Council acknowledge the Rural Municipalities of Alberta (RMA) representatives were unable to attend the March 27, 2025 Council Meeting as scheduled, and coordinate their attendance as Delegations to a future meeting to reschedule the RMA's 3-year rotation, Member visit.	Executive Srv.		Completed	Scheduled for June 25, 2025
		10-Apr			
405-25: Halisky		Environmental		In Progress	
421-25: Halisky		Legslative Services & Executive Services		In Progress	Bylaw will be coming to Council on August 28, 2025 Meeting Received update from Town on June 9, 2025
		22-Apr-25			
437-25: Serben	That the Smoky Lake County amend the mowing program to include mowing to the fence-line for the 2025 year.	Ag Fieldman		Completed	Will be presented at the August 28, 2025 Meeting
		24-Apr-25			
449-25: Serben	That Smoky Lake County Direct Administration to set up a meeting with Minster Mike Ellis as well as a meeting with the East Division RCMP and present the study and request enhanced support.	CAO & Executive Srv.		Completed	Letters Drafted , has been signed. When reply is received Council will be updated.
459-25 Halisky	I I	Community Peace Officer		In Progress	Will be brought to the August 28, 2025 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	Quad was assess as being suitable to use, awaiting quotes for lights.
467-25 Serben	That Smoky Lake County extends the invitation, as per motion 449-25, to include Minister of Municipal Affairs, Ric McIver, and Minister of Mental Health and Addiction, Dan Williams. Additionally, once the meeting date is confirmed, extend an invitation to Officer in Charge of Alberta Eastern District, RCMP, Gary Graham, and Sgt. Anita Doktor to attend the meeting.	CAO & Executive Services	Completed	Letter was signed by Reeve and Sent. Once reply has been received, update will be brought to a future council meeting.
		08-May-25		
521-25: Serben	That Smoky Lake County Council approve decision from Council with regards to the attached request from the Smoky Lake Town and Country Golf Club for three tandem loads of 3/4" road crush to be donated and delivered to the golf course for the RV parking and Cart Shack storage area.	Legislative Services and Public Works Manager	Completed	Delivery of gravel will be completed June 9 to 13
523-25: Fenerty	That Smoky Lake County approve to provide funding in the amount of \$500.00, promotional items at a value of \$100, as well as lawn maintenance prior to the event, be granted to the Quiet Nook event On Saturday, June 14th, 2025.	Legislative Services & Finance	Completed	Grass will be cut on the week of the 9-12 by AG services
525-25: Serben	That Smoky Lake County Council Direct Administration bring back information on a restricted reserve for a County Community Fund, to help non-profit organizations to help assist projects to be completed to attract new residents and tourism within the County.	Legislative Services, CAO & Finance	Completed	Will be brought to the June 25, 2025 Meeting
		12-Jun-25		
546-25 Halisky	That Smoky Lake County schedule a Regional Emergency Management Agency (REMA) meeting on September 10, 2025, to be immediately followed by a Hazard, Risk, and Vulnerability Assessment (HRVA) session facilitated by the Alberta Emergency Management Agency (AEMA).	Health & Safety Coordinator, DEM	In Progress	Will be booking hall, inviting stakeholders
547-25 Fenerty	That Smoky Lake County, in its capacity as a Joint Shareholder in the Municipally Controlled Corporation for the MCC for Smoky Lake Development Corp. hereby approves the proposed material change to services suspending the current services of tourism development as for the public notice advertised on May 1st to May 14th, 2025 via Smoky Lake County Webpage, Smoky Lake County Facebook page, and X (also known as twitter) furthermore request repayment of funds invested by Smoky Lake County in the amount of \$500,000.	Legslative Services & Executive Services	In Progress	

549-25 Halisky		Public Works, Road	In Progress	
	program project along the lands legally described as SW-1-60-14-W4, as per the application received from Brad Veno, dated March 12, 2025, and subject to the pass of an inspection conduction by the Public Works Manager or designate, upon completion the County will provide funding to the applicant in the amount of half the total cost of the project up to a maximum amount of \$2,500.00, in accordance with County Policy Statement No.03-21-06	Foreman and Finance		
550-25 Céré	That Smoky Lake County Council approve the backsloping program project along the lands legally described as NW-12-58-14-W4, as per the application received from Brad Shapka, dated March 4, 2025, and subject to the pass of an inspection conduction by the Public Works Manager or designate, upon completion the County will provide funding to the applicant in the amount of half the total cost of the project up to a maximum amount of \$5,000.00, in accordance with County Policy Statement No.03-21-06	Public Works, Road Foreman and Finance	In Progress	
553-25 Serben	That Smoky Lake County Council Host a Smoky Lake County Open House event in the Spring of 2026	CAO, Public Works & Adminsatration		Details will be planned in 2026
554-25 Gawalko	That Smoky Lake County Council approve Policy HR-07-01 titled "Employee Participation in Municipal Election Campaigns" as presented, to ensure compliance with the Municipal Government Act and the Local Authorities Election Act, and to safeguard administrative neutrality and the integrity of municipal operations.	Legslative Services & Executive Services	In Progress	
555-25 Serben	That Smoky Lake County Council direct administration to advertise a speed limit reminder for Range Road 131 to help promote a decrease in dust debris in the area as well as, increasing Community Peace Officer presence to monitor the increase traffic	Communciations	In Progress	
557-25 Serben	That Smoky Lake County Council instruct administration to post "Boat Launch" signs near the public campground to match the boat launch signs found on the East Side of Mons Lake Boat Launch	Environmental Operations Manager	In Progress	
558-25 Halisky	prize, or hole sponsorship, at Councils discretion. in the amount of \$500.00	Natural Gas Manager	Completed	Donation was made via credit card
559-25 Gawalko	1 .	Natural Gas Manager	Completed	Land owner was notified

560-25 Halisky	That Policy Statement No 08-10-04: Special Tax	Legslative Services		
	Cancellation be amended to cancel the 2025 Local Improvement Tax charged to the Bellis Ukrainian Orthodox Church.	& Finance		
561-25 Halisky	Smoky Lake County Counil amend the 2025 Natural Gas capital budget by changing the vehicle replacement of Unit 208 from year 2026 to year 2025 with a budget of \$28,000; and the vehicle replacement of Unit 232 from year 2025 to 2026 with a budget of \$40,000.	Natural Gas Manager	In Progress	
562-25 Halisky	Smoky Lake County Council approve the purchase of the 2011 Dodge 5500 ex-odorant truck (Unit 214) from Alberta Odorant Services for the price of \$19,000 plus GST, for the replacement of Unit 208 2008 Chev 5500, and sell Unit 208 at auction or transfer to another department.	Natural Gas Manager	In Progress	
563-25 Céré	That Smoky Lake County Council bring this Bylaw 1432-23 to the next Committee of the Whole Meeting for Review.	Legslative Services & Executive Services		
568-25 Serben	That Smoky Lake County Council request administration to do research about details of Cattle Lease adjacent to the Legacy Gravel Pit and bring it back to the June 25th, 2025	CAO	Complete	Information Provided in CAO Report on June 25, 2025 meeting
567-25 Halisky	Smoky Lake County Council Defer the decision of donation of funds to Smoky Lake County Golf club until the next Smoky Lake Council meeting.	Legslative Services & Executive Services	Complete	RFD provided on the June 25, 2025 Meeting
568-25 Gawalko	That Smoky Lake County acknowledge receipt of the 2025 submissions to the Agricultural Services Poster Contest, and prizes be awarded as per Policy No. 62-06-02. "Agricultural Services Poster Contest"		In Progress	Prizes will be given the week of June 16-20
569-25 Gawalko	That Smoky Lake County declared as surplus, one Cat 14M road grader unit number 508 and approve it to be taken to Ritchie Brothers public auction in Nisku, Alberta on the 23rd to 25th of June, 2025.	Public Works Manager	In Progress	Equipment was taken to Richie Bros on June 13, 2025

570-25 Serben	Smoky Lake County forward the following motion to the next Rural Municipalities Meeting in October 2025: #234-25: That Smoky Lake County acknowledge receipt of the correspondence received from the Executive Assistant of Legislative Services, Beaver County, dated January 2, 2025, calling for RMA District 5 Agenda items to add to the January 24, 2025, Meeting; and respond to ensure the following subjects are on the agenda: 'The decline of rural volunteers for community halls, Rural crime reduction, Rural healthcare, Oil & Gas Property Tax. Local Government Fiscal Framework (LGFF) funding	Legslative Services & Executive Services	In Progress	Request was emailed to the District 5 Coordinator on June 20, 2025. Next meeting is Jan 23, 2026
575-25 Céré	That Smoky Lake County Council acknowledge receipt of the Grants and Funding Programs for 2025 and instruct administration to bring back any relevant grant programs to the next Smoky Lake County Council Meeting on Wednesday, June, 25, 2025 as information.	Finance	In Progress	This will be brough to the August 28, 2025 Meeting as further investigation is required.
583-25 Céré	That Smoky Lake County Council donate funds in the amount \$1,500.000 to the Warspite Foundation Event on June 14th, 2025	Finance	In Progress	
585-25 Gawalko	That Smoky Lake County File Financial Reports dated June 12th, 2025, as information and request the administration to follow up with finance on detailed information regarding the School Alberta School Fund Payment.	Finance	In Progress	On March 31, 2025 The Alberta School Foundation withdrew \$506,998.53 from the chequeing account. This is a quarterly payment taken for the school requisition. The next payment of \$506,998.53 will be withdrawn from Smoky Lake County account on June 30, 2025.
588-25 Serben	That Smoky Lake County Council direct administration to provide Council with an operational plan for the addition of 3 graders with operators which would include benefits and costs the June 25th Regular Council Meeting for further discussion.	Public Works Manager	In Progress	The operational plan will be presented in the August 28, 2025 Meeting. Further details are being researched.



Jered Serben: Reeve and Councillor for Division 5 May 14th, 2025 to June 18th

May 22, 2025 - Regular Council Meeting and Public Hearing (All Council)

- Approved Communications Officer, Evonne Zukiwski, to take the Alberta Emergency Alert (AEA) Course with the Government of Alberta to become authorized to issue emergency alerts as the Communications Officer, with Jasmine Schaub, Health and Safety Coordinator being the alternate.
- Implemented the letter of support about enforcement of the Gas Distribution Act and ongoing compliance concerns letter template, and submitted the letter to the Honourable Nathan Neudorf, Minister of Affordability and Utilities, as provided by email from Tom Kee, Executive Director, Federation of Alberta Gas Co-op's Ltd.
- Approved the donation of three to four tandem loads of ¾" road crush the Smoky Lake Town and Country Golf Club to be donated and delivered to the golf course for the RV parking and Cart Shack storage area
- Approved funding in the amount of \$500.00 plus promotional items at a value of \$100, to be granted to the Quiet Nook event On Saturday, June 14th, 2025.
- Hosted the Public Hearing for Notice of Proposed Material Change to Smoky Lake Development Corp. 10 members from public online, and 6 Smoky Lake County staff in attendance. No written submissions nor public participation was brought forward to this Public Hearing.
- Requested information on a restricted reserve for a County Community Fund, to help nonprofit organizations to help assist projects to be completed to attract new residents and tourism within the County.
- Reviewed the following Letters produced by NAAGO Chairperson, Amy Cherniwchan;
 Follow-up letter to Minister Dreeshen, Letter to the Department of National Defence (Canada), Letter to surrounding Oil Companies, Letter to Local Councils and requested that a letter be sent to Minster Ellis highlighting the emergency response issues to be included.

May 23rd, 2025 – Smoky Lake Foundation Meeting (Jered & Dominique)

- Received update from the CAO on Annual Resident Experience Survey will launch on June 10, 2025 and concluded on July 15, 2025. A summary report of survey results and responses will be presented at the September 2025 board meeting and will inform strategic planning goals and objectives.
- Review Workplace Health and Safety Mission Statement (policy) was introduced and unveiled.
- Received updates from V Anderson on an overview of the recent resident recreation and leisure interest survey and summarized the planned recreation bus outings planned for June to August 2025.
- Reviewed a summary of the sales and donations of the old dining room tables and chairs.
 The Vilna Lodge dining room chairs were kept as they are a durable metal chair that can be used for special event seating.
- reviewed financial statements for supportive living and the subsidized apartments and community housing programs



Jered Serben: Reeve and Councillor for Division 5 May 14th, 2025 to June 18th

- CEO R. Cormie reported that the cost for the three workshops is approximately \$7,500 and
 was not budgeted and included in the 2025 Operating Budget. However, the cost for the
 workshops will be covered through savings with the suspension of the carbon levy that took
 effect April 1, 2025.
- CEO R. Cormie reported that the sale of the skid steer has been finalized and sold for \$39,000 less the \$3,900 commission/consignment fee to Martin Deerline. The skid steer had approximately \$12,000 in deferred/required replacement. Proceeds from the sale of the skid steer will be used to purchase a smaller skid steer or tractor that his better suited for parking lot snow clearing.

May 26-28th, 2025- Alberta Fire Chiefs Association Conference in Calgary (Jered and Dominique)

- Addressing complacency within implemented systems. Using tools outside of its purpose (named "drift")
- Processes, consistency and accountability (create policies, apply policies and systems consistently, hold yourself accountable to the systems and consistency of applying policies
- Reckless behavior needs to be addressed immediately and corrected (example: speeding over 120kph to a call and overusing brakes, heating brakes)
- 5 threshold questions after the fact: what happened, what normally happens, what did the procedure require, why did it happen, how was the organization managing the risk
- Duty to avoid causing unjustifiable risk or harm (taking pictures of the test questions and answers). This causes harm due to cheating and not properly trained
- Duty to follow procedures (rules)
- Duty to produce outcomes (the mission)
- Culture change requires a change management process: (prosci's software). Desire to change (giving them a reason for change. Efficiency and safety), promote the change, reinforce positivity for the change, systems, behaviors, process and policies. The lead of each department needs to buy in. Needs to promote the change, reinforce and hold accountable. Keep the union informed on your changes and justification
- Structure
- Changing culture takes an extended period of time however, consistency and accountability need continuation of application
- Step 1: onboarding new employees, clearly set out the expectations, job descriptions and expectations on the daily, weekly, etc.
- Step 2: Leads require training for the changes and how to implement them, consistently apply and hold employees accountable. Train leads how to investigate within their department and how to report to the organization
- Step 3: managers require training on how to implement and apply changes, overview the lead, enforce support to leads to keep consistent with applying policies and safety
- Step 4: create trust within the organization, quality over quantity
- Step 5: professional development semi annually
- Common misunderstandings: just culture means no one gets disciplined? No, however, a grace period of once, one mistake on the change and then accountability begins with reinforcing policies and procedures: only a disciplinary discussion? No, change is difficult



Jered Serben: Reeve and Councillor for Division 5 May 14th, 2025 to June 18th

but is positive to help keep people more safe and professional within their role; only a tool for chiefs to use? No, all need to be accountable. Leads, managers, employees

- What can you expect in the future? Improved production, accountability, promotion within
 the organization, happier organization. I need to keep positive pressure and consistency.
 Leaders need support to address coworkers because they are usually friends. CAO or Chief
 needs to support their leads and managers
- Attended the Alberta Fire Chiefs Association Banquet

May 30th, 2025- Holy Family Catholic School 2025 Graduation Class speech (Jered)

Dear Graduating Class of 2025,

I bring greetings to you on behalf of Smoky Lake County Council.

It is both an honor and a privilege for me to be here this evening. I hope you can take away a few things from what I am about to tell you on this occasion. Today, we gather to celebrate not an end of a chapter in your lives, but the beginning of a new journey filled with endless possibilities and opportunities. Graduation is a profound milestone, one that signifies years of hard work, and personal growth. Each of you has faced unique challenges along the way—some of you have tackled academic hurdles, while others have navigated personal struggles or societal expectations. Yet, through it all, you have persevered, demonstrating remarkable determination. These qualities will serve you well as you step into the world beyond high school. I don't know what your individual plans are, whether it be furthering your education, entering the workforce through an apprenticeship, perhaps agriculture, forestry or maybe you want to be an entrepreneur creating a viable business that has started from a burning idea. Remember that you are the leaders of tomorrow. Your ideas, creativity, your passion and attitude, all crucial in shaping our community and the world stage. Embrace the responsibility that comes with this potential and strive to make a positive impact. Don't forget to live in the moment. Not everyone will like you. In the coming years, your plan may come to fruition quickly. Others will take the long road home. Each of these paths offers challenges that will equally blind side you on a Tuesday afternoon. Never give up. You will nail a win. Look for the base hits. Keep your eye on the prize. All of you will find success and measure it differently. I urge you to remain curious and open-minded but to also be critical thinkers and problem solvers. The world is evolving rapidly, and the ability to adapt and innovate will be key to your success. Seek knowledge and experiences beyond four walls. Engage in diverse perspectives and be sure to become part of your community. Don't wait for others to make decisions for you. Each interaction. Each experience. It may not happen immediately, but these will give you a better understanding of the world and help you grow as an individual. Don't be afraid to take risks. Those who fail also learn to succeed. Great achievements often come from stepping outside of your comfort zone. Be intentional but protect your friendships. This is important later in life. Pursue your dreams driven by passion but also be patient. Success will come. A teacher of mine told me that if you are doing what you want to be doing because you love what you are doing and applying your full effort, there will be no other choice other than success. As you celebrate your achievement, know that our community is proud of you and stands with you. We believe in your potential and look forward to witnessing the incredible contributions you will make in the future. I might be just as excited as you are. Remember that you



Jered Serben: Reeve and Councillor for Division 5 May 14th, 2025 to June 18th

are not alone on this journey; you have a network of friends, family, educators, and entire communities who care deeply about your success and are ready to support you along the way. In closing, I encourage each of you to leave this ceremony with a sense of pride and optimism. Step into the future, carry with you the lessons learned, the friendships forged, and the dreams that inspire you. The world is waiting for you. Go with confidence, kindness, ambition, and a commitment to making a difference. Congratulations, Class of 2025! Your journey is just beginning, and I cannot wait to see the amazing things you will accomplish. Make your mark on the world and know that our community is cheering you on every step of the way.

Every moment counts!

Thank you.

May 31st Attended Newbrook 4-H Show (Jered)

June 2nd Smoky Lake Agricultural Society Meeting (Jered)

- · Improvements to change out poly B piping
- Updates on HVAC system should be completed by July
- Discussion of hosting upcoming events
- Implementation of the new "Your business Name" a plan to sell naming rights on the faculty building.





Jered Serben: Reeve and Councillor for Division 5 May 14th, 2025 to June 18th

June 2nd, Town of Smoky Lake Regular Council as a Delegation attending as the Chair for the Smoky Lake Foundation (Jered)

• CEO R. Cormie presented an affordable housing plan to the town about achieving success collaborating with neighbouring municipalities and the Government of Alberta. This plan also has the possibility to collaborate with MCC in the future.

June 10th Health Care Attraction and Retention Committee Meeting (Jered)

- May 26th, Alberta Rural Health week- delivery of deserts by the chair to Smoky Lake; Bar-V Nook, George McDougall Hospital, Vilna Lodge, Our Lady's Health Centre in Vilna
- Pay a maximum of \$4,000 for Smoky Lake Golf Memberships
- Invested funds
- Strategic planning final report presented by Anita Fagman (RhPaP)

June 12th Regular Council Meeting (All Council)

- Scheduled a Regional Emergency Management Agency (REMA) meeting on September 10, 2025, to be immediately followed by a Hazard, Risk, and Vulnerability Assessment (HRVA) session facilitated by the Alberta Emergency Management Agency (AEMA).
- Approved the proposed material change to services suspending the current services of tourism development as for the public notice advertised on May 1st to May 14th, 2025 via Smoky Lake County Webpage, Smoky Lake County Facebook page, and X (also known as twitter) furthermore request repayment of funds invested by Smoky Lake County in the amount of \$500,000.
- Delegation presentation from Kevin Bernhardt Business Development Manager from MCSNet that provided the following key points of information:
 - o Updates on new wireless internet technologies
 - Address connectivity issues in blackout areas within the Smoky Lake County Region
- Directed administration to host a Smoky Lake County Open House event in the Spring of 2026 located at the public works shop.
- Approved Policy HR-07-01 titled "Employee Participation in Municipal Election Campaigns" as presented, to ensure compliance with the Municipal Government Act and the Local Authorities Election Act, and to safeguard administrative neutrality and the integrity of municipal operations.
- Delegation presentation from Fran Byers, Campground Attendant, for the purpose of discussion of support in but not limited to, designating the Mons Lake Campground waterfront as a safe swim and family recreation area for registered campers only.



Jered Serben: Reeve and Councillor for Division 5 May 14th, 2025 to June 18th

- Sponsored the 19th Annual Federation Charity Golf Classic in the form of a donation, prize, or hole sponsorship, at Councils discretion. in the amount of \$500.00
- Amend the 2025 Natural Gas capital budget by changing the vehicle replacement of Unit 208 from year 2026 to year 2025 with a budget of \$28,000; and the vehicle replacement of Unit 232 from year 2025 to 2026 with a budget of \$40,000.
- Approved the purchase of the 2011 Dodge 5500 ex-odorant truck (Unit 214) from Alberta
 Odorant Services for the price of \$19,000 plus GST, for the replacement of Unit 208 2008
 Chev 5500, and sell Unit 208 at auction or transfer to another department.
- Acknowledge receipt of the 2025 submissions to the Agricultural Services Poster Contest, and prizes be awarded as per Policy No. 62-06-02. "Agricultural Services Poster Contest".
- Declared as surplus, one Cat 14M road grader unit number 508 and approve it to be taken to Ritchie Brothers public auction in Nisku, Alberta on the 23rd to 25th of June, 2025.

June 12th Committee of The Whole Meeting (CAO Evaluation) (Lorne Absent)

- Review of the 2023-2025 Strategic Plan
- CAO Evaluation

June 13th, Farmers and Ranchers Appreciation BBQ Day Event at Smoky Lake Complex (Jered, Lorne/Danny Present)

- Attended the Farmers and Ranchers BBQ Day event at the Smoky Lake Agricultural Complex which had the following vendors:
 - Lakeland Agricultural Research Association
 - Saskatchewan Watershed Alliance
 - Land Stewardship Centre
 - SWAT Maps
 - YAK of all trades-Milwaukee Tool Set
- Thank you to Kortech Calcium Services for volunteering to cook and serve burgers

June 14th, Metis Fest 2025 at Metis Crossing (Jered)

• Attended the Metis Fest offered greetings on behaf of Council and Residents and delivered the following speech:

Good morning and thank you for inviting me here today. This is an honor. Although the sun isn't brightly shining today, I think we can all feel it in our hearts that the rain has relieved much anxiety and brings a certain kind of peace within.

I have been here, to Metis Crossing, more than a number of times. Always wonderful being part of a celebration. To learn about history, culture, and how Metis people contribute not only from yesterday, but to the present day. The very recent Emerald award winning Salay Prayzaan that is directly north of where we are right now, is a prime example.

This morning, I bring greetings on behalf of our County Council and residents.

We want to express our gratitude to the organizers, volunteers, and everyone who has

worked tirelessly to make this festival possible. The music, dance, art, food, clothing and



Jered Serben: Reeve and Councillor for Division 5 May 14th, 2025 to June 18th

storytelling clearly proves your dedication to preserving and promoting your cultural heritage and this is highly commendable.

Thank you again for generously inviting me here today, and I hope that you enjoy the rest of your day.

Thank you.

June 17th Legacy Gravel Pit Tour (Linda Absent)

- Toured White Mud and the newly acquired Lgegacy Pit
- Gathered information in respect to a land cattle issue

June 18th Smoky Lake Intermunicipal Collaboration Committee for Regional Fire (Jered & Dominique)

- Acknowledged receipt of the lease agreement for the Smoky Lake fire halls between the Town
 of Smoky Lake and Smoky Lake County, Village of Vilna and Village of Waskatenau and
 incorporate the agreement into the Regional Bylaw.
- Recommended that the municipalities establish a new Fire Protective Services Rate Fee Bylaw to indicate the fixed fees for fire rescue services to be \$400/hour per apparatus and submit passed bylaws to Smoky Lake County to be incorporated into the regional bylaw.
- Acknowledge receipt of the information on the insurance costs as option 2 will be incorporated into the Regional Bylaw for budget purposes as recommended by the Smoky Lake County Fire Chief
 - Option 2: Smoky Lake County update the contents insurance with 2025 replacement cost through the Heavy Equipment policy with a \$5,000 deductible at an increase cost to Smoky Lake County premium of \$1,841.00
- Reviewed the Draft Smoky Lake Regional Fire and Recue Services Bylaw and made amendments to bring back to the next Regional ICC Meeting July 29th, 2025
- Presenting before That Smoky Lake Region (ICC) was Don Romonko Vilna Volunteer Firefighter and Ray Soch Vilna Fire Chief of Vilna Fire Department for the purpose of bringing awareness to the Vilna Fire Hall efforts for fundraising in their village to raise funds for the operations of Vilna Fire Hall, concerns of the access to the Fire Hall amenities, and requesting to have access to the use of a bay in the fire hall
- Preliminary discussion about hiring and cost sharing 2 full-time firefighters for region



SMOKY LAKE
Est. 1923

PO Box 460, 56 Wheatland Avenue Smoky Lake AB TOA 3CO PH: 780-656-3674 | FX: 780-656-3675 smokylake.ca | town@smokylake.ca

June 4, 2025

Greetings!

The Town of Smoky Lake is pleased to formally invite you to participate in our annual Heritage Day Parade, held on <u>Saturday</u>, <u>August 2</u>, <u>2025</u>. The theme this year is "<u>A Salute to our Farmers & Ranchers</u>", as the town honors our hardworking farmers and ranchers. Your participation in this parade would be very much appreciated. If you wish to attend, an entry form has been enclosed with this letter.

The parade will start at the Smoky Lake Agricultural Complex (4612-54 Avenue) with registration and assembly starting at 9:00 a.m. The registration table will be set up by the East Entrance of the Complex. The judging will take place at the complex upon registration and prizes will be awarded prior to commencement.

Thank you for your consideration in participating in our Annual Heritage Day Parade. Please return your entry form by drop-off, email, fax, or mail to the address below before Wednesday, July 30, 2025. We can't wait to see you all!

If you have any questions or wish to receive further information, please don't hesitate to reach out.

Sincerely,

Cheryl Snyder

Accounts Payable Town of Smoky Lake Phone: 780-656-3674

Fax: 780-656-3675

Email: payable@smokylake.ca

Mail: Town of Smoky Lake

Box 460

Smoky Lake, Alberta TOA 3CO

JUN 10 2025 SMOKY LAKE COUNTY



PO Box 460, 56 Wheatland Avenue Smoky Lake AB TOA 3CO PH: 780-656-3674 | FX: 780-656-3675 smokylake.ca | town@smokylake.ca

The Town of Smoky Lake extends an invitation to all businesses, municipalities, organizations and individuals to submit an entry and participate in the celebrations in this year's theme:

"A Salute to Our Farmers & Ranchers"

Smoky Lake Annual Heritage Day Parade
On
Saturday, August 2, 2025

KLGIJI	KATION:					
Entry N	lame:					
Conta	ct Person:					
	Number:					
	er of Participants:					
Categ _	ory (please check one):					
	Antiques Vehicles.					
	Agricultural.					
	Clubs/Associations.					
	Horses/Riders.					
	Municipality/Town/Village.					
	☐ Western Wagons/Teams					
	Novelty.					
	Farm Antiques.					
	Business.					

Please kindly return this form to:

DECISTRATION:

Town of Smoky Lake Cheryl Snyder Box 460 Smoky Lake, AB TOA 3C0

Ph: 780-656-3674 Fax:780-656-3675

Email: payable@smokylake.ca

Parade Registration and Assembly at the Smoky Lake Complex (4612-54 Ave.) 9:00 a.m.

Judging of Floats at 10:00 a.m. at the Complex

Parade Begins at 11:00 a.m. at the Complex and ends at the CN Station Museum.

Please Come and Join the Fun!



Police Funding Model Resource Allocations

Eastern Alberta District

June 2025



Your Alberta RCMP



Municipal and Provincial Funding

MPSA

(Municipal Police Service Agreement)

Population: <15,000

Agreement is between the Municipal and Federal Governments.

Cost share: Mun.: 90% Fed.: 10%

MPSA

(Municipal Police Service Agreement)

Population: 5000 – 15,000

Agreement is between the Municipal and Federal Governments.

> Cost share: Mun.: 70% Fed.: 30%

PPSA

(Provincial Police Service Agreement)

Population: <5000

Agreement is between the Provincial and Federal Governments.

Cost share: Prov.: 70% Fed.: 30%





Royal Canadian Gendarmerie royale Mounted Police du Canada Your Alberta RCMP



Police Funding Model

PPSA

(Provincial Police Service Agreement)

Population: <5000

Agreement is between the Provincial and Federal Governments.

Cost share: Prov.: 70% Fed.: 30% The Police Funding Model (PFM) was created as the result of the Police Funding Regulation in April 2020 to build-up the Provincial Police Service, enhancing services to rural Alberta.

Funding provided through the PFM has **enabled the Alberta RCMP to grow the Provincial Police Service** by adding positions for police officers and civilian supports.



Royal Canadian Gendarmerie royale Mounted Police du Canada

Your Alberta RCMP



Police Funding Model - Positions

279

Police Officers

242

Civilian Supports

Alberta RCMP allocated police officer positions to **frontline policing**, **specialized support units** and resources focused on addressing **root causes of crime**.

All Police Officer and Civilian Support positions have been allocated.



Your Alberta RCMP



Police Funding Model – Positions

A comprehensive police service for Albertans means allocating resources to:

Frontline Policing

Specialized Support Units

- ERT
- Forensic Units
- Investigation
- OCC

Resources focused on addressing the root causes of crime

- RPACT
- Community Engagement
- Community Outreach





Royal Canadian Gendarmerie royale Mounted Police du Canada

Your Alberta RCMP



Frontline Policing – Regular Members

Over four years, the Alberta RCMP added 136 Regular Member positions directly at detachments.

34 of those new RM positions were added to Eastern Alberta District.

In addition to these 34 new positions, all detachments benefit from the 30 positions allocated to Relief Teams, which are teams of police officers able to deploy to detachments across Alberta experiencing short-term, urgent resource pressures.





Eastern Alberta District

34

Athabasca

Bonnyville

Cold Lake

Elk Point

Kitscoty

Lac La Biche

Provost

Smoky Lake

St. Paul

Two Hills

Vegreville

Viking

Westlock



Your Alberta RCMP



Frontline Policing – Civilian Positions

Eastern Alberta District

20

Athabasca Bonnyville

Boyle

Cold Lake

Coronation

Desmarais

Elk Point

Kitscoty

Lac La Biche

Provost

Two Hills

Westlock

Wood Buffalo

Over four years, the Alberta RCMP added 77 Civilian Support positions directly at detachments. These positions enable officers to be more visible in their communities.







Royal Canadian Gendarmerie royale Mounted Police du Canada Your Alberta RCMP



How Positions are Allocated at Detachments

Police Officers

Resources are allocated through a workforce analysis model to identify the number of officers needed at each detachment to ensure we direct resources where the data tells us they're needed.

Analysis takes into account:

- Current number of resources
- Workload on current resources
- Crime trends / Crime severity
- Travel time
- Geography
- Changes in demographics
- Forecasted population growth

Civilian Support Positions

Resources are allocated to enable police officers to be more visible with the communities they serve.

 Used a ratio of 3:1 to allocate civilian support positions at detachments, which means for every 3 police officers, we have allocated 1 civilian support position.



Royal Canadian Gendarmerie royale Mounted Police du Canada

Your Alberta RCMP



Positions in Specialized Units

Ensuring that we have the necessary specialized services in place to support the work of the frontline officers when needed is critical to providing a comprehensive police service to our communities.









While these resources are not needed in each community every day, they are always available to address more dangerous situations or take on the more sensitive, complex, or serious files.



Your Alberta RCMP



Positions Focusing on Root Causes of Crime

Enforcement alone or in isolation doesn't always work. Often, people facing addictions, mental health challenges and those who live without adequate housing are among offenders who land in a cycle of reoffending.



Through the Community, Safety and Well-being Branch, we work with community and social agency partners to address root causes of crime and achieve tangible, positive impacts to community safety.



Your Alberta RCMP



How Many Positions are Filled (as of May 15, 2025)

	Regu	lar Mem	ber	Civilian Support			
	Allocated	Filled	% Filled	Allocated	Filled	% Filled	
PFM Year 1	76	76	100.00%	57	57	100.00%	
PFM Year 2	55	54	98.18%	42	40	95.24%	
PFM Year 3	40	25	62.50%	52	44	84.62%	
PFM Year 4	108	90	83.33%	91	61	67.03%	
Total	279	245	87.81%	242	202	83.47%	

Any slippage from PFM funding not used for position establishment was directed to strategic initiatives, operating cost adjustments, and program expenditures that benefited all communities served by the provincial police service.



Your Alberta RCMP



Thank you!



Your Alberta RCMP



Funding provided through the Police Funding Model has enabled the Alberta RCMP to grow the Provincial Police Service by adding 279 police officer positions and 242 civilian support positions. To ensure we provide a comprehensive policing service to Albertans, Alberta RCMP allocated positions afforded to us through the PFM to frontline policing, specialized support units and resources focused on addressing root causes of crime.

POLICE OFFICER POSITIONS

Police Officers Allocated to Detachments

Over four years, the Alberta RCMP added 136 Regular Member positions directly at detachments. When allocating police officer positions, our first priority was to ensure all detachments had adequate resources to balance the time spent responding to call for service with the time available to engage in activities such as strategic patrols, participation in community events and increased school presence. Through a workload analysis model and data related to the frequency, seriousness and type of crimes occurring, geography and population of the detachment area and travel time to calls, we determine the number of resources needed at each detachment to ensure we direct resources to where the data told us they were needed.

POLICE OFFICER POSITIONS BY DETACHMENT = 136 POSITIONS								
Central Alberta		Eastern Alberta		Southern Alberta		Western Albe	rta	
District	31	District	34	District	35	District		36
Detachments		Detachments		Detachments		Detachments		
Bashaw		Athabasca		Airdrie		Beaverlodge		
Blackfalds		Bonnyville Westl	ock	Bassano		Edson		
Strathcona		Cold Lake		Bow Island		Evansburg	Valle	yview
Breton		Elk Point		Canmore		Faust	Whit	ecourt
Camrose		Kitscoty		Cochrane		Grande Prairie		
Innisfail		Lac La Biche		Didsbury		High Level		
Wetaskiwin		Provost		Hanna		High Prairie		
Leduc		Smoky Lake		High River		Manning		
Morinville		St. Paul		Lake Louise		Mayerthorpe		
Parkland		Two Hills		Okotoks		Peace Regiona	al	
Ponoka		Vegreville		Strathmore		Red Earth Cree	ek	
Rimbey		Viking		Three Hills		Spirit River		
Rocky Mountain Ho	use			Vulcan		Swan Hills		
Stettler								
Sylvan Lake								
Thorsby								

Relief Support for Detachments

30 Positions were also allocated to Relief Teams. When staffed, these teams of police officers will be able to deploy to detachments experiencing short-term resource pressures.



Police Officers Allocated to Specialized Units

Ensuring that we have the necessary specialized services in place to support the work of the front-line officers when needed is critical to providing a comprehensive police service to our communities. To that end, the Alberta RCMP has increased capacity to a number of units that provide specialized support to detachments in areas such as investigations, forensic units, police-dog teams, and Emergency Response Teams (ERT). We were able to establish the Real Time Operations Centre (RTOC), a team of senior police officers who monitor operations in real-time, assess incident risk, coordinate resources (including with other police agencies and first responders) and manage the response. Additionally, we were able to build capacity in our teams dedicated to tackling financial and cybercrime, and in teams that provide specialized skills related to child advocacy. While these resources are not needed in each community every day, they are always available to address more dangerous situations or take on the more sensitive, complex, or serious files.

Police Officers Focusing on Root Causes of Crime

We also know enforcement alone or in isolation doesn't always work. Often, people facing addictions, mental health challenges and those who live without adequate housing are among offenders who land in a cycle of reoffending. We know there are root causes to some of this behavior, and while there are no simple solutions to address them all, there is work we can do with our community and social agency partners to achieve tangible, positive impacts to community safety. To this end, we used funding through the PFM to establish the Community Safety and Wellbeing Branch. With our partners, the Branch was able to build Rural Police and Crisis Teams (RPACT), teams of police officers and health professionals who respond to calls related to mental health. We also implemented the Virtual Opioid Dependency Program (VODP), which provides medical intervention and support to those dealing with addiction.



CIVILIAN SUPPORT POSITIONS

Civilian Supports Allocated at Detachments

Over four years, the Alberta RCMP added 77 Public Service Employee positions directly to detachments to enable police officers to be more visible with the communities they serve.

CIVILIAN SUPPORT POSITIONS BY DETACHMENT = 77 POSITIONS						
Central Alberta	Eastern Alberta	Southern Alberta	Western			
District 16	District 20	District 21	Alberta District 20			
Detachments	Detachments	Detachments	Detachments			
Bashaw Wetaskiwin	Athabasca	Airdrie	Beaverlodge			
Blackfalds	Bonnyville	Beiseker	Ft. Vermillion			
Breton	Boyle	Bow Island Strathmore	Valleyview			
Camrose	Cold Lake	Cardston	Fox Creek			
Innisfail	Coronation	Cochrane	Grande Prairie			
Rimbey	Desmarais	Crowsnest Pass	High Level			
Rocky Mountain House	Elk Point	Didsbury	High Prairie			
Strathcona	Kitscoty	Gleichen	Hinton			
Stony Plain	Lac La Biche	Lake Louise	Manning			
Sylvan Lake	Provost	Milk River	Mayerthorpe			
Thorsby	Two Hills	Olds	Peace Regional			
Wetaskiwin	Westlock	Oyen	Peace River			
	Wood Buffalo	Nanton	Red Earth Creek			
		Picture Butte	Swan Hills			
		Turner Valley				
		Vulcan				

Civilian Supports in Specialized Units

The Alberta RCMP allocated a number of civilian support positions in areas such as intelligence and analytics, digital forensics and scenes of crime. We were also able to dedicate more operators to the Operational Communication Centre (OCC) and build our Remote Piloted Aircraft Systems (or drones) program, to name a few. Additionally, we invested in establishing a Return-on-Investment Team that will help us assess whether our efforts are achieving their stated goals and objectives.

Civilian Supports Focusing on Root Causes of Crime

Civilian positions in Community Safety and Wellbeing branch provide critical support to communities by working with our community partners to tackle the root causes of crime. These include the Rural Police and Crisis Teams (RPACT), and teams focused on community engagement and outreach, social engagement, alternative and restorative justice, and youth programming.



Funding provided through the Police Funding Model has enabled the Alberta RCMP to grow the Provincial Police Service by adding 279 police officer positions and 242 civilian support positions. To ensure we provide a comprehensive policing service to Albertans, Alberta RCMP allocated positions afforded to us through the PFM to frontline policing, specialized support units and resources focused on addressing root causes of crime.

POLICE OFFICER POSITIONS

Police Officers Allocated to Detachments

Over four years, the Alberta RCMP added 136 Regular Member positions directly at detachments. When allocating police officer positions, our first priority was to ensure all detachments had adequate resources to balance the time spent responding to call for service with the time available to engage in activities such as strategic patrols, participation in community events and increased school presence. Through a workload analysis model and data related to the frequency, seriousness and type of crimes occurring, geography and population of the detachment area and travel time to calls, we determine the number of resources needed at each detachment to ensure we direct resources to where the data told us they were needed.

POLICE OFFICER POSITIONS BY DETACHMENT = 136 POSITIONS								
Central Alberta		Eastern Alberta		Southern Alberta		Western Albe	rta	
District	31	District	34	District	35	District		36
Detachments		Detachments		Detachments		Detachments		
Bashaw		Athabasca		Airdrie		Beaverlodge		
Blackfalds		Bonnyville Westl	ock	Bassano		Edson		
Strathcona		Cold Lake		Bow Island		Evansburg	Valle	yview
Breton		Elk Point		Canmore		Faust	Whit	ecourt
Camrose		Kitscoty		Cochrane		Grande Prairie		
Innisfail		Lac La Biche		Didsbury		High Level		
Wetaskiwin		Provost		Hanna		High Prairie		
Leduc		Smoky Lake		High River		Manning		
Morinville		St. Paul		Lake Louise		Mayerthorpe		
Parkland		Two Hills		Okotoks		Peace Regiona	al	
Ponoka		Vegreville		Strathmore		Red Earth Cree	ek	
Rimbey		Viking		Three Hills		Spirit River		
Rocky Mountain Hou	ıse			Vulcan		Swan Hills		
Stettler								
Sylvan Lake								
Thorsby								

Relief Support for Detachments

12 Positions were also allocated to Relief Teams. When staffed, these teams of police officers will be able to deploy to detachments experiencing short-term resource pressures.



Police Officers Allocated to Specialized Units

Ensuring that we have the necessary specialized services in place to support the work of the front-line officers when needed is critical to providing a comprehensive police service to our communities. To that end, the Alberta RCMP has increased capacity to a number of units that provide specialized support to detachments in areas such as investigations, forensic units, police-dog teams, and Emergency Response Teams (ERT). We were able to establish the Real Time Operations Centre (RTOC), a team of senior police officers who monitor operations in real-time, assess incident risk, coordinate resources (including with other police agencies and first responders) and manage the response. Additionally, we were able to build capacity in our teams dedicated to tackling financial and cybercrime, and in teams that provide specialized skills related to child advocacy. While these resources are not needed in each community every day, they are always available to address more dangerous situations or take on the more sensitive, complex, or serious files.

Police Officers Focusing on Root Causes of Crime

We also know enforcement alone or in isolation doesn't always work. Often, people facing addictions, mental health challenges and those who live without adequate housing are among offenders who land in a cycle of reoffending. We know there are root causes to some of this behavior, and while there are no simple solutions to address them all, there is work we can do with our community and social agency partners to achieve tangible, positive impacts to community safety. To this end, we used funding through the PFM to establish the Community Safety and Wellbeing Branch. With our partners, the Branch was able to build Rural Police and Crisis Teams (RPACT), teams of police officers and health professionals who respond to calls related to mental health. We also implemented the Virtual Opioid Dependency Program (VODP), which provides medical intervention and support to those dealing with addiction.



CIVILIAN SUPPORT POSITIONS

Civilian Supports Allocated at Detachments

Over four years, the Alberta RCMP added 77 Public Service Employee positions directly to detachments to enable police officers to be more visible with the communities they serve.

CIVILIAN SUPPORT POSITIONS BY DETACHMENT = 77 POSITIONS						
Central Alberta	Eastern Alberta	Southern Alberta	Western			
District 16	District 20	District 21	Alberta District 20			
Detachments	Detachments	Detachments	Detachments			
Bashaw Wetaskiwin	Athabasca	Airdrie	Beaverlodge			
Blackfalds	Bonnyville	Beiseker	Ft. Vermillion			
Breton	Boyle	Bow Island Strathmore	Valleyview			
Camrose	Cold Lake	Cardston	Fox Creek			
Innisfail	Coronation	Cochrane	Grande Prairie			
Rimbey	Desmarais	Crowsnest Pass	High Level			
Rocky Mountain House	Elk Point	Didsbury	High Prairie			
Strathcona	Kitscoty	Gleichen	Hinton			
Stony Plain	Lac La Biche	Lake Louise	Manning			
Sylvan Lake	Provost	Milk River	Mayerthorpe			
Thorsby	Two Hills	Olds	Peace Regional			
Wetaskiwin	Westlock	Oyen	Peace River			
	Wood Buffalo	Nanton	Red Earth Creek			
		Picture Butte	Swan Hills			
		Turner Valley				
		Vulcan				

Civilian Supports in Specialized Units

The Alberta RCMP allocated a number of civilian support positions in areas such as intelligence and analytics, digital forensics and scenes of crime. We were also able to dedicate more operators to the Operational Communication Centre (OCC) and build our Remote Piloted Aircraft Systems (or drones) program, to name a few. Additionally, we invested in establishing a Return-on-Investment Team that will help us assess whether our efforts are achieving their stated goals and objectives.

Civilian Supports Focusing on Root Causes of Crime

Civilian positions in Community Safety and Wellbeing branch provide critical support to communities by working with our community partners to tackle the root causes of crime. These include the Rural Police and Crisis Teams (RPACT), and teams focused on community engagement and outreach, social engagement, alternative and restorative justice, and youth programming.



POLICE FUNDING MODEL – RESOURCE ALLOCATIONS

Police Funding Model – Year 1 Resource Allocation

Year one funding from the PFM enabled the Alberta RCMP to create 76 new police officers and 57 civilian support positions. Resources are identified below in alignment with the Alberta RCMP and Justice and Solicitor General Joint Business Plan priorities, to keep Albertans safe and protected and to support the policing services we provide to rural Alberta.

Crime Reduction					
Police Officers	Civilian Support				
General Investigation Section (GIS) – 3 positions Police Dog Services – 2 positions Emergency Response Team (ERT) – 3 positions Child Advocacy Centers – 3 positions Member Operational Support Services – 2 positions	Scenes of Crime Officers – 4 positions Crime Reduction Unit – 5 positions Division Intelligence – 1 position				
Community Safety and Wellbeing					
Police Officers	Civilian Support				
Offender Management – 4 positions	Community Engagement and Outreach Specialists – 4 positions				
Equity Diversit	y and Inclusion				
Diversity Unit – 3 positions					
Enhancing Se	rvice Delivery				
Police Officers	Civilian Support				
Rural Alberta Detachments: Southern Alberta – 10 positions Central Alberta – 15 positions Eastern Alberta – 11 positions Western Alberta – 10 positions	Detachment Services Support: Southern Alberta – 8 positions Eastern Alberta – 7 positions Central Alberta – 7 positions Western Alberta – 9 positions Operational Communications Centre (OCC) – 8				
Call Back Unit – 10 positions	positions Forensic Identification Services (FIS) – 1 position Court Case Management – 1 position Criminal Operations Strategic Management – 2 positions				



Police Funding Model – Year 2 Resource Allocation

Year two funding from the PFM enabled the Alberta RCMP to create 55 new police officers and 42 civilian support positions. Resources are identified below in alignment with the Alberta RCMP and Justice and Solicitor General Joint Business Plan priorities, to keep Albertans safe and protected and to support the policing services we provide to rural Alberta.

Crime Reduction					
Police Officers	Civilian Support				
General Investigation Section (GIS) – 9 positions Investigative Support – 4 positions Emergency Response Team (ERT) – 4 positions Human Source Unit – 2 positions Forensic Identification Services (FIS) – 4 positions Cybercrime – 2 positions Financial Crimes – 4 positions Sexual Assault Review Team – 2 positions *also supports Community Safety and Well-Being Community Safety and Wellbeing – 1 position *also supports Community Safety and Wellbeing and Equity, Diversity and Inclusion	General Investigation Section (GIS) – 4 positions Cybercrime – 1 position Division Intelligence – 2 positions Major Case Management Operational Service Centre (NCMOSC) – 1 position Firearms – 2 positions				
	ty and Wellbeing				
Police Officers	Civilian Support				
Rural Policing and Crisis Teams (RPACT) – 6 positions	Community Policing: Youth Program – 1 position Restorative Justice – 1 position				
Equity Diversit	y and Inclusion				
	Diversity Program – 2 positions				
Enhancing Se	rvice Delivery				
Police Officers	Civilian Support				
Rural Alberta Detachments:	Detachment Services Support:				
Southern Alberta – 7 positions	Southern Alberta – 3 positions				
Central Alberta – 4 positions	Eastern Alberta – 8 positions				
Eastern Alberta – 2 positions	Central Alberta – 3 positions				
Western Alberta – 3 positions	Western Alberta – 3 positions				
	Operational Communications Centre (OCC) – 4				
	positions Division Emergency Operations Centre (DEOC) – 1				
	position				
Enhancing Communication and	Engagement with Communities				
Police Officers	Civilian Support				
Operational Strategy Branch – 1 position	Operational Strategy Branch (OSB) – 2 positions				
	Communications Support – 4 positions				



Police Funding Model – Year 3 Resource Allocation

Year three funding from the PFM enabled the Alberta RCMP to create 40 new police officers and 52 civilian support positions. Resources are identified below in alignment with the Alberta RCMP and Public Safety and Emergency Services' Joint Business Plan priorities, to keep Albertans safe and protected and to support the policing services we provide to rural Alberta.

Crime R	eduction		
Police Officers	Civilian Support		
General Investigation Section (GIS) – 4 positions	Real Time Operations Centre (RTOC) – 10 positions		
Emergency Response Team (ERT) – 1 position	Division Intelligence – 1 position		
Serious Crimes Branch (SCB) – 4 positions	Remotely Piloted Aircraft Systems (RPAS) – 1 position		
Real Time Operations Centre (RTOC) – 5 positions	Criminal Operations (CROPS) – 1 position		
Community Safe	ty and Wellbeing		
Police Officers	Civilian Support		
Rural Policing and Crisis Teams (RPACT) – 8 positions	Community Policing (Youth Program) – 3 positions		
	Alternative Justice Program – 4 positions		
	Protective Technical Services Section (PTSS) – 3		
	positions		
Equity Diversit	y and Inclusion		
Police Officers	Civilian Support		
	Social Justice Program – 5 positions		
Enhancing Se	rvice Delivery		
Police Officers	Civilian Support		
District Relief Teams in Rural Alberta Detachments:	Detachment Services Support:		
Southern Alberta – 6 positions	Southern Alberta – 3 positions		
Eastern Alberta – 6 positions	Eastern Alberta – 2 positions		
Western Alberta – 6 positions	Central Alberta – 2 positions		
	Western Alberta – 6 positions		
	Human Resources – 1 position		
Enhancing Communication and	Engagement with Communities		
Police Officers	Civilian Support		
	Operational Strategy Branch (OSB) – Value Impact		
	Unit: 6 positions		
	Community Safety and Wellbeing – 4 positions		



Police Funding Model – Year 4 Resource Allocation

Year four funding from the PFM enabled the Alberta RCMP to create 108 new police officers and 91 civilian support positions. Resources are identified below in alignment with the Alberta RCMP and Public Safety and Emergency Services' Joint Business Plan priorities, to keep Albertans safe and protected and to support the policing services we provide to rural Alberta.

Crime Reduction					
Police Officers	Civilian Support				
General Investigation Section (GIS) – 12 positions (3 positions/district). Emergency Response Team (ERT) – 13 positions Real Time Operations Centre (RTOC) – 1 position Criminal Operations (CROPS) – 3 positions Operational Response & Readiness – 3 positions	Real Time Operations Centre (RTOC) – 1 position Criminal Operations (CROPS) – 3 positions Digital Forensic Services – 6 positions Special Investigations – 1 position Informatics – 6 positions Action, Innovation & Modernization Research – 1 Position Division Intelligence – 26 positions Cybercrime Investigator – 2 Positions Forensic Identification Services – 1 position Protective Technical Services – 3 positions Operational Response & Readiness – 3 positions				
Community Safe	ty and Wellbeing				
Police Officers	Civilian Support				
Rural Policing and Crisis Teams (RPACT) – 3 positions Virtual Opioid Dependency Program – 2 Positions Relationship & Sexual Violence – 3 positions Child Advocacy Centre – 2 positions Community Response Team – 6 positions	Missing Persons Unit – 4 positions Auto Theft Unit – 1 position				
Equity Diversit	y and Inclusion				
Police Officers	Civilian Support				
	Social Engagement Partnership Program – 4 positions				
Enhancing Se	rvice Delivery				
Police Officers	Civilian Support				
Frontline Relief – 12 positions District Training – 12 positions – 3 positions/district DANCO – 4 positions (1/district) Frontline Policing: Western Alberta – 11 positions Southern Alberta – 6 positions Central Alberta – 6 positions Eastern Alberta – 9 positions	Detachment Services Support: Southern Alberta – 7 positions Eastern Alberta – 3 positions Central Alberta – 4 positions Western Alberta – 2 positions District Admin – 4 positions (1/district). Integrated Police Support Services – 6 Positions Major Case Management – 2 Positions Training Branch: 1 position				

Vilna Veselka Dancing CLub







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Dear Smoky Jake County. thank you so much for you support of team Edmonton at the Canada-Wide Science four 2025 in federation New Brunowick. For pins nore a huge hit while meeting fellow finalists from across the country. They added to an already incredible experience! John donation new greatly appreciated. Thanh you!

Gurah Bykewich Canada-Wide Science Four finalist Team Edmonton