



SMOKY LAKE COUNTY COUNCIL MEETING

AGENDA

Thursday, March 13, 2025, at 9:00 a.m. held

Virtually <https://video.businessconnect.telus.com/join/121269341> (Meeting ID # 121269341) and Physically in Smoky Lake County Council Chambers, 4612 McDougall Drive, Smoky Lake

- 1. Call to Order
- 2. Adoption of Agenda
- 3. Adoption of Minutes
 - 3.1. Minutes of the Regular Council Meeting, Thursday, February 13, 2025
 - 3.2. Minutes of the Special Council Meeting. Thursday, February 19, 2025
- 4. Delegation(s)
 - 4.1. Aspen View Schools Superintendent, Constantine Kastrinos, and Trustee, Elohe Chizawsky, to provide the yearly update for municipal partners @ 1:30 p.m.
- 5. **Public Hearing** (see public hearing agenda package) @ 9:15 a.m.
 - 5.1. Proposed Bylaw No. 1472-25: LUB, MDP, & ASP Amendment to Redistrict & Reclassify NE-34-59-13-W4 from Residential to Agriculture
- 6. Municipal Planning Commission (MPC) @1:00 p.m. (undertaken on a separate agenda) for:
 - DP-005-25: Natural Resource Extraction & Processing Facility (Sand & Gravel)
 - DP-006-25: Natural Resource Extraction & Processing Facility (Sand & Gravel)
 - DP-004-25: Recreational Use (Archery Range)

PUBLIC QUESTION AND ANSWER PERIOD - announced between 11:30 a.m. & 12:00 p.m.

- 7. Business – Requests for Decisions
 - 7.1. March Sponsorship Requests - Victoria Trail Agricultural Society & Endurance Riders of AB
 - 7.2. Bylaw No. 1472-25: LUB, MDP, & ASP Amendment to Redistrict & Reclassify NE-34-59-13-W4
 - 7.3. Bylaw No. 1476-25: Borrowing Bylaw
 - 7.4. Assessment Review Board Appointments
 - 7.5. Federation of Alberta Gas Co-ops Ltd. Voting Delegate Appointments
 - 7.6. Community Peace Officer Policies (nine different Policies)
 - 7.7. Policy Statement No. 14-A.02-04: Incident Reporting
 - 7.8. Alberta Emergency Alert Course Approval
 - 7.9. Annual Safet Meeting Office Closures
 - 7.10. Backsloping Application for NW-12-58-14-W4
 - 7.11. Smoky Lake Truckfill Water Capacity (HANDOUT)
- 8. Chief Administrative Officer (CAO) Report
 - 8.1. Action List from January 2025 Council Meetings
 - 8.2. Action List from February 2025 Council Meetings
 - 8.3. Government of Canada’s Enabling Accessibility Fund
 - 8.4. Alberta Community Partnership (ACP) program’s approved projects list
 - 8.5. Funding Programs for Economic Development – list of various funding opportunities

9. Council Committee Reports
Nil

10. Correspondence

- 10.1. Letter from Minister of Municipal Affairs, dated February 13, 2025, in respect to Joint Use Planning Agreements (JUPA) deadline extended from June 10, 2025 to June 10, 2026, thought Ministerial Order No. MSD 004-25
- 10.2. Letter from Minister of Municipal Affairs, dated February 4, 2025, in respect to the 2025 Minister's Awards for Municipal and Public Library Excellence (MAMPLE) deadline to apply is March 31, 2025
- 10.3. Correspondence from Elected Officials Education Program (EOEP), in respect to the Munis 101 course to learn about the foundations of serving on municipal council
- 10.4. Letter from CAP Engineering, retained by Alberta Transportation and Economic Corridors, dated February 4, 2025, in respect to the Hwy 28 pavement overlay project and access management at Lot 11MSR, Block 6, Plan 8120751, along the Town of Smoky Lake
- 10.5. Letter from the Minister of Municipal Affairs, dated February 26, 2025, announcing municipalities will be required to submit information on all new Federal Government agreements to Municipal Affairs, effective April 1, 2025
- 10.6. Letter from Minister of Municipal Affairs, dated February 27, 2025, announcing an increase to the provincial budget for Local Government Fiscal Framework (LGFF) funding by 13%
- 10.7. Event Poster for the Local to Global Eastern Alberta Trade Corridor Forum scheduled for April 23-25, 2025, in Medicine Hat, Alberta

11. Information Release

- 11.1. Information Released to Council between January and February 2025

12. Financial Reports

- 12.1. Budget to Actual Reports as at December 31, 2024, updated February 20, 2025
- 12.2. Transfer \$800,000 to Operating Reserves

13. Next Meetings

- 13.1. Reconfirm Smoky Lake County Council's scheduled upcoming Meetings are as follows:
 - Thursday, March 27, 2025, at 9:00 a.m. (Regular).
 - Thursday, April 10 and 24, 2025, at 9:00 a.m. (Regular),
 - Thursday, May 8 and 22, 2025, at 9:00 a.m. (Regular),
 - Thursday, June 12 and 26, 2025, at 9:00 a.m. (Regular),
 - Thursday, July 10 and 24, 2025, at 9:00 a.m. (Regular)

14. In Camera (Executive Session)

- 14.1. 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

15. Adjournment.

SMOKY LAKE COUNTY

Minutes of the **County Council Meeting** held on Thursday, **February 13, 2025**, at 9:00 A.M. held both virtually online and physically in Council Chambers.

The meeting was called to order by the Reeve, Jered Serben, in the presence of the following persons:

ATTENDANCE		
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Thursday, Feb. 13, 2025</u>
1	Dan Gawalko	Present in Chambers
2	Linda Fenerty	Present in Chambers
3 / Deputy Reeve	Dominique Céré	Present in Chambers
4	Lorne Halisky	Present in Chambers
5 / Reeve	Jered Serben	Absent
CAO	Kevin Lucas	Present in Chambers
Finance Manager	Brenda Adamson	Present in Chambers
Executive Srv/RS	Patti Priest	Present in Chambers

Observers in Attendance Upon Call to Order:

Comm. Officer	Evonne Zukiwski	Virtually Present
P & D Manager	Jordan Ruegg	Virtually Present
Fire Srv/Muni Clerk	Meaghan Andreychuk	Virtually Present
Health & Safety Cor.	Jasmine Schaub	Virtually Present
Acting Ag Fieldman	Kierstin Dubitz	Virtually Present
Enviro Ops Manager	Dave Franchuk	Virtually Present
GIS	Carole Dowhaniuk	Virtually Present
Public	No Members	N/A

2. Agenda:

274-25: Fenerty

That the Smoky Lake County Council Meeting Agenda for Thursday, February 13, 2025, be adopted, as amended:

Deletion to the Agenda:

#7.2 Bylaw No. 1472-25: LUB Amendment for NE-34-59-13-W4.

Carried Unanimously.

3. Minutes:

3.1. Minutes of the Regular Council Meeting, January 23, 2025

275-25: Halisky

That the minutes of the Smoky Lake County Regular Council Meeting, held on Thursday, January 23, 2025, be adopted as presented.

Carried.

Two members of the Public virtually joined the meeting, time 9:08 a.m.

7. Request for Decision:

7.3. Joint Use & Planning Agreement (JUPA) with Lakeland Catholic School District

276-25: Fenerty

That Smoky Lake County **Bylaw No. 1474-25: Joint Use and Planning Agreement (JUPA) with Lakeland Catholic School District**, for the purpose of entering a regional JUPA with the said school district, be given **FIRST READING**.

Carried.

Moved by Councillor Gawalko that Smoky Lake County **Bylaw No. 1474-25: Joint Use and Planning Agreement (JUPA) with Lakeland Catholic School District**, for the purpose of entering a regional JUPA with the said school district, be given **SECOND READING**.

Carried.

Moved by Councillor Halisky that Smoky Lake County **Bylaw No. 1474-25: Joint Use and Planning Agreement (JUPA) with Lakeland Catholic School District**, for the purpose of entering a regional JUPA with the said school district, be given **PERMISSION FOR THIRD READING**.

Carried Unanimously.

Moved by Councillor Fenerty that Smoky Lake County **Bylaw No. 1474-25: Joint Use and Planning Agreement (JUPA) with Lakeland Catholic School District**, for the purpose of entering a regional JUPA with the said school district, be given **THIRD & FINAL READING**, and the Reeve and Chief Administrative Officer be hereby authorized to fix their signatures to all necessary documents and the corporate seal be fastened where it is deemed to be necessary.

Carried.

County Council Meeting Recessed

The Smoky Lake County Deputy Reeve announced the Council Meeting recessed, time 9:10 a.m.

One Member of the Public virtually joined the meeting, time 9:13 a.m.

5. Public Hearing:

Nil.

PUBLIC HEARING:

Proposed Bylaw No. 1467-24: to amend the Land Use Bylaw No.1272-14, by redistricting Plan 9121735, Lot A (58562 RGE RD 183), from “Agriculture (AG) District” to “Rural Industrial (M2) District”; and to amend the Municipal Development Plan Bylaw No. 1249-12, by reclassifying the lands, from an “Agriculture Area” to an “Industrial Area”

1.0 Opening

The Public Hearing was **called to order at 9:15 a.m.** by the Deputy Reeve, Dominique Céré in the physical presence of all Council members (except Reeve Serben), Chief Administrative Officer, Executive Services Clerk, Finance Manager, and Planning and Development Manager with **3 Members of the Public** online, as well as 7 other County Staff.

The purpose of the hearing was summarized: To obtain public input in regard to Proposed Smoky Lake County Bylaw No. 1467-24: a Bylaw amending the Smoky Lake County Land Use Bylaw No.1272-14 to redistrict all the portions of the lands legally described as Plan 9121735, Lot A (Municipal Address: 58562 RGE RD 183), from “Agriculture (AG) District” to “Rural Industrial (M2) District”; and to amend Municipal Development Plan Bylaw No. 1249-12, to reclassify all the portions of the lands legally described as Plan 9121735, Lot A (Municipal Address: 58562 RGE RD 183), from “Agriculture Area” to “Industrial Area”.

The rules of the Public Hearing were stated, and confirmation was provided by the Chief Administrative Officer that the Public Hearing had been advertised and notice was provided in accordance with the applicable legislation.

One Member of the Public virtually joined the meeting, time 9:22 a.m.

2.0 Staff Presentation

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

BACKGROUND:

- The Smoky Lake County Planning and Development Department received an application to amend Smoky Lake County Land Use Bylaw No. 1272-14 & Municipal Development Plan Bylaw No. 1249-12, from William Merrifield, dated November 11, 2024, to redistrict/reclassify all the portions of the lands legally described Plan 9121735, Lot A (Municipal Address: 58562 RGE RD 183).
- The lands in question are approximately 6.99 acres in area.
- The applicant proposes to amend the Land Use Bylaw & Municipal Development Plan to accommodate the development of a Heavy Equipment Sales and Service, Repair or Storage operation. The applicant proposes to sell/lease/service compressors, power generators, excavation & construction equipment, welding equipment, etc.
- The current Agriculture districting of the lands under the Land Use Bylaw does not allow for the establishment of a Heavy Equipment Sales and Service, Repair of Storage operation.
- Smoky Lake County Land Use Bylaw No. 1272-14 defines a “Heavy Equipment Sales, Service, Repair or Storage” as a “building or part of a building or structure in which
 - a) Heavy machinery and equipment are offered for sale, rent, lease or hire under agreement for compensation; and/or
 - b) Heavy machinery and equipment are service or repaired;
 - c) Heavy machinery and equipment is stored.”
- Should Bylaw No. 1467-24 receive Third Reading, the owner of the lands will be required to obtain a Development Permit for the proposed Heavy Equipment Sales and Service, Repair or Storage operation prior to commencement of operations.
- The subject site is classified as “Agriculture Area” under Section 7.2.3 of Smoky Lake County Municipal Development Plan Bylaw No. 1249-12, which is incongruent with the proposed redistricting. Therefore, Bylaw No. 1467-24 proposes to amend the Municipal Development Plan to reclassify the subject site to “Industrial Area” to ensure consistency between the Land Use Bylaw and the Municipal Development Plan.

3.0 Public Presentations Via Written Submissions

There was one written submission received in advance of the February 13, 2025, Public Hearing, from Audrey Laschuk, and it was read into the record as follows: *“In regard to your letter about an equipment business make sure he doesn’t bring in a bunch of old equipment and devalue my property – farm land should be farmland.”*

There was one email submission received on February 11, 2025 from the proponent (Will Merrifield) and it was read into the record as follows: *“Jordan can you please remove our request, we do apologize for any inconvenience. Thank you for the quick call yesterday to discuss.”*

4.0 Public Presentations at the Public Hearing from those Opposed:

Nil.

4.0 Questions and Answers

Nil.

5.0 Closing Remarks

There being no further presentations, and seeing that the Proponent withdrew their request, the Deputy Reeve thanked everyone for their comments and for attending the Public Hearing.

The Public Hearing for the **Proposed Bylaw No. 1467-24**, was then declared closed, time **9:26 a.m.**

County Council Meeting Reconvened

Meeting Reconvened The Smoky Lake County Council Meeting reconvened, at a call to order by Deputy Reeve Céré, time **9:26 a.m.**, in the physical presence of all Council Members (except Reeve Serben), Chief Administrative Officer, Finance Manager, Executive Services Clerk, and 11 virtual attendees including 7 other County staff members.

6. Municipal Planning Commission (MPC):

Nil.

7. Request for Decision:

7.1. **Bylaw No. 1467-24: LUB Amendment for Plan 9121735, Lot A (58562 RGE RD 183)** 277-25: Halisky

That Smoky Lake County's proposed **Bylaw No. 1467-24**: a Bylaw amending the Smoky Lake County Land Use Bylaw No.1272-14 to redistrict all the portions of the lands legally described as Plan 9121735, Lot A (Municipal Address: 58562 RGE RD 183), from "Agriculture (AG) District" to "Rural Industrial (M2) District"; and to amend Municipal Development Plan Bylaw No. 1249-12, to reclassify all the portions of the lands legally described as Plan 9121735, Lot A (Municipal Address: 58562 RGE RD 183), from "Agriculture Area" to "Industrial Area", be **DEFEATED, as the applicant has withdrawn**, as per the email received by the Planning and Development Manger on February 11, 2025 from Will Merrifield.

Carried.

7.4. **Surface Lease of Municipally-Owned Properties - SW8-62-13-W4 & SE-8-62-13-W4** 278-25: Gawalko

That Smoky Lake County Council agree to respond to the offer received from Mr. John Romaniuk, dated January 27, 2025, relating to the County's Limited Invitation to Tender to lease the lands legally described as SW-8-62-13-W4M & SE-8-62-13-W4M; with a counter-offer of a flexible lease option without a "first right of refusal", and in of the amount of \$510.00, for the period of May 1, 2025, to December 1, 2025.

Carried.

7.5.1 **Returning Officer for the 2025 Municipal Election**

279-25: Fenerty

That Smoky Lake County appoint Stephanie Mahon, as the Returning Officer for the 2025 general Municipal Election, to be held on October 20, 2025, in compliance with the *Local Authorities Election Act*.

Carried.

7.5.2 **Substitute Returning Officer for the 2025 Municipal Election**

280-25: Fenerty

That Smoky Lake County appoint Kevin Lucas, as the Substitute Returning Officer for the 2025 general Municipal Election, to be held on October 20, 2025, in compliance with the *Local Authorities Election Act*.

Carried.

Deputy Reeve, Dominique Céré, declared Conflict of Interest and left Council Chambers, time 9:44 a.m.

7.6.1. Campground / Rec. Area Supervision & Caretaking Services Hanmore & Is. Lake
281-25: Halisky That Smoky Lake County enter into a three-year contract agreement for Campground / Recreational Area Supervision & Caretaking Services with Jaclyn Jarema, for the period of May 1st to November 1st in each year from 2025 to 2027, at the following locations described as: Hanmore Lake East (16 campsites, 1 group campsite, 1 day-use area, including the change room, 1 camp kitchen), Hanmore Lake West (39 campsites, 1 day-use area, and 1 camp kitchen), and Island Lake (9 campsites, and 1 day-use area).

Carried.

7.6.2. Campground / Recreational Area Supervision & Caretaking Services Mons Lake
282-25: Fenerty That Smoky Lake County enter into a three-year contract agreement for Campground / Recreational Area Supervision & Caretaking Services with Fran Byers and Richard Sadowinski, for the period of May 1st to November 1st in each year from 2025 to 2027, at the following location described as: Mons Lake, containing 9 campsites, 2 day-use areas with playgrounds.

Carried.

7.6c. Campground / Recreational Area Supervision & Caretaking Services Proposals
283-25: Gawalko That Smoky Lake County acknowledge there were no proposals received prior to the deadline of January 6, 2025, in response to the County's Request for Proposals (RFP) for 2025 to 2027 Campground / Recreational Area Supervision & Care-taking Services, for the for Bellis Beach and Kaduk Lake locations.

Carried.

Deputy Reeve, Dominique Céré, entered Council Chambers, time 9:55 a.m.

One Member of the Public virtually joined the meeting.

7.7.1. February Requests for Donation from Vilna Agricultural Society
284-25: Fenerty **DEFEATED** That Smoky Lake County provide funding in the amount of \$500.00 towards the Vilna & District Agricultural Society Comedy night, scheduled for February 28, 2025, in response to the letter request received from Tamara Flondra, dated January 14, 2024.

DEFEATED.

7.7.2. February Requests for Donation from Spedden Fish & Game
285-25: Fenerty That Smoky Lake County provide funding in the amount of \$500.00 Towards Spedden Fish and Game Association Family Day Fishing Event, scheduled for February 16, 2025, in response to the letter request received from Chris Habiak, dated February 4, 2025.

Carried.

February Requests for Donation from Vilna Curling Club
286-25: Fenerty That Smoky Lake County provide funding in the amount of \$500.00 towards the Vilna Curling Club's annual Greg Flondra Memorial Bonspiel, scheduled for February 21 to 23, 2025, in Vilna, in response to the letter request received from Vilna Curling Club, dated January 10, 2025.

Carried.

7.8. Family and Community Support Services (FCSS) Grant Applications

287-25: Halisky

That Smoky Lake County **defer** application for funding received from the Town of Smoky Lake Library Board for Smoky Lake County’s 2025 Family and Community Support Services (FCSS) Grant in accordance with Policy No. 08-17-01: Family and Community Support Services (FCSS); and extend an invitation to the said Board, to a future Council meeting.

Carried.

7.9. Policy Statement No. 62-10-10: Agricultural Service Board Business Plan

288-25: Gawalko



That Smoky Lake County Policy Statement No. 62-10-10: Agricultural Service Board Business Plan, be amended to be as follows, to aligned with Policy Statement No. 62-28-06: Mowing Program, 1080 Toxicant recall, Canola Flower Midge monitoring, Animal Control Technician position, the recently adopted Policy Statement No. 62-30-01 Animal Health & Emergency Preparedness:

Title: Agricultural Service Board Business Plan		Policy No.: 10-10
Section: 62	Code: P-A	Page No.: 1 of 13 E
Legislation Reference: <i>Alberta Provincial Statutes</i>		
Purpose: To establish a Business Plan for the Smoky Lake County Agricultural Service Board		

Policy Statement and Guidelines:	
<p>1. STATEMENT:</p> <p>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.</p> <p>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.</p> <p>2. VISION STATEMENT:</p> <p>2.1 To encourage sustainable agriculture, environmental integrity and improved quality of life in Smoky Lake County.</p> <p>3. MISSION STATEMENT:</p> <p>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.</p> <p>4. STRATEGIC PRIORITIES:</p> <p>4.1 The Smoky Lake County Agricultural Service Board identifies the following priorities:</p> <p>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</p>	


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



5. IMPLEMENTATION:	
<p>5.1 Smoky Lake County Agricultural Service Board shall review annually as required by Alberta Agriculture and Irrigation.</p> <p>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.</p>	










Agricultural Service Board Business Plan 2025




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Business Plan	Executive Summary
<p>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 <i>Weed Control Act</i>, <i>Agricultural Pest Act</i>, <i>Agricultural Service Board Act</i>, <i>Soil Conservation Act</i>, and the <i>Animal Health Act</i>.</p> <p>VISION STATEMENT: To encourage sustainable agriculture, environmental integrity and improved quality of life in Smoky Lake County.</p> <p>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.</p> <p>VALUES:</p> <p>Integrity: The Smoky Lake County Agricultural Service Board will conduct business in an ethical manner respecting the environment, public and applicable legislation.</p> <p>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.</p> <p>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.</p>	
	








1. Vegetation Management Program		
Goal: 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 "Vegetation Management Plan"</i> and <i>Policy Statement 62-23 "Tansy Reduction Program"</i> . 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 "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 October 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. -Letters are sent to landowners who are in non-compliance with the Weed Control Act of Alberta, as specified in <i>Policy Statement 62-14 "Weed Inspection and Weed Notice"</i> . -Weed Notices are issued to landowners who do not comply with recommendation letters. -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 inspections completed. -Number of letters sent to landowners/renters. -Number of weed notices issued. -Number of Weed enforcements completed.
Noxious Weed Education and Awareness 	-Provide weed identification for landowners on farm or samples brought in for identification. -Promote weed awareness at our annual Smoky Lake County Farmer Appreciation Event. -Produce and circulate information on invasive species through our website, local newspapers and social media. -Weed Wanted posters hung annually at the Town, Villages & Hamlets including all the water stations and lake lot bulletin boards.	- Number of landowners assisted annually. -Number of events hosted. -Number of articles circulated. -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 	-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 	-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 	-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 	-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		
Goal: To co-operate and execute an Integrated Problem Wildlife Management Program.		
Strategies	Action	Measures
Beavers 	-Beaver Tail Bounty for \$15.00 per tail from pre-approved locations as specified in <i>Policy Statement 62-07 "Beaver Management"</i> . -Beaver Dam Removal may occur to mitigate flooding which causes damage to municipal infrastructure. Dam removal will be conducted as per <i>Policy Statement 62-21 "Beaver Control- Fee for Removal with Explosives"</i> . -Part time Animal Control Technician will obtain required easements from landowners and all provincial and federal permissions needed. -Maintain Certified Blasters License with the Province of Alberta. -Trapping and removing problem beavers and muskrats. -Install/ maintain pond levelers and other Flow Devices.	-Number of Beaver tails brought in. -Number of dams removed affecting municipal infrastructure. -Amount of revenue generated completing private land blasting. -Damage Control Licenses issued by Alberta Environment. -Trapping of County owned property at Lakes. -Renew every 5 years as required. -Number of beavers and muskrats removed. -Number of pond levelers installed/maintained.
Coyotes 	-Maintain Form 7 License to ensure Smoky Lake County can provide 1080 toxicant to agricultural producers as per <i>Policy Statement 62-03 "Coyote Control"</i> . -Coyote control booklets available for agricultural producers to help better manage coyote predation.	-Number of 1080 tablets given out annually. -As of December 2024, Health Canada has recalled all 1080.
Richardson Ground Squirrel (Gopher) 	-2% Liquid Strychnine registration has been cancelled. -Recommend alternatives to producers. -Recommend local trappers.	-Number of producers assisted.

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 “Squal on Pigs” Campaign for awareness and reporting wild boar sightings.	-Number of wild boar cars brought in. -Posts on County Website and Social Media shares.
Waterfowl Damage Control 	-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 look into 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
Swede Midge of Canola 	-Swede Midge is monitored on behalf of Agri-food Canada. It is an 8-week program where sticky pads are changed weekly.	-Continue to monitor for new and invading pest that threaten our agriculture industry.
Canola Flower Midge 	-Canola Flower Midge is monitored on behalf of Agri-food Canada. It is an 8-week program where sticky pads are changed weekly.	-Continue to monitor for new and invading pest that threaten our agriculture industry
Grasshoppers 	-Townships are surveyed annually and data is sent to Alberta Agriculture for forecasting. The county ditch and field are sampled at each location.	-Number of fields surveyed. -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.
Clubroot 	- Random canola fields are surveyed after the crop has been swathed. We look for visual symptoms and if we find galls the plant sample is sent to the lab for DNA confirmation.	-Number of Canola fields sampled annually. -Number of Clubroot Management Agreements sent to producers annually as per <i>Policy Statement 62-12 “Clubroot”</i> . -Number of Pest Notices given annually.

6. Soil Conservation Act Duties		
Goal: Protect the quality and integrity of agricultural soils in Smoky Lake County.		
Strategies	Action	Measures
Soil Conservation	<ul style="list-style-type: none"> -Agricultural Fieldman are deemed as inspectors and can issue notices under this Act. -Document and photograph any non-compliance with the Soil Conservation Act. -Promote soil health workshops and site demonstrations. -Monitor soil conditions and respond to an area of concern that needs to be assessed following an event that could impact soil/water sources. 	<ul style="list-style-type: none"> -Number of Soil Conservation Notice issued. -Number of Soil Conservation Letters issued. -Number of workshops. -Number of areas assessed for soil condition concerns.
 <p>Soil Conservation Issue 2016</p>		

7. Intergovernmental Collaboration		
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	<ul style="list-style-type: none"> -Liaison with the Chief Provincial Veterinarian, Canadian Food Inspection Agency (CFIA) and local Veterinarians, when necessary, on any livestock emergencies as stated by <i>Policy Statement 62-30 "Animal Health & Livestock Emergency Preparedness"</i>. -Livestock emergencies include cattle liner accidents on the highway. -If a positive case or outbreak as stated in the <i>Animal Health Act</i> 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. 	<ul style="list-style-type: none"> -Number of investigations asked to assist on. -Number of highway livestock emergencies assisted with.

Carried.

7.10. Policy Statement No. 03-20-05: Safety Apparel and Footwear

289-25: Halisky

That Smoky Lake County Policy Statement No. 03-20-05: Safety Apparel and Footwear, be amended to align with Article 33:02 of the International Union of Operating Engineers, Local 955 Collective Agreement:

Title: Safety Apparel and Footwear		Policy No.: 20-05
Section: 03	Code: P-R	Page No.: 1 of 2 E
Legislation Reference: Alberta Provincial Statutes, Occupational Health & Safety Regulations, IUOE Local 955 Collective Agreement		
Purpose: To allow for reimbursement of safety apparel and footwear purchased required by the County's Safety Manual.		
Policy Statement and Guidelines:		
<p>1. OBJECTIVE:</p> <p>1.1. This policy is to provide guidelines for reimbursement to all staff in positions that require the use of safety apparel and/or safety footwear.</p> <p>2. GUIDELINES:</p> <p>2.1. Allowance Amount:</p> <p>2.1.1. Smoky Lake County employees that are required to wear safety apparel and safety footwear for the purpose of their job description is entitled to a maximum safety allowance of \$300 (three hundred) dollars per calendar year for the purchase of:</p> <ul style="list-style-type: none"> • CSA-approved safety work boots • Other required safety apparel (e.g. clothing with reflective stripes, specialized gloves, protective eyewear, etc.) <p>This reimbursement can only be used once (1) per calendar year.</p> <p>2.2. Safety Apparel:</p> <p>2.2.1. Safety apparel must be visually confirmed by the Health and Safety Coordinator or designate after purchase for reimbursement. However, obtaining visual confirmation before purchase is highly recommended to ensure reimbursement approval.</p> <p>2.3. Safety Footwear:</p> <p>2.3.1. Safety footwear may require visual confirmation by the Health and Safety Coordinator or designate after purchase for reimbursement if the receipt does not specify that the footwear is CSA-approved.</p> <p>2.4. Reimbursement Process:</p> <p>2.4.1. Employees shall be required to complete and submit Schedule "A": Safety Apparel & Safety Footwear Reimbursement Form and provide a copy of the receipt of purchase to receive the refund.</p>		

Section 03

Policy 20-04-05



SCHEDULE "A"

SAFETY APPAREL & SAFETY FOOTWEAR REIMBURSEMENT FORM

Name of Employee: _____

Address: _____
Box Town Province Postal Code

I, hereby do apply for:

A maximum cost of \$ 300.00 (three hundred) dollars for approved footwear and apparel as per Policy.

Receipt for proof of purchase is attached.

Employee Signature Date: _____

Approved For Reimbursement

 Health and Safety Coordinator Date: _____

Carried.

7.11. Bylaw No. 1475-25: Natural Gas

290-25: Gawalko

That Smoky Lake County **Bylaw No. 1475-25: Natural Gas**, for the purpose of setting and collecting Natural Gas rates, fees, and charges, be given **FIRST READING**, as amended.

Carried.

Moved by Councillor Halisky that Smoky Lake County **Bylaw No. 1475-25: Natural Gas**, for the purpose of setting and collecting Natural Gas rates, fees, and charges, be given **SECOND READING**.

Carried.

Moved by Councillor Fenerty that Smoky Lake County **Bylaw No. 1475-25: Natural Gas**, for the purpose of setting and collecting Natural Gas rates, fees, and charges, be given **PERMISSION FOR THIRD READING**.

Carried Unanimously.

Moved by Councillor Halisky that Smoky Lake County **Bylaw No. 1475-25: Natural Gas**, for the purpose of setting and collecting Natural Gas rates, fees, and charges, be given **THIRD & FINAL READING**, and the Reeve and Chief Administrative Officer be hereby authorized to fix their signatures to all necessary documents and the corporate seal be fastened where it is deemed to be necessary.

Carried.

8. Chief Administrative Officer's Report:

Nil.

9. Council Committee Reports:

Nil.

10. Correspondence:

10.1. CUPW-STTP - Industrial Inquiry Commission Reviewing Canada Post

291-25: Halisky

That Smoky Lake County forward the letter received from CUPW-STTP, dated January 16, 2025, requesting a resolution in respect to an Industrial Inquiry Commission Reviewing Canada Post, to the Federation of Canadian Municipalities (FCM), Northeast Alberta Alliance for Growth and Opportunities (NAAGO), and the Rural Municipalities of Alberta (RMA), for their awareness and action.

Carried.

10.2. Alberta Community Partnership (ACP) Iron Horse Trail Staging Area Development

292-25: Fenerty

That Smoky Lake County acknowledge receipt of the letter from Minister of Municipal Affairs, dated January 20, 2025, announcing **approval** of the Alberta Community Partnership (ACP) Program application for funding **in the amount of \$200,000.00**, which was submitted by the Village of Horseshoe Bay as the Managing Partner, in in partnership with the Smoky Lake County, Town of St. Paul, County of St. Paul #19, Town of Smoky Lake, Town of Bonnyville, Town of Elk Point, Village of Vilna, City of Cold Lake, and Village of Glendon (all being Members of N. E. Muni-Corr Ltd.), for **Iron Horse Trail Staging Area Development Project** to create nine staging area design plans for Alberta's Iron Horse Trail within the adjacent municipalities of Waskatenau, Smoky Lake, St. Paul, Heinsburg, Elk Point, Bonnyville, Ardmore, and at the Beaver River Trestle.

Carried.

10.3. Alberta Community Partnership (ACP) Regional Ec. Dev Hwy Corridor Concept

293-25: Halisky

That Smoky Lake County acknowledge receipt of the letter from Minister of Municipal Affairs, dated January 20, 2025, announcing **approval** of the Alberta Community Partnership (ACP) Program application for funding **in the amount of \$200,000.00**, which was submitted by the Town of Smoky Lake, as the managing partner, in partnership with Smoky Lake County, Village of Waskatenau and the Village of Vilna, for the **Regional Economic Development – Highway Commercial Initiative Project**.

Carried.

10.4. Alberta Community Partnership (ACP) Regional Service Delivery Waste Mgmt.

294-25: Gawalko That Smoky Lake County acknowledge receipt of the letter from Minister of Municipal Affairs, dated January 20, 2025, announcing **approval** of the Alberta Community Partnership (ACP) Program application for funding in the amount of \$200,000, which was submitted by the Town of St. Paul, as the managing partner, in partnership with Smoky Lake County, County of St. Paul #19, Town of Smoky Lake, Town of Elk Point, Village of Vilna, and the Village of Waskatenau (all being Members of the Evergreen Regional Waste Management Services Commission), for the Regional Service Delivery for Waste Management Project.

Carried.

10.5. Smoky Lake Pumpkin Growers at the Edmonton Boat and Sportsmen Show

295-25: Fenerty That Smoky Lake County not participate in the Edmonton Boat and Sportsmen Show scheduled for March 19 to 23, 2025, in response to the letter from Smoky Lake Pumpkin Growers, dated January 20, 2025, proposing representation at the Edmonton Boat and Sportsmen Show through sponsoring the Pumpkin Growers to attend and represent the Smoky Lake Region.

Carried.

11. Information Releases:

Nil.

12. Financial Reports:

12.1. Financial Statements for the month of November 2024

296-25: Halisky That Smoky Lake County's Financial Statement, dated November 2024, as prepared by the Finance Manager, be filed for information.

Carried.

12.2. Financial Statements for the month of December 2024

297-25: Halisky That Smoky Lake County's Financial Statement, dated December 2024, as prepared by the Finance Manager, be filed for information.

Carried.

13. Next Meeting(s):

13.1. Reschedule the Council Committee of the Whole Retreat for Strategic Planning

298-25: Halisky That Smoky Lake County Council reschedule the Council Committee of the Whole Retreat for the purpose of Strategic Planning, from January 30 & 31, 2025, to one-day meeting, to be held on March 25, 2025, at 9:00 to 3:00 to be held in Chambers.

Carried.

13.2. Schedule a Joint Town of Smoky Lake and Smoky Lake County Council Meeting

299-25: Fenerty That the next Joint Town of Smoky Lake and Smoky Lake County Council Meeting be scheduled for Monday, March 3, 2025, at 9:30 a.m., to be held physically and/or virtually in County Council Chambers.

Carried.

13.3. Reconfirm the Scheduled County Council Meeting Dates

300-25: Fenerty That the next Smoky Lake County Council Meetings be reconfirmed as follows: Thursday, March 13, 2025, at 9:00 a.m. (Regular), and Thursday, March 27, 2025, at 9:00 a.m. (Regular), to be held physically and/or virtually in County Council Chambers.

Carried.

13.4. Schedule the next Smoky Lake County Regular Council Meetings for:

301-25: Halisky That the next Smoky Lake County Council Meetings be scheduled as follows: Thursday, April 10 and 24, 2025, at 9:00 a.m. (Regular), Thursday, May 8 and 22, 2025, at 9:00 a.m. (Regular), Thursday, June 12 and 26, 2025, at 9:00 a.m. (Regular), and to be held physically and/or virtually in County Council Chambers.

Carried.

14. Executive Session:

14.1. Legal Issue, Intermunicipal Collaboration Framework (ICF) with Lamont County

302-25: Halisky That Smoky Lake County Council go into Executive Session in the presence of all Council, Chief Administrative Officer, Finance Manager, Planning & Development Manager, Executive Services Clerk, to discuss the following a Legal Issue, in respect to the Intermunicipal Collaboration Framework (ICF) with Lamont County, under the authority of the FOIP Act, Section 21: Intergovernmental Relations, time 11:13 a.m.

Carried.

303-25: Halisky That Smoky Lake County Council go out of Executive Session, time 11:17 a.m.

Carried.

Intermunicipal Collaboration Framework (ICF) with Lamont County

304-25: Halisky That Smoky Lake County execute the amending agreement with Lamont County to amend the agreement under Lamont County's Bylaw No. 829.21, for the purpose of replacing Section 1.4.3 of Schedule "A" with the statement: "It is agreed by the Municipalities that the Councils shall review at least once every seven years, commencing no later than 2027, the terms and conditions of the agreement."

Carried.

14.2. Land & Legal Issue, Update on Log Harvesting on County Lease Land

305-25: Gawalko That Smoky Lake County Council go into Executive Session in the presence of all Council, Chief Administrative Officer (CAO), Finance Manager, Planning & Development Manager, Executive Services Clerk, to discuss a Land & Legal Issue, in received an update from the CAO in respect to log harvesting on County lease land, under the authority of the FOIP Act, Section 16: Third Party Business Interests, time 11:19 a.m.

Carried.

306-25: Fenerty That Smoky Lake County Council go out of Executive Session, time 11:34 a.m.

Carried.

Log Harvesting on County Lease Land

307-25: Halisky That Smoky Lake County acknowledge the update received from the Chief Administrative Officer (CAO), in respect to log harvesting on County leased lands, as discussed under the authority of the FOIP Act, Section 16: Third Party Business Interests.

Carried.

11:35 to 11:36 a.m.

Public Question and Answer Period:

None.

14.3. Personnel Issue, Update on Staff from the Chief Administrative Officer

308-25: Fenerty

That Smoky Lake County Council go into Executive Session in the presence of all Council, Chief Administrative Officer (CAO), Finance Manager, Planning & Development Manager, Executive Services Clerk, to discuss a Personnel Issue, in respect to an update on staff from the CAO, under the authority of the FOIP Act, Sections 27: Privileged Information and 17: Third Party Personal Privacy, time 11:36 a.m.

Carried.

309-25: Halisky

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

Carried.

Meeting Recessed

Meeting recessed for Lunch, time 12:13 p.m.

Meeting Reconvened

The meeting reconvened on a call to order by the Deputy Reeve at 1:01 p.m. in the physical (or virtual) presence of all Council Members (except Reeve Serben), Chief Administrative Officer, Finance Manager, Executive Services Clerk, Natural Gas Manager, Planning & Development Manager, Health & Safety Coordinator, GIS Operator, Fire Services Clerk, Communications Officer, 2 Members of the Public, 1 Delegation.

4. Delegation:

4.1. Sgt. Anita Doktor, Smoky Lake RCMP - Policing Priorities and Performance Plan

Present before Council from 1:01 p.m. to 1:14 p.m. was Sgt. Anita Doktor, Smoky Lake RCMP Detachment to provide information, including but not limited to the following points:

- Cst. Lidstone's and Cst. Ferrie are being transferred.
- Continuing speed enforcement for 80km on Hwy 28 through traffic services out of Redwater and the County's CPO.
- Continuing crime reduction through hotspot patrols, regular patrols and bait projects.
- Continuing community engagement in person and through social media – new Facebook page is now live.

Smoky Lake RCMP - Community Policing Report and Priorities Update

310-25: Halisky

That Smoky Lake County Council acknowledge receipt of the quarterly Community Policing Report covering the period from October 1st to December 31st, 2024, and verbal update from Sgt. Anita Doktor, Smoky Lake RCMP Detachment on February 13, 2025, along with the Detachment's 2024-25 Community Priorities of: Crime Reduction - Property Crime, and Police / Community Relations - Police Visibility & Youth Engagement.

Carried.

4.2. Mark Johnson, Landowner to discuss development of road allowance access

Virtually present before Council from 1:15 p.m. to 1:24 p.m., was Mark and Nancy Johnson, Landowners, to propose development of a road allowance for access to their property.

4.3. Noreen Easterbrook, Chairperson, Smoky Lake Regional Heritage Board

Present before Council from 1:32 p.m. to 1:43 p.m., was Noreen Easterbrook, Chairperson, Smoky Lake Regional Heritage Board (SLRHB), at the request of Council, as per the January 23, 2023, Council Motion #253-25, in relation to and further to the SLRHB's proposal provided at the Joint Municipalities Meeting, held on January 13, 2025.

7. Request for Decision:

7.12. Smoky Lake Region Heritage Board Recommendation - Subcommittee

311-25: Halisky

That Smoky Lake County Council address the Smoky Lake Regional Heritage Board (SLRHB) recommendation from the January 13, 2025, Joint Municipalities Meeting: “to form a committee to collaboratively manage historic resources and increase heritage driven tourism”; by acknowledging Smoky Lake County’s existing appointees to the SLRHB (being Councillor Fenerty and Councillor Halisky as alternate) serve as the County’s representation on the SLRHB, as well we as any SLRHB subcommittee.

Carried.

7.12. Smoky Lake Region Heritage Board Recommendation – STEP Worker

312-25: Fenerty

That Smoky Lake County Council address the Smoky Lake Regional Heritage Board (SLRHB) recommendation from the January 13, 2025, Joint Municipalities Meeting: “for the County to employ a seasonal temporary employee to augment the existing two employees hired by the Town of Smoky Lake to enhance the visitor experience beyond paper and electronic media, thereby increasing heritage-driven tourism for the region”; by providing an option of utilizing a portion of the Year-2025 SLRHB budget allocation to hire an employee under a seasonal temporary employment position, for the purpose of heritage-driven tourism.

Carried.

7.12. Smoky Lake Region Heritage Board Recommendations – Tourism Booth

313-25: Gawalko

That Smoky Lake County Council address the Smoky Lake Regional Heritage Board (SLRHB) recommendation from the January 13, 2025, Joint Municipalities Meeting: “to install a tourism booth in a prominent location, with a variety of guides to services and heritage information for visitors from mid-April through to the Pumpkin Fair week”; by recommending the Town of Smoky Lake and/or the SLRHB seek grant funding for a tourism booth, with the County providing a letter of support for any grant applications.

Carried.

4.2. Mark Johnson, Landowner request for development of road allowance access

314-25: Gawalko

That Smoky Lake County Council administration **defer** further discussion in respect to the February 13, 2025, Delegations: Mark and Nancy Johnson, Landowners, and their request for minor development of an undeveloped road allowance for the purpose of providing access to their property; to a future Council meeting with information presented by Public Works in respect to the cost as well as the manpower and equipment requirements to undertake such a request.

Carried.

15. ADJOURNMENT:

315-25: Gawalko

That the Smoky Lake County Council Meeting of February 13, 2025, be adjourned, 1:50 p.m.

Carried.

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER

SMOKY LAKE COUNTY

Minutes of the **Special County Council Meeting** held Wednesday, **February 19, 2025**, at 1:07 P.M. in Smoky Lake County Council Chambers.

The meeting was called to order by the Reeve, Mr. Jered Serben, in the presence of the following persons:

		<u>ATTENDANCE</u>
		<u>Wednesday, Feb.19, 2025</u>
<u>Title</u>	<u>Name</u>	
Councillor Division 1	Dan Gawalko	Present in Chambers
Councillor Division 2	Linda Fenerty	Virtually Present
Councillor Division 3/ Deputy Reeve	Dominique Céré	Present in Chambers
Councillor Division 4	Lorne Halisky	Present in Chambers
Councillor Division 5 / Reeve	Jered Serben	Present in Chambers
CAO	Kevin Lucas	Present in Chambers
Executive Services /R.S.	Patti Priest	Present in Chambers
Members of the Public	N/A	Nil

WAIVER NOTICE

Agenda:

316-25: Halisky

That the **Smoky Lake County Special Council Meeting Agenda**, as per the “Waiver Notice” for Wednesday, February 19, 2025, be adopted as presented:

SMOKY LAKE COUNTY

WAIVER NOTICE of a Special Meeting of the County Council of the Smoky Lake County called under authority of Section 194 of the Municipal Government Act

We, the undersigned members of the County Council of Smoky Lake County, hereby Waive Notice of a Special Meeting of the County Council to be held in County Council Chambers, 4612 McDougall Drive, Smoky Lake, Alberta, and/or virtually through Telus Business Connect Video Meeting:

<https://video.businessconnect.telus.com/join/040635570>
Meeting ID: 040635570

on **Wednesday, February 19, 2025**, commencing at **1:00 P.M.**, for the purpose of discussing and/or acting on an:

1. **Executive Session / In Camera:**

Personnel Issue: in respect to a personal update from the Reeve and business continuity update from the Chief Administrative Officer, under the authority of the FOIP Act, Sections 27: Privileged Information and 17: Third Party Personal Privacy.

COUNCILLOR:	SIGNATURE	DATE
Dan Gawalko, Division One		February 19, 2025
Linda Fenerty, Division Two	was present virtually on	February 19, 2025
Dominique Cere, Division Three		February 19, 2025
Lorne Halisky, Division Four		February 19, 2025
Jered Serben, Division Five		February 19, 2025

Carried Unanimously.

Executive Session:

Personnel Issues in respect to the Reeve and CAO Update on Business Continuity

317-25: Halisky That Smoky Lake County Council go into Executive Session, to discuss a Personnel Issue: in respect to a personal update from the Reeve and business continuity update from the Chief Administrative Officer, under the authority of the FOIP Act, Sections 27: Privileged Information and 17: Third Party Personal Privacy, in the physical and virtual presence of all Council, Chief Administrative Officer, and Executive Services Clerk, time 1:08 p.m.

Carried.

318-25: halisky That Smoky Lake County Council go out of Executive Session, time 2:17 p.m.

Carried.

Adjournment:

319-25: Gawalko That the Smoky Lake County Special Council Meeting of Wednesday, February 19, 2025, be adjourned, time 2:18 p.m.

Carried.

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER

Rural Communities, Rural Schools

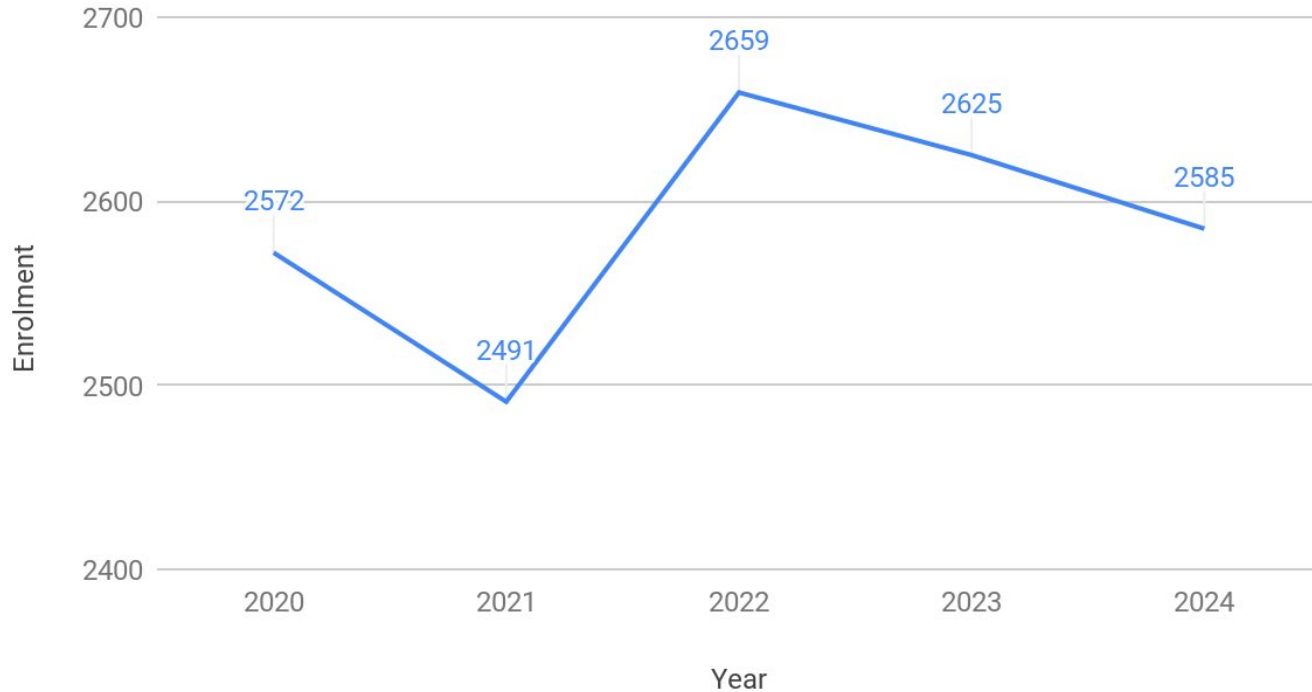
Sustainability Through Partnership



Aspen View
PUBLIC SCHOOLS

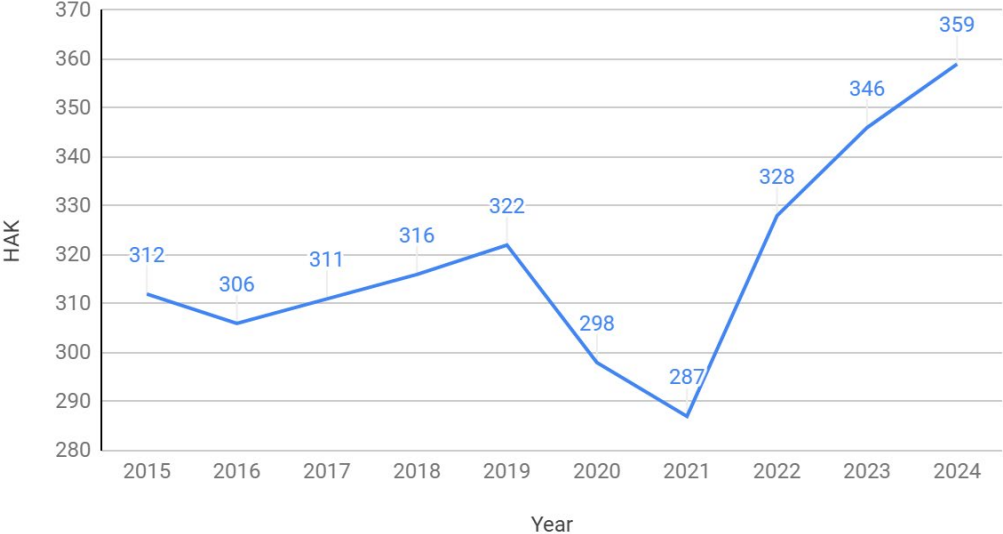
2024-25 Enrolment

Aspen View Enrolment - 5 year trend



2024-25 Enrolment

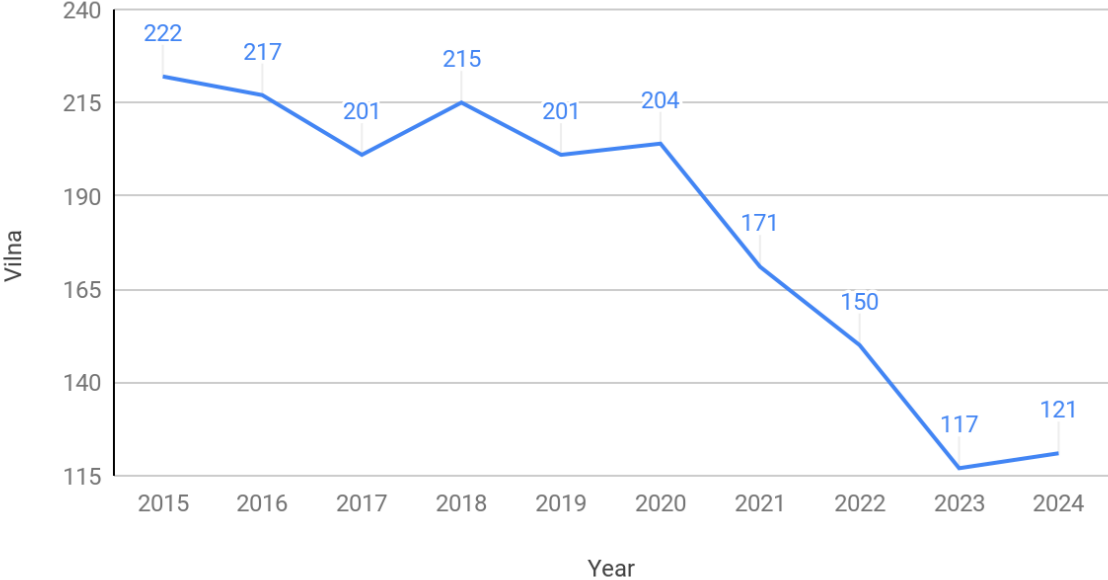
HAK 10 yr. trend



K	1	2	3	4	5	6	7	8	9	10	11	12
33	25	23	27	30	28	23	29	27	23	24	33	34

2024-25 Enrolment

Vilna Enrolment - 10 yr trend



K	1	2	3	4	5	6	7	8	9	10	11	12
7	5	2	7	3	4	13	7	14	12	11	19	17

2024-25 Enrolment

Vilna Off-Campus Achievement Academy

8	9	10	11	12
1	0	3	1	8

2024-25 Provincial/Federal Enrolment

	K	1	2	3	4	5	6	7	8	9	10	11	12	T
Provincial	5	2	2	6	2	0	2	3	2	1	4	3	6	36
Federal	2	3	0	1	1	4	11	4	13	11	11	17	22	102

Staffing: HAK

- 18 certificated staff
(teachers & administrators)
- 12 support staff
(educational assistants, administrative assistants,
custodians)
- Family School Liaison Worker supported through
Smoky Lake County FCSS

Staffing: Vilna

- 15 certificated staff
(teachers & administrators)
- 10 support staff
(educational assistants, administrative assistants,
custodians)
- Family School Liaison Worker supported through
Smoky Lake County FCSS

Working together:

- Student employment
 - Opportunities for students participating in RAP or Careers: The Next Generation
 - Summer student positions
- Citizenship opportunities
 - Are there volunteer opportunities coordinated through the County in which students or classes could have a role?



Request for Decision (RFD)

Meeting Date: Thursday, March 13, 2025

Agenda Item: #

Topic: March Requests for Donations/Sponsorships

Presented By: Brenda Adamson, Finance

Recommendation:

Motion #1: That Smoky Lake County purchase a bronze sponsorship in the amount of \$500 towards the Victoria Trail Agricultural Society Fair Days, scheduled for August 8 – 10, 2025, in response to the letter request received from Dave Harsulla, dated January 13, 2025

Motion #2: That Smoky Lake County provide funding in the amount of \$200.00 towards The Endurance Riders of Alberta for the Mighty Moose Miles ride scheduled for April 26-27, 2025, in response to the letter request received from Irene van der Kloet dated February 27, 2025

Background:

There are two requests for this meeting:

1. We have received a request for sponsorship from the Victoria Trail Agricultural Society for sponsorship of the 2025 fair days. We can contribute \$250(supporting), \$500 (bronze), \$750, \$1,000(gold), or \$1,500 (platinum) to be recognized as a sponsor. **In 2024 Smoky Lake County paid \$500.00** which was considered a gold sponsorship
2. The Endurance Riders of Alberta will be hosting another endurance ride April 23-27. The request is for cash or items to be used as prizes. **In 2024, Smoky Lake County donated \$200.00**

Benefits:

Supports local events

Disadvantages:

Alternatives:

Council could choose to not contribute to these events.

Financial Implications:

The budget for grants and organizations unspent or uncommitted is \$12,500.

The following funds have been provided thus far:

- ✓ \$500 Vilna Curling Club Memorial Bonspiel
- ✓ \$500 Spedden Fish & Game Family Fishing Event

The annual commitment to be paid in March:

- ✓ \$1,500 Anne Chorney Public Library
- ✓ \$1,500 Smoky Lake Public Library
- ✓ \$1,500 Vilna & District Municipal Library
- ✓ \$1,000 Kalyna Country Performing Arts



Request for Decision (RFD)

- ✓ \$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

Legislation:

na

Intergovernmental:

na

Strategic Alignment:

na

Enclosure(s):

1. *VTAS Sponsorship Request*
2. *Letter from Alberta Endurance Riders*

Signature of the CAO

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



VTAS Fair Days in Waskatenau 2025

Sponsorship Request

The Victoria Trail Agricultural Society is proud to present VTAS Fair Days in Waskatenau from August 8 – 10, 2025, to bring our local communities together for a country style game show, slow pitch ball tournament, parade and more!

We are looking for various levels of sponsors to help make VTAS Fair Days a success. Sponsorship levels are:

- Platinum = \$1,500
- Gold = \$1,000
- Silver = \$750
- Bronze = \$500
- Supporting = \$250

In appreciation of your generosity, all sponsors will be recognized by:

1. Event signage featuring your company name
2. Company logo or name inclusion on the VTAS website and Facebook page
3. Recognition in a "thank you" advertisement in the Redwater Review (local newspaper)

To make a contribution, please complete the attached sponsorship form by Thursday, July 31, 2025.

Thank you for your support!

Sincerely,
Dave Harsulla
VTAS President



To: Reeve and Councillors of Smoky Lake County

Smoky Lake, February 27, 2025

Good morning Reeve Serben and Councillors,

The Endurance Riders of Alberta organize endurance rides throughout the province. Rides are held on either private or crown land, and over the years obtaining permission to ride has become more challenging, so any time our club finds a good ride location, we come back to that region. In 2024, I successfully organized two endurance rides: one in April, and another in September, in the Smoky Lake area. After the fall ride, the landowners generously offered the use of their land for another ride in the future.

We requested and received a generous donation from Smoky Lake County for the spring ride. The next "Mighty Moose Miles" ride is scheduled for April 26-27 just north of Warspite. Weather permitting, this race will be the first in the 2025 season and is expected to bring around 50 riders aged 10-70 from across our province to our beautiful area. There is a strong local connection to this ride as several of my friends in Smoky Lake Town and County have committed to volunteer at this event. We have also purchased food and supplies at local businesses.

Rides are costly: we set up a camp where we need water (for the horses), porta potties and we have two veterinarians for the weekend to vet our horses. Prizes are sometimes donated, but often bought as well. Ride entry fees by far do not cover all our costs.

Seeing that this is a significant event in the region, which may be continued over the years, on behalf of our club, I was hoping that Smoky Lake County would be willing to donate to the club. The donation could be monetary and/or "swag" which we could use as prizes, and a reminder to the recipient where this beautiful ride took place. This would greatly help us organize this event, and our club would appreciate the donation.

On behalf of our club, I thank you for your time and effort and look forward to hearing from you.

If you have any questions regarding this request or would like to contact me, please call or text me at 780-502-7307 or email me at Irene.e.vanderkloet@gmail.com.

Sincerely,

Irene van der Kloet
58472 Range Road 180
Smoky Lake, AB T0A 3C0



Request for Decision (RFD)

Meeting Date: Thursday, March 13, 2025

Agenda Item: #

Topic: Bylaw No. 1472-25: A Bylaw to amend Land Use Bylaw No. 1272-14 to Redistrict the lands legally described as NE-34-59-13-W4M from Residential Conservation Cluster (R2) District to Agriculture (AG) District; and to amend Municipal Development Plan Bylaw No. 1249-12 to Reclassify the lands legally described as NE-34-59-13-W4M from Residential Conservation Area to Agriculture Area; and to amend Bonnie Lake Area Structure Plan No. 1146-07 to Reclassify the lands legally described as NE-34-59-13-W4M from Residential Conservation Area to Agriculture Area.

Presented By: Planning & Development Services

Recommendation: That Smoky Lake County Council give Second & Third Readings to Bylaw No. 1472-25.

Background: On December 17, 2024, an application was received by administration to amend Municipal Development Plan Bylaw No. 1249-12 to reclassify the lands legally described as NE-34-59-13-W4M, Residential Conservation Area to Agriculture Area, to amend Land Use Bylaw No. 1272-14, to redistrict said lands from Residential Conservation Cluster (R2) District to Agriculture (AG) District, and to amend Bonnie Lake Area Structure Plan Bylaw No. 1146-07 to Reclassify the lands legally described as NE-34-59-13-W4M from Residential Conservation Area to Agriculture Area.

Bylaw 1472-25 was given First Reading on January 23, 2025, and a Public Hearing was subsequently held on March 13, 2025, to obtain public feedback both in support of, and in opposition to, the proposed Bylaw. The Applicant's rationale for requesting the change in land use districting/classification is due to the uncertainty regarding the potential access and developability challenges of said lands as currently districted/classified.

Benefits: Nil.

Disadvantages: Loss of lands districted to allow for multi-lot country residential use.

Alternatives: Council may propose changes to Bylaw 1467-24 or defeat said Bylaw.

Financial Implications: Costs of advertising Public Hearing and mailing of notices to adjacent landowners (approximately \$700).

Legislation: Part 17, Municipal Government Act, M-26 RSA 2000

Intergovernmental: Nil.

Strategic Alignment: Nil.

Enclosure(s):

- Application to Amend LUB & Certificate of Title © Attachment 1
- Bylaw 1472-25 © Attachment 2

Approved by the CAO:

Date:

Feb 6, 2025.



Date of Application: December 17, 2024

APPLICATION TO AMEND

- LAND USE BYLAW AREA STRUCTURE PLAN MUNICIPAL DEVELOPMENT PLAN

APPLICANT INFORMATION				
NAME OF APPLICANT CASEY TCHIR		NAME OF REGISTERED LANDOWNER (COMPLETE IF DIFFERENT FROM APPLICANT)		
SIGNATURE		SIGNATURE		
MAILING ADDRESS		MAILING ADDRESS		
		POSTAL CODE	TELEPHONE	
LEGAL DESCRIPTION				
QTR/LSD NE	SECTION 34	TOWNSHIP 59	RANGE 14	W4M
REGISTERED PLAN	BLOCK	LOT		
PLANNIG DOCUMENT				
EXISTING LAND USE DISTRICT <input type="checkbox"/> AGRICULTURAL DISTRICT (AG) <input type="checkbox"/> VICTORIA AGRICULTURE DISTRICT (A1) <input type="checkbox"/> MULTI-LOT COUNTRY RESIDENTIAL DISTRICT (R1) <input checked="" type="checkbox"/> RESIDENTIAL (CLUSTER) CONSERVATION DISTRICT (R2) <input type="checkbox"/> VICTORIA RESIDENTIAL DISTRICT (R3) <input type="checkbox"/> HAMLET RESIDENTIAL DISTRICT (R4) <input type="checkbox"/> HIGHWAY COMMERCIAL DISTRICT (C1) <input type="checkbox"/> VICTORIA COMMERCIAL DISTRICT (C2) <input type="checkbox"/> HAMLET COMMERCIAL DISTRICT (C3) <input type="checkbox"/> INDUSTRIAL DISTRICT (M1) <input type="checkbox"/> RURAL INDUSTRIAL DISTRICT (M2) <input type="checkbox"/> COMMUNITY AND INSTITUTIONAL DISTRICT (P) <input type="checkbox"/> DIRECT CONTROL DISTRICT (DC) <input type="checkbox"/> DIRECT CONTROL LANDFILL DISTRICT (DC1)		PROPOSED LAND USE DISTRICT <input checked="" type="checkbox"/> AGRICULTURAL DISTRICT (AG) <input type="checkbox"/> VICTORIA AGRICULTURE DISTRICT (A1) <input type="checkbox"/> MULTI-LOT COUNTRY RESIDENTIAL DISTRICT (R1) <input type="checkbox"/> RESIDENTIAL (CLUSTER) CONSERVATION DISTRICT (R2) <input type="checkbox"/> VICTORIA RESIDENTIAL DISTRICT (R3) <input type="checkbox"/> HAMLET RESIDENTIAL DISTRICT (R4) <input type="checkbox"/> HIGHWAY COMMERCIAL DISTRICT (C1) <input type="checkbox"/> VICTORIA COMMERCIAL DISTRICT (C2) <input type="checkbox"/> HAMLET COMMERCIAL DISTRICT (C3) <input type="checkbox"/> INDUSTRIAL DISTRICT (M1) <input type="checkbox"/> RURAL INDUSTRIAL DISTRICT (M2) <input type="checkbox"/> COMMUNITY AND INSTITUTIONAL DISTRICT (P) <input type="checkbox"/> DIRECT CONTROL DISTRICT (DC) <input type="checkbox"/> DIRECT CONTROL LANDFILL DISTRICT (DC1)		
MUNICIPAL DEVELOPMENT PLAN: RESIDENTIAL CONSERVATION AREA TO AGRICULTURE AREA		AREA STRUCTURE PLAN: RESIDENTIAL CONSERVATION AREA TO AGRICULTURE AREA		
REASON IN SUPPORT OF APPLICATION FOR AMENDMENT: <div style="background-color: #ccc; height: 40px;"></div>				
OFFICE USE ONLY				
REPORTS	<input type="checkbox"/> Environmental Site Assessment <input type="checkbox"/> Stormwater Management Plan	<input type="checkbox"/> Biophysical Assessment <input type="checkbox"/> Certificate Of Title	<input type="checkbox"/> Geotechnical Report	
APPLICATION FEE \$1,000.00	RECEIPT #	BYLAW NO. 1472-25		

To council regarding reasons for rezoning of NE 34 59 14 W4
Dec17 / 2024

The previous council in 2015 were instructed by developer not to rezone the Property if any work upgrading RRD 132 was required by the developer as it is Two miles long as this work would not be feasible as the cost of that upgrade would cost over 2 million dollars and if HWY 28 turning lanes were needed that would also cost \$500,000 after repaving in 2015 dollars. As that costs would be more than any possible profit of selling lots not including the cost of the property itself and the necessary development costs. The council at the time agreed, but for some reason this council has put this issue back .

The failure to allow access in the NW corner as previously discussed was not given any guarantee even after all necessary reports and studies would be completed. And no decision is being made regarding this after about one year now.

Council is not making a fire smart public safety decision of this area.

The property was placed up for sale for about 10 months other developers showed some interest but then declined due to not being allowed access in the NW corner for easy access to the county amenities and golf course, rather than driving six miles around to amenities that are 1/2 a mile away.

Both the county's MPS and MPS (Jane Dauphinee) are in favour of allowing the NW access. A reduction of the amount of lots was discussed with MPS to about 45 to reduce the impact on the Bonnie Lake Resorts area, no feedback was received, on this matter.

The above issues are the reason for rezoning back to agriculture then will be subdivided to a 50/50 split with 3 additional lots.

As the subdivisions rules on agriculture land only allow one parcel out of a quarter at a time until a building permit is issued this once again shows a lack of desire for the county of Smoky Lake to encourage developers from development in this region. As most people take years to start building on there property after purchase. Including in this letter is a photo from Strathcona County a quarter section that allows 6 lots on one quarter at one time, common sense thinking for tax revenue potential.

I'm requesting this change in our county's zoning rules.

Casey Tchir

3:40

October 2, 2018
1:54 PM

Edit

.IVE ▾



**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1472-25**

A BYLAW OF THE MUNICIPALITY OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA, TO AMEND BYLAW NO. 1272-14 BEING THE LAND USE BYLAW, TO AMEND BYLAW NO. 1249-12 BEING THE MUNICIPAL DEVELOPMENT PLAN, TO AMEND BYLAW NO. 1146-07 BEING THE BONNIE LAKE AREA STRUCTURE PLAN FOR SMOKY LAKE COUNTY.

WHEREAS Council has adopted Smoky Lake County Bylaw No.1146-07 to be used at the Bonnie Lake Area Structure Plan;

WHEREAS Council has adopted Smoky Lake County Bylaw No.1249-12 to be used at the Municipal Development Plan;

WHEREAS Council has adopted Smoky Lake County Bylaw No.1272-14 to be used at the Land Use Bylaw;

WHEREAS it is deemed expedient to amend Bylaw No. 1146-07, Bylaw No. 1249-12, and Bylaw No. 1272-14 as set out in Section 692 of the Municipal Government Act, R.S.A. 2000, c. M-26, and amendments thereto;

WHEREAS a Public Hearing has been held pursuant to Section 216.4 of the Municipal Government Act, R.S.A. 2000, c. M-26, and amendments thereto;

WHEREAS said Public Hearing has been advertised pursuant to Section 606 of the Municipal Government Act, R.S.A. 2000, c. M-26, and amendments thereto;

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

1. Appendix "B" of the Smoky Lake County Land Use Bylaw No. 1272-14 be amended such that all that portions of NE 34-59-13-W4M containing +/- 57.7 Ha (142.70 acres) in size more or less, as shown on Schedule 'A' be rezoned from Residential (Cluster) Conservation District (R2) to Agriculture District (AG).
2. That Section 7.2 of Bylaw No. 1249-12: Municipal Development Plan is hereby amended such that all portions of NE 34-59-13-W4M as shown on Schedule "B", and being approximately +/- 57.7 Ha (142.70 acres) in size more or less be reclassified from Residential Conservation Area to Agricultural Area.
3. That Bylaw No. 1146-07: Bonnie Lake Area Structure Plan is hereby amended such that all portions of NE 34-59-13-W4M as shown on Schedule "C", and being approximately +/- 57.7 Ha (142.70 acres) in size more or less be reclassified from Residential Conservation Area to Agricultural Area.
4. This Bylaw shall come into effect after third and final reading.

Bylaw 1472-25

READ A FIRST TIME IN COUNCIL THIS 23RD DAY OF JANUARY, AD 2025.

Jered Serben
Reeve

SEAL

Kevin Lucas
Chief Administrative Officer

READ A SECOND TIME IN COUNCIL THIS _____ DAY OF _____, AD 2025.

READ A THIRD AND FINAL TIME IN COUNCIL _____ DAY OF _____, AD 2025.

Jered Serben
Reeve

SEAL

Kevin Lucas
Chief Administrative Officer

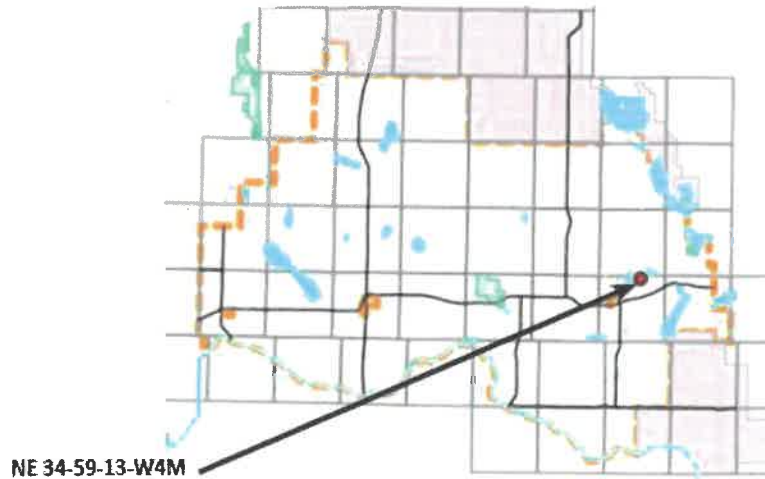
DRAFT

Bylaw 1472-25



SCHEDULE "A" BYLAW NO. 1472-25

REDISTRICIT FROM RESIDENTIAL
CONSERVATION (R2) DISTRICT TO
AGRICULTURE (AG) DISTRICT
UNDER LAND USE BYLAW #1272-14

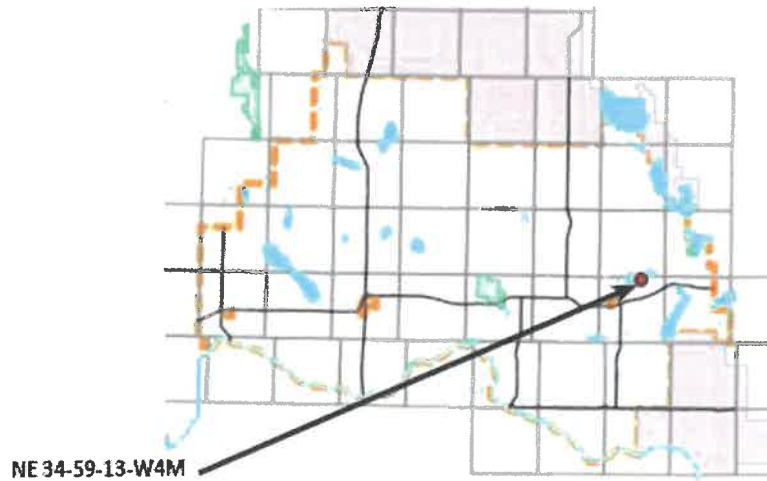


Bylaw 1472-25



SCHEDULE "B" BYLAW NO. 1472-25

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

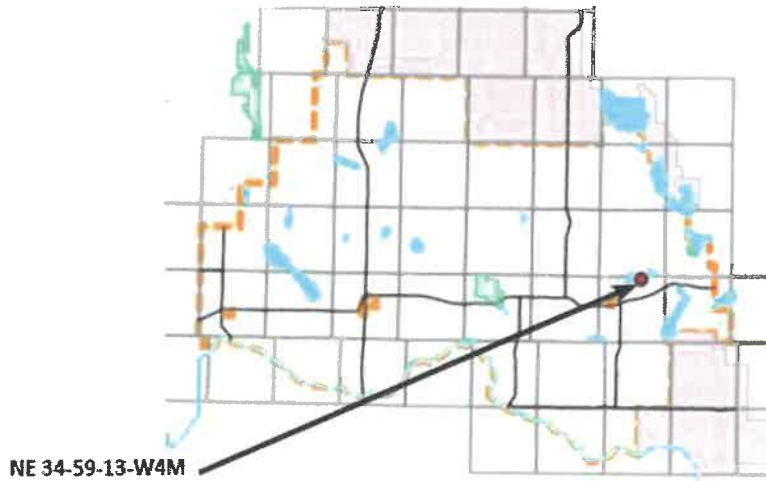


Bylaw 1472-25



SCHEDULE "C" BYLAW NO. 1472-25

RECLASSIFY FROM RESIDENTIAL
CONSERVATION AREA TO
AGRICULTURE AREA UNDER
BONNIE LAKE AREA STRUCTURE
PLAN BYLAW #1146-07





Request for Decision (RFD)

Meeting Date: Thursday, March 13, 2025

Agenda Item: #

Topic: Bylaw 1476-25 Borrowing Bylaw

Presented By: Brenda Adamson, Finance

Recommendation:

That Smoky Lake County give **First Reading, Second Reading, Permission for Third, and Third Reading** to Bylaw No.: 1476-25 Borrowing Bylaw

Background:

A borrowing bylaw is required to have a line of credit and credit cards. The bylaw gives the County authorization to borrow up to \$5,000,000 on the operating line of credit and \$50,000.00 on the Corporate Mastercard Account.

It does not cost anything to have the line of credit available in case of emergency.

Benefits:

Because taxes are due October 31 there is a risk that we will not have enough operating cash and will need to use an overdraft. The risk has been low because we have been borrowing from our savings account instead of borrowing from ATB. For the past several years, we have been managing the cash flow by transferring to and from higher interest savings accounts. This saves some money because cost of borrowing is slightly higher than the revenue earned from interest.

Disadvantages:

none

Alternatives:

Close the line of Credit and cancel the credit cards.

Financial Implications:

Unless Smoky Lake County has an emergency that requires quick access to cash, there will be no financial implications. If we need to use the line of credit, the cost of borrowing on the line of credit is prime +1%. Credit Card transactions are paid monthly therefore we do not usually incur any interest charges. The interest on unpaid credit card transaction is Prime +2%. ATB prime is currently 5.2%.

Legislation:

Borrowing bylaw

251(1) A municipality may only make a borrowing if the borrowing is authorized by a borrowing bylaw.(2) A borrowing bylaw must set out(a) the amount of money to be borrowed and, in general terms, the purpose for which the money is borrowed;(b) the maximum rate of interest, expressed as a percentage, the term and the terms of repayment of the borrowing;(c) the source or sources of money to be used to pay the principal and interest owing under the borrowing.(3) A borrowing bylaw must be advertised.

Operating expenditures

256(1) This section applies to a borrowing made for the purpose of financing operating expenditures.



Request for Decision (RFD)

(2) The amount to be borrowed, together with the unpaid principal of other borrowings made for the purpose of financing operating expenditures, must not exceed the amount the municipality estimates will be raised in taxes in the year the borrowing is made.

(3) A borrowing bylaw that authorizes the borrowing does not have to be advertised if the term of the borrowing does not exceed 3 years.

Intergovernmental:

n/a

Strategic Alignment:

n/a

Enclosure(s):

Bylaw 1476-25

Signature of the CAO: 

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1476-25**

Being a Bylaw to authorize the Municipal Council of the Smoky Lake County, in the Province of Alberta to provide **operating expenditure borrowing** and short-term **capital property borrowing**.

WHEREAS, Sections 256 and 257 of the *Municipal Government Act*, being Chapter M-26 R.S.A. 2000 and amendments thereto, deal with short-term borrowing.

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

1. The Corporation is hereby authorized to borrow from ATB Financial, ("ATB") **Operating Line of Credit not to exceed \$5,000,000.00 (Five Million Dollars and zero cents)**

Corporate Mastercard Account with a credit limit of \$50,000.00 Fifty Thousand Dollars and zero cents)

repayable upon demand at a rate of interest per annum from time to time established by ATB, not to exceed 10% (ten percent) and such interest will be calculated daily and due and payable monthly on the last day of each and every month.

2. **The borrowing is a line of credit** payable on demand and the Corporation is required to pay accrued interest monthly.
3. The Reeve and Chief Administrative Officer are authorized for and on behalf of the Corporation:
 - a. To apply to ATB for the aforesaid loan to the Corporation and to arrange with ATB the amount, terms, and conditions of the loan and security or securities to be given to ATB;
 - i. To execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
 - ii. To give or furnish to ATB all such securities and promises as ATB may require to secure repayment of such loans and interest thereon; and
 - iii. To execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments, and transfers to and in favour of ATB of all or any property, real or personal, moveable or immovable, now or hereafter owned by the Corporation or in which

Bylaw No. 1476-25

the Corporation may have any interest, and any other documents or contracts necessary to give or to furnish to ATB the security or securities required by it.

4. The source or sources of money used to repay the principal and interest owing under the borrowing from ATB are: unpaid taxes and penalties on taxes assessed and/or levied by Smoky Lake County in previous years together with penalties there on, and the whole of the taxes assessed or to be assessed and/or levied for the current year.
5. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the Municipal Government Act.
6. In the event that the Municipal Government Act permits extension of the term of the loan and in the event the Council of the Corporation decides to extend the loan and ATB is prepared to extend the loan, any renewal or extension, bill, debenture, promissory note, or other obligation executed by the officers designated in paragraph 3 hereof and delivered to ATB will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note, or other obligation, and ATB will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document or security.
7. This Bylaw comes into force on the final passing thereof.
8. That Bylaw No. 1460-24 is hereby repealed.

READ a First Time this 13th day of March, AD 2025.

READ a Second Time this 13th day of March, AD 2025

READ a Third and Final Time this 13th day of March, AD 2025 and finally passed by Council.

REEVE

SEAL

CHIEF ADMINISTRATIVE OFFICER



Request for Decision (RFD)

Meeting Date: Thursday, March 13, 2025

Agenda Item: #

Topic: Assessment Review Board Appointments

Presented By: Brenda Adamson, Finance

Recommendation:

That Smoky Lake County, in accordance with Bylaw No. 1417-22: Assessment Review Board, appoint members to the Assessment Review Board (ARB) for Year-2025, as follows:

- **Raymond Ralph, as the ARB Chairperson,**
 - **Gerryl Amarin, as the Certified ARB Clerk, and**
 - **Darlene Chartrand, Sheryl Exley, Tina Groszko, Richard Knowles, Marcel LeBlanc, and Raymond Ralph, as the ARB Certified Panelists**
-

Background:

In 2022 Council contracted the Capital Region Assessment Services Commission (CRASC) to carry out the Assessment Board duties for Smoky Lake County.

All participating municipalities are required to appoint by resolution the following as ARB officials for 2025.

ARB Chairman -	Raymond Ralph
Certified ARB Clerk -	Gerryl Amarin
Certified Panelists -	Darlene Chartrand Sheryl Exley Tina Groszko Richard Knowles Marcel LeBlanc Raymond Ralph

Benefits:

The benefits of contracting out the ARB services are:

The appeal process is perceived as being independent of the taxing authority.

Council members do not have to take training and do not have to be part of the appeal process.

Disadvantages:

There is an annual cost even if there are no appeals.

Alternatives:

Council could appoint members for 2024 and then work to reestablish its own board for 2025.

Financial Implications:

The appointment of board members does not financially impact the County.

Legislation:



Request for Decision (RFD)

Assessment review boards to be established

454 A council must by bylaw establish (a) a local assessment review board to hear complaints referred to in section 460.1(1), and (b) a composite assessment review board to hear complaints referred to in section 460.1(2). 2016 c24 s62

Appointment of members to local assessment review board

454.1(1) A council must (a) appoint at least 3 persons as members of the local assessment review board, (b) prescribe the term of office of each member appointed under clause (a), and (c) prescribe the remuneration and expenses, if any, payable to each member appointed under clause (a). (2) The council must designate one of the members appointed under subsection (1) as the chair of the local assessment review board and must prescribe the chair's term of office and the remuneration and expenses, if any, payable to the chair. (3) The chair may delegate to any other member appointed under subsection (1) any of the powers, duties or functions of the chair. 2016 c24

Intergovernmental:

na

Strategic Alignment:

na

Enclosure(s):

na

Signature of the CAO:

A handwritten signature in blue ink, consisting of several loops and flourishes, written over a horizontal line.



Request for Decision (RFD)

Meeting Date: Thursday, March 13, 2025

Agenda Item: #

Topic: Federation of Alberta Gas Co-ops Ltd. Voting Designate

Presented By: Natural Gas Manager

Recommendation:

That Smoky Lake County appoint Councillor _____ as the voting delegate and Councillor _____ as the alternate voting delegate, to authorize them to vote at the Federation of Alberta Gas Co-ops Ltd. meetings, conventions, annual general meetings, and any other official meeting requiring voting of the Federation; and execute the Designation Form, in accordance with the Federation's Supplemental Bylaws (Section 15).

Background: The Federation of Alberta Gas Co-ops require each member utility to appoint 1 (one) voting delegate and 1 (one) alternate voting delegate for voting that takes place at Zone meeting, Conventions, and AGM's (and any other official meeting requiring voting) except the FIRE AGM, as it is governed by a different set of bylaws.

Benefits: Comply with Federation of Alberta Gas Co-ops requirements within their Supplemental Bylaws.

Disadvantages: N/A

Alternatives: N/A

Financial Implications: N/A

Legislation: N/A

Intergovernmental: N/A

Strategic Alignment: N/A

Enclosure(s):

1. FedGas Supplemental Bylaw 2024 Section 15 Designation Form.
2. Email from FedGas Communications February 28, 2025 titled "Voting Delegation Designation Form".
3. FedGas Supplemental Bylaw Section 15.

Signature of the CAO:

FEDERATION OF ALBERTA GAS CO-OPERATIVES LTD.

Designation Form – Voting Delegate

Section 15 Federation of Alberta Gas Co-ops Ltd. Supplemental Bylaws

The undersigned, _____ being a Member of the Federation of Alberta Gas Co-operatives Ltd, (the "Federation") hereby designates _____ (the voting delegate) and _____ (the alternate voting delegate) , who are duly elected directors or Councillors of the undersigned, to be its voting delegate and its alternate voting delegate as the case may be at all meetings of the Federation in accordance with Section 15 of the Supplemental Bylaws of the Federation.

In the event that the voting delegate cannot vote on behalf of the undersigned, at any meeting of the Federation, the alternate voting delegate shall be at liberty to vote on behalf of the undersigned at that meeting.

This designation revokes all former designations given by the undersigned and shall be in full force and effect until replaced by a like designation.

CERTIFIED THIS _____ DAY OF _____, 20_____.

Name of Member Utility: _____

Per: _____
CHAIR / CHIEF / ELECTED OFFICIAL

Per: _____
VICE CHAIR / DEPUTY CHIEF / ELECTED OFFICIAL

Patti Priest

From: FedGas Communications <communications@fedgas.com>
Sent: February 28, 2025 8:31 AM
Subject: Voting Delegate Designation Form
Attachments: FedGas Supplemental Bylaws 2024 Section 15 Designation Form.pdf

To all Federation Members,

Pursuant to the updated Supplemental Bylaws (Section 15), all Members are required to submit a signed Designation Form, noting that Member's voting delegate and alternate.

Please ensure your utility's completed form is returned to our office via myself (Emily) for record keeping, no later than our upcoming June Members Meeting (June 18th). Do note that this designation does not apply to the FIRE AGM, as that is governed by a different set of bylaws, but will apply to any voting that will take place at future Zone Meetings and Conventions & AGMs (and any other official meeting requiring voting) of the Federation.

Should your designations change, please resubmit an updated form, as required.

If you have any questions or concerns with the form or the process, please contact Tom Kee (tkee@fedgas.com, (780) 416-6543).

Please submit all completed Voting Delegate Designation Forms to ewashko@fedgas.com.

Thank you!



FedGas Member Communications
c/o Emily Ewashko
Communications & Marketing Coordinator
Federation of Alberta Gas Co-ops Ltd.
M:780-416-6543 | D:780-400-3022 | C:780-203-0414
www.fedgas.com


8429 24 Street NW, Edmonton, AB T6P 1L3

~ Supporting the Success of Co-operative and Community Member Utilities ~

Federation of Alberta Gas Co-ops Ltd.

Supplemental Bylaws

November 2024

SECTION 15

Delegates

15.1 Members may be represented at an annual general, special general, and a Zone meeting of the Federation by a Delegate or Delegates, the number of which are determined using the following formula:

- a) two (2) Delegates for each Member that has one hundred (100) Consumers
- b) one additional Delegate for each additional one hundred Consumers (or portion thereof) of the Member
- c) a total of fifteen (15) Delegates

15.2 Subject always to Section 15.3 of these Supplemental Bylaws, each Delegate shall have the same rights and privileges at any annual general, special general, or Zone meeting of the Federation.

15.3 Each Member must, in accordance with Section 15.4 of these Supplemental Bylaws, designate one of its Delegates as its voting delegate and may, in accordance with Section 15.4, designate one of its Delegates as the alternative voting delegate by providing the Executive Director with such designation or designations, as the case may be. The voting delegate or the alternative voting delegate as the case may be, shall be the only Delegate of a Member that shall have the right to cast a vote on any issue for which a vote is called at any annual general, special general, or zone meeting of the Federation. A Member may change such designation or designations at any time provided that seven (7) days written notice is given to the Executive Director.

15.4. A voting delegate must be a current member of the board of a Member or a current member of the Municipal, Band or Settlement Council of a Member.

15.5. The Board shall prescribe, and may from time to time, amend, the form of the designation referred to in Section 15.3 of these Supplemental Bylaws and shall furnish such designation form to the Members.

FEDERATION OF ALBERTA GAS CO-OPERATIVES LTD.

Designation Form – Voting Delegate

Section 15 Federation of Alberta Gas Co-ops Ltd. Supplemental Bylaws

The undersigned, _____ being a Member of the Federation of Alberta Gas Co-operatives Ltd, (the "Federation") hereby designates _____ (the voting delegate) and _____ (the alternate voting delegate) , who are duly elected directors or Councillors of the undersigned, to be its voting delegate and its alternate voting delegate as the case may be at all meetings of the Federation in accordance with Section 15 of the Supplemental Bylaws of the Federation.

In the event that the voting delegate cannot vote on behalf of the undersigned, at any meeting of the Federation, the alternate voting delegate shall be at liberty to vote on behalf of the undersigned at that meeting.

This designation revokes all former designations given by the undersigned and shall be in full force and effect until replaced by a like designation.

CERTIFIED THIS _____ DAY OF _____, 20_____.

Name of Member Utility: _____

Per: _____
 CHAIR / CHIEF / ELECTED OFFICIAL

Per: _____
 VICE CHAIR / DEPUTY CHIEF / ELECTED OFFICIAL



Request for Decision (RFD)

Meeting Date: Thursday, March 13, 2025
Topic: Community Peace Officer Policies
Presented By: CPO

Agenda Item: #

Recommendation:

Motion #1 - That Smoky Lake County Policy 02-11 Peace Officer Annual Reporting be amended.

Motion #2 - That Smoky Lake County Policy 02-32 Peace Officer Video Recording System be amended.

Motion #3 - That Smoky Lake County Policy 2-10 Peace Officer Operational Records be amended.

Motion #4 - That Smoky Lake County Policy 2-18. Peace Officer Use of Force Policy be amended.

Motion #5 - That Smoky Lake County Policy 2-17. Peace Officer Use of Baton be rescinded.

Motion #6 - That Smoky Lake County Policy 2-26 Peace Officer Communications Systems be amended.

Motion #7 - That Smoky Lake County Policy 2-29 Peace Officer Exhibit Policy be amended.

Motion #8 - That Smoky Lake County Policy 2-36 Peace Officer Uniform and Equipment be amended.

Motion #9 - That Smoky Lake County Policy 2-37 Peace Officer Patrol Vehicle be amended.

Background:

These policies govern the function and operation of the Enforcement Services Department and outline operational standards and guidelines. Furthermore, the existence of these policies is required in accordance with the Alberta Public Security Peace Officer Program, Peace Officer Ministerial Regulation, Peace Officer Act, and Peace Officer Policy and Procedure Manual.

Policy 02-11 Peace Officer Annual Reporting

An annual written report is a requirement designed to facilitate communication with the Director of Law Enforcement of the Peace Officer Program, and the Alberta Solicitor General. The amendments to this policy will allow for a new template to be created for annual reporting purposes and will remove the need for the annual report to be amended through Council annually.

Policy 02-32 Peace Officer Video Recording System

The purpose of this policy is to provide the Peace Officer with instructions for the use of video cameras. Video cameras are used by the Peace Officer to ensure their safety and provide detailed and accurate records of information. The revisions to this policy include specific mention to new technology the Peace Officer has access to, as well as data storage and handling protocols.

Policy 02-10 Peace Officer Operational Records

The operational records maintained by Smoky Lake County contain the required information in accordance with Section 14, 15, and 16, **Peace Officer Ministerial Regulations Act**. The operational management system is based primarily on a computer-based system, with paper backups of files upon completion. The program to be used for all reports is the Omnigo Report Exec software. The revisions of this policy were made to reflect the move to new computer-based reporting software, and the guidelines and policies for reporting using the new software.

Policy 02-18 Peace Officer Use of Force

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



Request for Decision (RFD)

The purpose of this policy is to set out the parameters under which defensive tools and force may be deployed by Peace Officer(s) employed by Smoky Lake County while executing authorized duties. This policy is amended from being the OC Spray Policy, to include all Use of Force related items, as well as to update procedures for Use of Force reporting and situations.

Policy 02-17 Peace Officer Use of Baton

This policy specifically was in reference to the Use of Baton by a Peace Officer. This has been included into Policy 02-18, Peace Officer Use of Force, and is no longer necessary.

Policy 02-26 Peace Officer Communications Systems

This policy outlines the operational guidelines for Peace Officer Communications systems. These systems allow for operational safety for the Peace Officer while conducting their assigned duties, as well to track the location of the Peace Officer, should emergency assistance be required. Amendments to this policy removed information that was often subject to change, such as vehicle numbers and cell phone numbers. Revisions also included updated policies for Dispatch procedures.

Policy 02-29 Peace Officer Exhibit Policy

The purpose of this policy is to outline the operational procedures and guidelines for the handling and storage of exhibits that comes into the custody of Smoky Lake County Peace Officer. The revisions to this policy include changing record-keeping methods to the new reporting software, as well as change the format of the Exhibit Log Ledger.

Policy 02-36 Peace Officer Uniform and Equipment Policy

The purpose of the uniform and equipment policy is to establish standards to ensure that the uniformed Community Peace Officer be identified as the law enforcement authority in Smoky Lake County and be readily identifiable to the public through the proper wearing of uniform and equipment. Revisions to this policy include differentiating between a Dress Uniform and a Duty Uniform, and the policies for wearing each. Additionally, the policy was updated to address how hair is worn, in the case the Peace Officer has longer hair. Specific details regarding the Peace Officer Shoulder Flash were also revised to allow for easier changes in Shoulder Flash design.

Policy 02-36 Peace Officer Uniform and Equipment Policy

The purpose of the uniform and equipment policy is to establish standards to ensure that the uniformed Community Peace Officer be identified as the law enforcement authority in Smoky Lake County and be readily identifiable to the public through the proper wearing of uniform and equipment. Revisions to this policy include differentiating between a Dress Uniform and a Duty Uniform, and the policies for wearing each. Additionally, the policy was updated to address how hair is worn, in the case the Peace Officer has longer hair. Specific details regarding the Peace Officer Shoulder Flash was also revised to allow for easier changes in Shoulder Flash design.

Policy 02-37 Peace Officer Patrol Vehicle Policy

The purpose of this policy is to outline the operational procedures and guidelines for use, procurement, and replacement of the Peace Officer patrol vehicle. The Community Peace Officer (CPO), employed by the County, will be provided with a vehicle that meets the specifications consistent with the Alberta Justice and Solicitor General Peace Officer Program. Revisions to this policy allow removed specific unit listing and was made more generic in its application.

Benefits:

Updates CPO Policies to reflect fundamental changes within the Department, outlines more specific operating procedures and guidelines, and reduces the need for constant policy revision.



Request for Decision (RFD)

Disadvantages:

Unknown

Alternatives:

Any alternative to the recommendation is at the discretion of Council.

Financial Implications:

No financial implications are incurred as a result of these changes.

Legislation:

Peace Officer Ministerial Regulations Act & Public Security Peace Officer Program.

Intergovernmental:

N/A

Strategic Alignment:

Priority #3: Emergency Services

Enclosure(s):

1. Policy 02-11 Peace Officer Annual Reporting
 2. Policy 02-32 Peace Officer Video Recording System
 3. Policy 2-10 Peace Officer Operational Records
 4. Policy 2-18. Peace Officer Use of Force Policy
 5. Policy 2-26 Peace Officer Communications Systems
 6. Policy 2-29 Peace Officer Exhibit Policy
 7. Policy 2-36 Peace Officer Uniform and Equipment
 8. Policy 2-37 Peace Officer Patrol Vehicle
-

Signature of the CAO:

A handwritten signature in black ink, appearing to be "D. [unclear]", written over a horizontal line.

SMOKY LAKE COUNTY



Title: Peace Officer: Annual Reporting	Policy No.: 11-15
Section: 02	Code: P-I
Page No.: 1 of 2	
E	

Legislation Reference:	Peace Officer Ministerial Regulations Act
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Purpose:	To submit a written report to the Alberta Solicitor General on an annual basis on the Peace Officer Program.
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Policy Statement and Guidelines:
<p>1. STATEMENT</p> <p>1.1 Smoky Lake County submitted an Application to the Alberta Justice and Solicitor General and Public Security on August 17, 2006 – Motion 627-06 for “Authorization to Employ a Special Constable.”</p> <p>1.2 Under the Public Security Division – Peace Officer Program, Smoky Lake County was authorized as of January 2007 to be an Employer of a Peace Officer Appointment by the director of Law Enforcement.</p> <p>2. OBJECTIVE</p> <p>2.1 An annual written report is a requirement designed to facilitate communication with the Director of the Alberta Solicitor General.</p> <p>2.2 The annual report includes areas such as the service provided operational practices of the Peace Officer and enforcement related activities, as well as community engagement and general information pertinent to the Program.</p> <p>3. GUIDELINES</p> <p>The Annual report must include:</p> <p>3.1 The general nature of the services provided by the peace officer.</p> <p>3.2 Operational practices of the peace officer.</p> <p>3.3 Enforcement and enforcement-related activities of the peace officer.</p> <p>3.4 Name and position of the agency contact person in a senior management position.</p> <p>3.5 Statistical data related to offences and tickets issued (summaries only) required by the director.</p> <p>3.6 An updated list of peace officers employed and their positions in the agency.</p>

Title: Peace Officer: Annual Reporting		Policy No.: 11-15
Section: 02	Code: P-I	Page No.: 2 of 2 E

Policy Statement and Guidelines:

4. PROCEDURES

4.1 The Annual Written Report format will be in professional in style and must contain all information and data required by the Peace Officer Program.

4.2 The Peace Officer employed by Smoky Lake County will complete the Annual Report by January 31st each year and submit to the Director of Law Enforcement, Public Security Peace Officer Program.

4.3 The Peace Officer will, on completion of the Annual Report, provide a copy of the report to the Chief Administrative Officer and County Council.

	Date	Resolution Number
Approved	March 27, 2008	# 367-08 - Page # 8639
Amended	February 19, 2009	# 250-09 - Page # 8862
Amended	January 21, 2010	# 261-10 - Page # 9217
Amended	January 27, 2011	# 262-11 - Page # 9612
Amended	February 23, 2012	# 316-12 - Page # 9971
Amended	March 1, 2013	# 468-13 - Page # 10504
Amended	February 20, 2014	# 253-14 - Page # 11086
Amended	March 26, 2015	# 490-15 - Page # 11716
Amended	February 18, 2016	# 377-16 - Page # 12076
Amended	February 16, 2017	# 367-17 - Page # 12517
Amended	January 25, 2018	# 206-18 - Page # 12923
Amended	January 31, 2019	# 280-19 - Page # 13443
Amended	January 23, 2020	# 360-20 - Page # 13962
Amended	January 28, 2021	# 291-21 - Page # 14436
Amended	January 25, 2024	# 284-24 - Page # 15488

SMOKY LAKE COUNTY



Title: Peace Officer: Video Recording System	Policy No.: 32-01
Section: 02	Code: P-S
	Page No.: 1 of 3

Legislation Reference:	Peace Officer Ministerial Regulations Act Public Security Peace Officer Program
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Purpose:	To purpose of this policy is to provide the Peace Officer with instructions for the use of video cameras. Video cameras are used by the Peace Officer to ensure their safety and provide detailed and accurate records of information.
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Policy Statement and Guidelines:	
<p>1. STATEMENT:</p> <p>1.1 Video cameras are an effective law enforcement tool that can reduce violent confrontations and complaints against officers. To ensure the safety and accountability of Smoky Lake County's Peace Officer and/or Bylaw Officer, the Peace Officer will be provided with a body worn camera and an in-car camera capable of capturing audio. Smoky Lake County is committed to treating the public with the utmost respect and dignity including the respect for their privacy rights.</p> <p>2. OBJECTIVES:</p> <p>2.1 These cameras will provide documentation of the Peace Officer and/or Bylaw Officer's public encounters and will maintain a record of information important for collecting evidence. This will also assist in maintaining public trust and provide accurate disclosure of information in court proceedings.</p> <p>3. DEFINITIONS</p> <p>3.1 Authorized Personnel: individuals who require access to the video surveillance systems and recordings in the performance of their job requirements. Authorized personnel include the CAO or designate and the Peace Officer or Bylaw Officer wearing the device the footage originated from.</p> <p>3.2 Body Worn Camera: a personal recording device attached to the vest of the Peace Officer or Bylaw Officer that records audio and video data.</p> <p>3.3 In Car Camera: A static recording device located on the dashboard of the Peace Officer's vehicle and has camera focused directly out of the vehicle's front windshield, with a portable microphone that can be affixed to the uniform of the Peace Officer.</p> <p>4. GUIDELINES:</p> <p>4.1 The body worn camera will be used only during situations where the Peace Officer or Bylaw Officer believes videorecording is necessary to record an interaction for the purpose of conducting an investigation, or when the Peace Officer or Bylaw Officer believes there may be a risk to their own or another individuals' safety. Recording devices will not be used to conduct blanket surveillance or to record personal conversations between the Peace Officer and/or Bylaw Officer and a member of the public.</p>	

Title: Peace Officer: Video Recording System	Policy No.: 32-01
Section: 02	Code: P-S
	Page No.: 2 of 3

Policy Statement and Guidelines:

- 4.2 Individuals authorized to view recordings from either the body worn camera or the in-car camera are limited to the Chief Administrative Officer or designate, Smoky Lake County Peace Officer, and RCMP members upon request or when an investigation is turned over to their authority. Any data recorded through the Smoky Lake County Peace Officer's recording devices that is requested by an Officer of the Provincial Court of Alberta will be provided.
- 4.3 Still frames of video from the in-car camera are permitted to be maintained in a case file as created by the peace officer and used throughout the course of the Peace Officer's investigation as required and authorized by the Solicitor General of Alberta. A still frame capture of any video cannot be duplicated or sent electronically to any person outside of those permitted to view the video.
- 4.4 The Peace Officer will inform the person being recorded that they are on video prior to engaging in conversation, **should the situation allow for this disclosure.**
- 4.5 All recorded video will be secured on an encrypted storage device, separate from the main Smoky Lake County Server. Backup files will be created and stored on an additional hard drive.
- 4.6 All video files will be transferred directly from the Peace Officer's vehicle **to the secure hard drive storage device** from the Micro SD card. These files will not be removed from the vehicle for any purpose other than to be transferred on to the **secured hard drive storage, or to be used in the process of conducting an investigation, preparing court disclosure, or handing over recording data to the RCMP.** Once the file transfer is complete, all data on the Micro SD card will be destroyed.
- 4.7 All files will be retained as stated in the Peace Officer Operational Records Management System, as per **Policy Statement No. 02-10: Peace Officer: Operational Records Management System.**
- 4.8 All data, images, video and metadata captured, recorded or otherwise produced by the video devices is property of Smoky Lake County.
- 4.9 Anyone that witnesses the unauthorized disclosure of any surveillance recordings that are in violation of this Policy and/or a potential privacy breach must report the incident to the Chief Administrative Officer or designate immediately.
- 4.10 Smoky Lake County will investigate all reported breaches of privacy, unauthorized viewings or disclosures. Any breaches of this Policy by employees may result in disciplinary action up to and including termination of employment.

5. PROCEDURES:

- 5.1 **Chief Administrative Officer or designate:**
 - 5.1.1 Ensure that this policy is enforced.
 - 5.1.2 Approve the placement of all video surveillance equipment.
 - 5.1.3 Approve authorized personnel and access to information collected by the surveillance systems.
 - 5.1.4 Ensure that authorized personnel are familiar with this Policy and providing advice, training and recommendations to assist in compliance with Freedom of Information and Protection of Privacy (FOIP) Act.
 - 5.1.5 Supervise authorized personnel and ensuring their compliance with this Policy.
 - 5.1.6 Investigate and respond to privacy complaints related to surveillance records and security or privacy breaches.

Title: Peace Officer: Video Recording System	Policy No.: 32-01
Section: 02	Code: P-S
	Page No.: 3 of 3

Policy Statement and Guidelines:	
5.1.7	Respond to formal requests to access surveillance records, including law enforcement inquiries.
5.2 Peace Officer:	
5.2.1	Oversee the day-to-day operation of the surveillance systems including quality control for system operations.
5.2.2	Ensure that the review of files is limited to business related activities.
5.2.3	In consultation with the Chief Administrative Officer or designate, arrange for the release of information to the RCMP when required for an investigation.
5.2.4	Ensure that surveillance records and all items related to surveillance are stored in a safe and secure location.
5.3 IT Technician:	
5.3.1	Ensure that surveillance records are kept and maintained accurately by authorized personnel.
5.3.2	Advise on installations, operation, retention and disposal methods of the surveillance records.
5.3.3	Ensure back-up files are created and secured.
5.3.4	Assist in transferring records from the MicroSD card onto the secure storage device and wiping the MicroSD card clean once file transfer is complete.

	Date	Resolution Number
Approved	July 19, 2019	# 925-19 - Page # 13735
Amended		
Amended		

SMOKY LAKE COUNTY



Title: Peace Officer: Operational Records Management System		Policy No.: 10-01
Section: 02	Code:	Page No.: 1 of 2 E

Legislation Reference:	Peace Officer Ministerial Regulations Act
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Purpose:	To identify a process for maintaining the documentation of operational records management system for Peace Officers.
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Policy Statement and Guidelines:	
<p>Statement: The operational records maintained by Smoky Lake County contain the required information in accordance with Section 14, 15, and 16, <i>Peace Officer Ministerial Regulations Act</i>. The operational management system is based primarily on a computer-based system, with paper backups of files upon completion. The program to be used for all reports is the Omnigo Report Exec software.</p> <p>Operational Guidelines</p> <p>1. Incident Reports:</p> <p>1.1 All Investigations are tracked numerically, and each new file is assigned a sequential number by the system (e.g., 001-07, 002-07). Upon completion of a file, a copy is printed off and kept as a hard-copy backup. The hard copy is kept in the Peace Officer's office.</p> <p>1.2 The investigation process information is entered once a file has been opened in the Omnigo Report Exec software.</p> <p>1.3 The concluded investigation file is held in accordance with the Smoky Lake County Retention Bylaw – Bylaw 1134-05: Regulations and Procedures for the Retention and Disposal of County Records. The computer database is always in effect and backed-up on a daily basis.</p> <p>1.4 The Incident report is initiated using the “Reporting” drop-down menu in the Omnigo software and selecting “New Incident Report”.</p> <p>1.4.1 If any Incident required further investigation or follow-up, a follow-up report will be created within the incident report detailing what actions were taken.</p> <p>1.5 Any exhibits collected in regards to an investigation are documented in the report, with an additional entry created in the “Reporting” dropdown called “Lost/Found/Seizure”. The file number created in this will be linked to the original Incident number. The items must be labelled and then stored in the location identified within the report.</p> <p>1.6 Incoming calls relating to an investigation are tracked by the Peace Officer and entered into Report Exec as either a daily event log, or if the call resulted in a report and/or investigation, entered as an Incident Report.</p>	

Title: Peace Officer: Operational Records Management System		Policy No.: 10-01
Section: 02	Code:	Page No.: 2 of 2 E

Policy Statement and Guidelines:	
1.7	Any serious or sensitive incidents that occur outside of the normal complaint process are recorded in an investigation file compiled by the Peace Officer and forwarded to the appropriate authorities. <ul style="list-style-type: none"> 1.7.1 This file will contain all the pertinent information including any referrals to other agencies that were required. 1.7.2 The concluded investigation filed reviewed will be in compliance with policy and Occupational Health and Safety Standards.
2.	Violation Tickets: <ul style="list-style-type: none"> 2.1 The issuance and disposition of Bylaw Violation Tickets and Provincial Violation Tickets are tracked using the Omnigo Report Exec Software. These will be entered under the "Reporting" drop down menu, in the "New Violation Ticket/Tag" category.
3.	Other Documents: <ul style="list-style-type: none"> 3.1 Peace Officer notebooks document day to day activities such as patrol times and locations and any other incidents. The notebooks are retained at the Smoky Lake County Office. 3.2 Shift schedules for the Peace Officer to be approved by the Chief Administrative Officer 3.3 All legal documents, e.g., court reports, are held in accordance with the Smoky Lake County Retention Bylaw – Bylaw 1134-05: Regulations and Procedures for the Retention and Disposal of County Records.
4.	Memorandum of Agreements: <ul style="list-style-type: none"> 4.1 All MOU's in effect with polices agencies are kept in a file title "Memorandum of Understanding" for tracking purposes. 4.2 Expired MOU's are retained in a three-ring binder entitled "Expired: Memorandum of Understanding".

	Date	Resolution Number
Approved	September 20, 2007	# 603-07 - Page # 8473
Amended		
Amended		

SMOKY LAKE COUNTY

Title: Peace Officer Use of Force and Arrest Policy	Policy No.: 18-01
Section: 02	Page No.: 1 of 12

Legislation Reference:	Public Security Peace Officer Program; Peace Officer Act, Peace Officer Ministerial Regulation, Criminal Code of Canada
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Purpose:	Set out the parameters under which defensive tools and force may be deployed by Peace Officer(s) employed by Smoky Lake County while executing authorized duties.
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Policy Statement and Guidelines:**STATEMENT:**

A Peace Officer employed by Smoky Lake County while carrying out his/her duties, is considered a Peace Officer, and is under the legal obligations, authorities and responsibilities specified by the Solicitor General for Alberta in the appointment of a Peace Officer. Subject to this appointment, sworn members of Smoky Lake County are employed for the investigation of alleged offences relating to Provincial statutes and Municipal Bylaws. As Peace Officers, members are authorized to provide objectively reasonable force responses in carrying out their obligations and responsibilities in the execution of their duties. Members shall use as much force as is necessary to achieve compliance, in conforming to the PPCT (Pressure Point Control Tactics) "1 + 1" Theory, when making an arrest and/or providing Officer/Public Protection and to safely control a situation. This theory advocates that Officers can use one level of force higher than the level of resistance used by the subject. The use of force in any situation must be continually evaluated with respect to further action. The member may need to escalate, de-escalate, or cease the use of force as deemed necessary. Sworn members shall not resort to the use of force unless such force is necessary in the course of their duties as a Peace Officer. If the use of force is necessary, the member will apply the Pressure Point Control Tactics Management System Resistance Control Continuum, as trained.

Policy Procedures:**1. Definitions:**

1.01 Assaultive Subject: the subject acts in a way which reasonably leads the officer to believe that he/she or any other person will be assaulted. These actions may include aggressive posturing, punching, kicking, biting and spitting.

1.02 Communication: includes both verbal and non-verbal communication as typified by dialogue, negotiation, directions and loud repetitive commands, all in conjunction with facial expressions, eye contact and body position.

1.03 Conducted Energy Weapon (CEW): an intermediate weapon that delivers a temporarily debilitating electrical charge into a subject. The electrical voltage and current are delivered in a form that is sufficient to disrupt a subject's ability to control their voluntary nervous system, which temporarily denies them the ability to control skeletal muscles used for movement, such as arms and legs.

1.04 Cooperative Subject: the subject complies with verbal commands or other direction.

1.05 Displaying of a Firearm or CEW: un-holstering the weapon or holding it at the low ready position where the public may be able to see it.

1.06 Empty hand soft: techniques such as pressure points and joint locks that cause pain compliance with little or no potential for injury and are used to control passive or defensive resistance.

1.07 Empty hand hard: techniques that are impact orientated and may include distractions, takedowns, punches, kicks and knee-strikes. It is used to control aggressive, evasive or assaultive subjects.

1.08 Firearm: a barreled weapon from which any shot, bullet or other projectile can be discharged and that is capable of causing serious bodily injury or death to a person and includes any frame or receiver of such a barreled weapon and anything that can be adapted for use as a firearm. Pistols, shotguns, carbines are all categorized as firearms.

1.09 Grievous Bodily Harm or Death: the subject acts in a way which leads the officer to reasonably believe that grievous bodily harm or death is imminent to the officer or any other person. These actions may include the use of firearms or weapons of opportunity.

1.10 High Level Resister: the subject uses aggressive movements such as twisting, pushing away, pulling or flailing in an attempt to evade being taken into custody. Due to the dynamic movement involved, injury to the officer, subject or others is a real possibility.

1.11 Intermediate Weapon: a weapon whose normal use is not intended or likely to cause grievous bodily harm or death. Includes, but is not limited to, Oleoresin Capsicum (OC) spray, baton, Conducted Energy Weapon (CEW) and special munitions.

1.12 Less than Lethal Projectile (LLP): Intermediate ammunition which are flexible or non-flexible impact projectiles from a mechanical delivery system (firearm) and are intended to cause motor dysfunction in a subject.

1.13 Lethal Force: lethal force is any force option which is likely or intended to cause grievous bodily harm or death. These include, but are not limited to, the use of a firearm, empty-hand techniques and weapons of opportunity.

1.14 Non-lethal device: Pepper Ball TCP device - a co2 power device that allows a concentrated discharge of a capsule ball irritant spray that upon impact deploys a sprays at the target.

1.15 Officer Presence: The identified physical presence of an officer.

1.16 Oleoresin Capsicum (OC): Is an inflammatory agent that occurs naturally in cayenne pepper. This aerosol weapon is designed to incapacitate a subject who can then be controlled with minimal physical contact.

1.17 Reasonable Force: a level and duration of force appropriate to the risk posed by a subject's actions and responses, threat level, and is time and context appropriate, when shown that reasonable grounds to use force existed. In accordance with section 25 CC and other relevant sections of the CC this definition encompasses the use of only as much

force as is necessary to achieve a lawful purpose. In ruling, on the use of force the courts consider factors including officer, subject and environmental factors.

Training and Qualifications:

2.0 Level 1 Peace Officers shall only be permitted under this policy to effect arrests provided they have received reasonable training in the due process of arrests, and the application of physical force. This training may include, but is not necessarily limited to;

2.0.1 Standard police officer training from any federal, provincial or municipal police force,

2.0.2 Standard law enforcement training from any federal or provincial agency such as Canadian Border Services Agency, Department of Fisheries, Canada Correctional Services or Provincial branches such as Sheriff services or Natural Resource enforcement agencies.

2.0.3 Alberta Peace Officer Induction Training, other Alberta Justice College programs that cover use of force and powers of arrest,

2.0.4 Other law enforcement programs as approved by the Justice and Solicitor General's Office

2.1 Peace Officers shall recertify on the use of force, use of tools and weapons, within the timeline outlined by the Peace Officer Program unless otherwise directed by the Chief Administrative Officer or Designate of the County of Smoky Lake.

General Authority and Operational Guidelines:

3. Use of Force, Arrest and Detention Overview

3.01 Whereas a Peace Officer appointed by the Province of Alberta is appointed under *Section 7(5) of the Peace Officer Act of Alberta*, is a person who is appointed for the purposes of preserving and maintaining the public peace, that person is a Peace Officer as defined under Section 2, the definition, "Peace Officer" under Subsection (c), of the Criminal Code of Canada.

3.02 Whereas a Bylaw Enforcement Officer, appointed under *Section 555 of the Municipal Government Act of Alberta*, is a person who is appointed for the purposes of preserving and maintaining the public peace, that person is a Peace Officer as defined under Section 2, the definition, "Peace Officer" under Subsection (c), of the *Criminal Code of Canada* when in execution of their lawfully appointed duties.

3.03 The authority of Peace Officers governing the use of force is derived from and limited by *Section 25, 26 and 27 of the Criminal Code of Canada*.

3.04 The authority for Peace Officers to effect arrests in the course of their duties is governed fundamentally by *Section 494/495 of the Criminal Code of Canada* whereas it states that a Peace Officer may arrest any person without warrant found committing an indictable offense.

3.05 Peace Officers are not permitted to effect summary offense arrests found under the Criminal Code of Canada unless that offense is stated specifically on their appointment or by warrant that is judicially approved for that Peace Officer.

3.06 Peace Officers are permitted to effect arrests for indictable offenses found committing during the course of their duties as a Peace Officer, but the Peace Officer is required to transfer custody to the police service of jurisdiction if the Peace Officer does not have the authority specifically on their appointment for the offense.

3.07 Peace Officers may effect arrests found under the Provincial or Municipal Statutes that specifically appear on their issued appointment, as summary offense arrests, provided that statute provides legislative authority to make the arrest, or the conditions for a summary offense arrests of *Section 495(2)(d) of the Criminal Code* of Canada is met.

3.08 Peace Officers may execute arrest warrants provided they are issued pursuant to the statutes that specifically appear on their respective appointments.

3.09 Any Peace Officer who effects an arrest shall utilize the standard process as any Peace Officer or Police Officer would use when effecting an arrest under *Section 495 of the Criminal Code of Canada*, including reading the accused his or her rights as found under *Section 10 of the Charter of Rights and Freedoms* as well as the warned caution statement.

3.10 Any Peace Officer who effects an arrest shall conduct a search of the person incident to arrest for any item that may afford evidence to support the arrest, items relevant to officer safety such as weapons, tools of escape such as handcuff keys, or items that may cause harm to the accused.

3.11 Any Peace Officer who effects an arrest of a person in a motor vehicle may conduct a search of the motor vehicle without a warrant, provided it is necessary to satisfy the conditions incidental to arrest, or additional legislative authority exists to conduct a warrantless search.

3.12 Any Peace Officer who is causing a vehicle to be towed as a result of a person being arrested or as directed or permitted by a statute the Peace Officer is authorized to enforce, shall, to ensure the safe storage of the contents, conduct an inventory of the vehicle contents to ensure that the vehicle owners property is properly accounted for.

3.13 Any Peace Officer who, when conducting a vehicle search incident to arrest, or, while conducting an inventory, observes any contents criminal or illegal in nature shall immediately cease their conduct, unless a warrantless search is permitted by a statute that the Peace Officer is authorized to enforce and contact the police of jurisdiction immediately.

3.14 Non-reportable Use of Force Incidents, such as wrist locks, pain-compliance pressure points, or basic joint locks shall be document in the notes and formal report.

3.15 For the purposes of assessing the level of appropriate force necessary, Peace Officers and reviewing Supervisors shall refer to the generally accepted “National Use of Force Model” as found in Schedule A of this policy.

3.16 For the purposes of this policy, the displaying of a defensive weapon is not considered a use of force event, unless the weapon is physically employed.

3.17 An investigative detention is not considered an arrest, although if there is a possible

safety risk posed by a detained person, a Peace Officer may, at their reasonable discretion utilize handcuffs when detaining an individual as well a general pat down to search for weapons or additional items that may afford evidence to an offense being investigated.

Use of Force Particulars

4. Use of Force

4.01 Subject to Section 3.03 of this Policy, when an event occurs where a Peace Officer is required to use force in the course of their duties, that Peace Officer shall only use as much force as reasonably necessary to achieve their objective.

4.02 Whenever practicable and reasonable to do so, prior to the use of force, Officers will provide the subject with a verbal warning that force may be used to gain control of the situation. For greater certainty, repeated lawful commands to stop resisting or to comply with a specific verbal order from the Peace Officer is presumed to be a verbal warning that force may be used.

4.03 When it is impractical to give a warning prior to the application of force, Officers will document the reasons in their notes and report.

4.04 Nothing in this policy prohibits the use of force before verbal warnings or commands can be issued, provided they are reasonable and appropriate in the circumstances as articulated by the Peace Officer.

4.05 Whereas Peace Officers are a person who is appointed for the purposes of preserving and maintaining the public peace, they are permitted to defend or protect themselves, another person or property from the use or threat of force from another person provided that the act committed is reasonable in the circumstances when in the course of their duties.

4.06 When determining what actions are reasonable in the application of force, the Peace Officer is required to consider all relevant circumstances of the person, the other parties and the act, including, but not limited to, the following factors:

4.06.1 the nature of the force or threat;

4.06.2 the extent to which the use of force was imminent and whether there were other means available to respond to the potential use of force;

4.06.3 the person's role in the incident;

4.06.4 whether any party to the incident used or threatened to use a weapon;

4.06.5 the size, age, gender and physical capabilities of the parties involved in the incident;

4.06.6 the nature, duration and history of any relationship between the parties to the incident, including any prior use or threat of force and the nature of that

force or threat;

4.06.7 any history of interaction or communication between the parties to the incident;

4.06.8 the nature and proportionality of the person's response to the use or threat of force; and

4.06.9 whether the act committed was in response to a use or threat of force that the person knew was lawful.

4.07 Provided the Peace Officer is lawfully placed during the course of their duties, the considerations in Section 4.06.1 to 4.06.9 apply during all forms of defense, arrests or investigative detentions.

4.08 Peace Officers must be able to articulate all actions including lawful placement, reasonable application of force, post force reporting and warranting of charges following the use of force incident.

4.09 A use of force incident is any incident where a Peace Officer is required to cause injury, impact or deliberate physical control to a person beyond the degree of basic pressure points or joint locks.

4.10 For greater certainty, a deliberate physical control incident is categorized as causing a person to be brought to the ground to gain compliance or multiple joint locks on an actively resistant or assaultive person.

4.11 All use of force incidents shall be reported through the Report Exec software in the incident report, and the Chief Administrative Officer must be notified as soon as it is reasonable to do so.

4.12 Any use of force incident captured under the Alberta Peace Officer Policy Manual shall be documented on a PS3535 Form and submitted to the Alberta Justice and Solicitor General's Peace Officer Program Office within the timeline outlined by the Peace Officer Policy and Procedures Manual.

Use of Weapons During Use of Force

5. Overview

5.01 Peace Officers are entitled to carry the tools and weapon as they appear on their appointment and are not permitted to carry any tools or weapons that they so wish without prior authorization from then Chief Administrative Officer and/or the Peace Officer Program and Director of Law Enforcement.

5.02 The use or carry of any unauthorized tool or weapon by a Peace Officer is strictly prohibited.

5.03 The tools and weapons that may be found on a Peace Officer, subject to the

authorization on their respective appointment may include but are not limited to;

5.03.1 Extendable/Collapsible Baton;

5.03.2 Oleoresin Capsicum Spray (OC Spray);

5.03.3 Handcuffs;

5.03.4 Body Armor;

5.03.5 Firearms;

5.03.6 Pepperball Tactical Compact Pistol (TCP);

5.03.7 Other tools or equipment necessary to carry out the duties of the Peace Officer, including but not limited to foldable knives, keys, radios, flashlights, radar equipment or other related tools.

5.04 Peace Officers shall only use those tools and weapons in accordance with their pre-existing policies, directives, and training if available.

6. Extendible/Collapsible Batons

6.01 Peace Officers whom have successfully completed certification, may be issued an extendible baton and will be responsible for its care, use and storage.

6.02 Peace Officers shall recertify on baton usage and tactics every 36 months, or sooner if directed by the Chief Administrative Officer.

6.03 All Peace Officers certified in the use of the baton will be required to wear a baton while on uniformed duty.

6.04 All Peace Officers will report any incident in which the baton was used as a means of force to the Chief Administrative Officer or Designate at the earliest reasonable opportunity and will document the use in the incident file. The Peace Officer must also notify the Public Security Division within 24 hours using the designated PS3535 Form.

6.05 Peace Officers who are carrying authorized batons shall inspect their baton on a weekly basis for the following:

6.05.1 Wear and tear on the foam grip;

6.05.2 Bent shaft and stress fractures;

6.05.3 Abrasions on the tip or a loose tip; and

6.05.4 Secure butt cap

6.06 Peace Officers may make minor adjustments to the retaining clip and O-ring to ensure the proper opening and closing capabilities.

Title: Peace Officer Use of Force and Arrest Policy	Policy No.: 18-01
Section: 02	Page No.: 8 of 12

6.07 Peace Officers shall report any defective or damaged baton requiring repair or replacement immediately to the Chief Administrative Officer or Designate.

6.08 Peace Officers shall ensure that when off-duty, the baton is secured in a locked cabinet within the main office, or when on-call or at their residence, secured in a locked cabinet.

6.09 If the baton is used in a use of force incident, the Peace Officer shall as soon as safe and practical to do so, ensure the subject whom which the baton was used on, is uninjured, or assessed by a medical professional.

6.10 The baton is, for the purposes of the Use of Force Model, considered an intermediate weapon.

6.11 The use of a baton as an intermediate weapon, is permitted under the Use of Force Model as a tool of reasonable force against subjects who are actively resistant, assaultive or who pose a risk of imminent grievous bodily harm or death to the Peace Officer or another individual.

7. Oleoresin Capsicum (OC) Spray

7.01 Peace Officers whom have successfully completed the Oleoresin Capsicum (OC) Spray training course are authorized to carry and use OC Spray while on duty if the authority appears on their Peace Officer Appointment.

7.02 Peace Officers shall recertify on baton usage and tactics every 36 months, or sooner if directed by the Chief Administrative Officer.

7.03 All Peace Officers certified in the use of OC Spray will be required to carry an OC Spray while on uniformed duty.

7.04 All Peace Officers will report any incident in which OC Spray was used as a means of force to the Chief Administrative Officer or Designate at the earliest reasonable opportunity and will document the use in the incident file. The Peace Officer must also notify the Public Security Division within 24 hours using the designated PS3535 Form.

7.05 Peace Officers who are carrying authorized OC Spray shall inspect their OC Spray canister on a weekly basis for the following:

7.05.1 Damage to the canister that may jeopardize integrity;

7.05.2 Fluid Levels;

7.05.3 Damage to the flip cap; and

7.05.4 Expiration Dates

7.06 Peace Officers shall report any defective or damaged OC Spray requiring replacement immediately to the Chief Administrative Officer or Designate and must replace the

canister immediately.

7.07 Peace Officers shall ensure that when off-duty, the OC Spray is secured in a locked cabinet within the main office, or when on-call or at their residence, secured in a locked cabinet.

7.08 Whenever reasonable to do so, a Peace Officer shall, prior to use, will advise the potential target(s) that OC Spray may be used if their behavior remains in a state where the use is permitted.

7.09 Nothing in Section 7.08 of this Policy prohibits the deployment or use of OC Spray in the event that prior warning is determined to be unreasonable in the circumstance.

7.10 Following a deployment of OC Spray, the Peace Officer members should wait a moment before approaching the subject to allow the potency of the spray in the air to diminish to a tolerable level, to avoid personal contamination. The Peace Officer should encourage the subject who has been sprayed to relax and breathe normally.

7.11 The Peace Officer must decontaminate the subject at the first reasonable opportunity by exposing the affected area to fresh air and flushing the contaminated area with cool water if available. The Peace Officer should not force decontamination upon a subject who refuses decontamination. However, the Peace Officer is responsible for the subject and shall offer periodic access to water. The Peace Officer will provide immediate medical attention, if the symptoms persist beyond reasonable limits as outlined in the training.

7.12 Any Peace Officer who has used OC Spray on a subject, shall ensure the safety of themselves and victims by placing the subject in handcuffs.

7.13 The OC Spray is, for the purposes of the Use of Force Model, considered an intermediate weapon.

7.14 The use of OC Spray as an intermediate weapon, is permitted under the Use of Force Model as a tool of reasonable force against subjects who are actively resistant, assaultive or who pose a risk of imminent grievous bodily harm or death to the Peace Officer or another individual.

8. Use of Firearms During Use of Force

8.01 Peace Officers employed by Smoky Lake County are currently not authorized to use or carry firearms.

9. Use of Pepperball TCP During Use of Force

9.01 Peace Officers employed by Smoky Lake County are currently not authorized to use or carry Pepperball Tactical Compact Pistols.

10. Use of CEW During Use of Force

10.01 Although permitted by the Peace Officer Act and Regulations of Alberta, Peace Officers employed by Smoky Lake County are not authorized to carry or use CEW's at

this time.

11. Use of Empty Hand Techniques During Use of Force

11.01 The use of Empty Soft Hand and Empty Hard Hand techniques shall always be the primary use of force application whenever practical and possible in the circumstance.

11.02 Empty hand techniques may be applied when a subject begins being passive resistant as found the on the Use of Force model in Schedule A.

11.03 The degree to which empty hand techniques can be utilized safely and successfully shall be constantly evaluated by the Peace Officers, and an increase or decrease in force may be necessary depending on subject behavior.

12. Grievous Bodily Harm or Death

12.01 In the event a Peace Officer is confronted with a situation where there is a reasonable threat of grievous bodily harm or death, the Peace Officer shall take whichever means reasonably necessary to protect themselves or another person exposed to grievous bodily harm or death from it.

12.02 Peace Officers shall recognize that in accordance with Section 24.2 of the Alberta Peace Officer Policy Manual they are not permitted to attend calls where the presence of weapons is anticipated, and these events are the mandate of the Royal Canadian Mounted Police or police service of jurisdiction.

12.03 It is recognized that the Peace Officer will encounter many subjects during the course of regular duties that may escalate or resort to violence, as well as possess unanticipated weapons which may be used against a victim or a Peace Officer.

12.04 It is the responsibility of the Peace Officer to act reasonably in the situation and determine the appropriate response, and if possible in the situation act according to Section 24.2 of the Peace Officer Policy Manual.

12.05 Peace Officers may resort to a weapon of opportunity in the event of a grievous bodily harm or death event if immediately necessary to preserve their life or the life of a third-party victim, provided it is necessary, reasonable and appropriate in the circumstances to do so.

12.06 Whereas exposure to a grievous bodily harm or death event is rare and highly unlikely to occur, it is not considered to be a regular duty of the Peace Officer, and weapon of opportunity is not definable but considered unique to the circumstance.

12.07 In the event of a grievous bodily harm or death event, the Peace Officer shall, as soon as safe and practical to do so, request the assistance of the police service of jurisdiction and emergency medical services, if an injury or death was sustained by any party.

12.08 In the event of a grievous bodily harm or death event, the Peace Officer shall, as

soon as safe and practical to do so submit an incident report to the Justice and Solicitor General's Peace Officer Program Office.

13. Prohibited Conduct

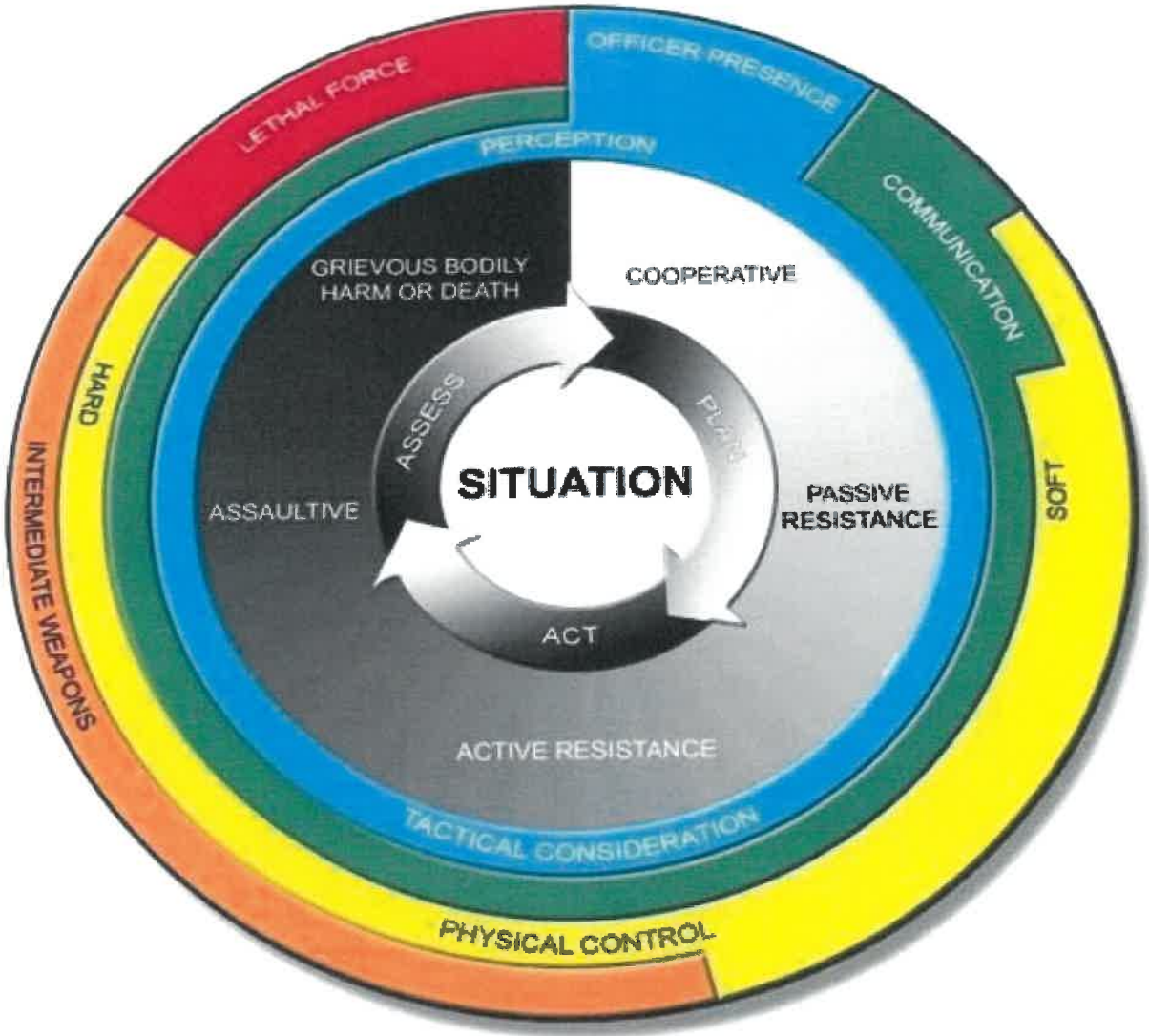
13.01 The use of hog-tying a subject, the concept of restraining both the hands and feet together is prohibited.

13.02 Peace Officers shall not permit a restrained subject to remain in the prone position for any longer than reasonably necessary to restrain an individual and gain control.

13.03 The use of any form of chokeholds are prohibited.

13.04 Peace Officers shall refrain from applying direct pressure to the spinal cord of subjects as a method of securing control of the subject except for in exigent circumstances, to be determined at the discretion of the Peace Officer.

Schedule "A"



	Date	Resolution Number
Approved	February 18, 2010	# 369-10 - Page # 9267
Amended		
Amended		

SMOKY LAKE COUNTY



Title: Peace Officer: Communication System	Policy No.: 26-01
Section: 02	Code: P-R
	Page No.: 1 of 3

Legislation Reference:	Alberta Provincial Statutes
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Purpose:	The purpose of this Policy is to implement a communication system that allows for operational safety for the Peace Officer while conducting their assigned duties, as well as a way to track the location of the Peace Officer, should emergency assistance be required.
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Policy Statement and Guidelines:	
1.	<p>STATEMENT:</p> <p>1.1 To ensure prompt and efficient communication which is vital to the security and well-being of the Peace Officer, a Radio and Communication system shall be maintained at all times to meet the needs of the Peace Officer during the course of routine daily activities and during emergencies.</p>
2.	<p>OBJECTIVE:</p> <p>2.1 Peace Officer always requires the means to communication with the RCMP to enhance officer safety, as well as to facilitate communication regarding operational requirements and tasks/projects.</p> <p>2.2 The public must also be able to contact the Peace Officer whenever necessary for information and assistance. Information received and communicated by Peace Officer such as radio transmissions and emergency telephone conversations are an indispensable source of information for all types of investigations.</p>
3.	<p>GUIDELINES:</p> <p>This communication will occur by:</p> <p><u>Communication Centre:</u></p> <p>3.1 Smoky Lake County does not operate a manned 24-hour communication centre to track communication with the Peace Officer; and therefore, will enter into an agreement with <u>Bonnyville Regional Fire Authority</u> to establish a communication centre for regular contact with a central depot or dispatch to advise of whereabouts and to provide the service to track and communication with the Peace Officer for:</p> <p style="margin-left: 20px;">3.1.1 access to 24-hour dispatch service.</p> <p style="margin-left: 20px;">3.1.2 for capturing and recording radio transmissions and emergency telephone conversations within the communications centre that includes the capability for playback of recordings.</p> <p style="margin-left: 20px;">3.1.3 that specifies security measures for the communications centre.</p>

Title: Peace Officer: Communication System	Policy No.: 26-01
Section: 02	Code: P-R
	Page No.: 2 of 3

Policy Statement and Guidelines:	
3.2	Smoky Lake County's currently has the Titan (GPS Fleet Tracking) system installed in the patrol unit/desktop work stations to track the patrol unit during work hours through the Automatic Vehicle Location (AVL).
3.3	In conjunction with Titan (GPS Fleet Tracking) system, the Gemini Positioning provides electronic two-way communication of a "Help Me Quick" alarm program has been implemented by way of a "personally worn device", "In-vehicle" emergency button, and a laptop "10-33" coded keyboard button.
<u>Radio Communication:</u>	
Peace Officer shall be equipped with up-to-date and modern communication devices/equipment. Therefore, the vehicle and personnel shall have access to two-way radio and cellular phone.	
3.4	Peace Officer Law Enforcement Vehicle will be equipped with two-way radio systems that meet all technical and practical requirements and have a two-way radio capability providing continuous communication between the peace officer on duty and the communications centre through the province-wide radio network system: Bylaw No. 1400-18: Alberta First Responders Radio Communication (AFRRCS) , providing the ability to communicate quickly and effectively with other emergency responders by direct radio connect by press to talk service.
3.5	Peace Officer shall be provided a portable radio device for the day-to-day operational requirements. Portable radios may be on designated peace officer, RCMP and/or Fire radio frequencies.
3.6	Other methods of communication include telephone service by way of local carrier. The Peace Officer is assigned a County owned cell phone used to receive and send messages.
4.	PROCEDURES:
4.1	All issued communication and monitoring equipment shall be used, readily available to the Peace Officer, and maintained accordingly while on duty.
4.2	Peace Officer shall be responsible to use this communication equipment to log "on" and "off" shift and use the relevant, jurisdictional code "10 codes", to identify their current status throughout work shifts.
4.3	Peace Officers must ensure cell phone and radio communications are fully utilized while on duty, when in service to ensure communication support exists.

Title: Peace Officer: Communication System		Policy No.: 26-01
Section: 02	Code: P-R	Page No.: 3 of 3

Policy Statement and Guidelines:	
4.4	Any emergency concerns will be immediately communicated by the Peace Officer to the Chief Administrative Officer or designate, Safety Officer or local Police in the Smoky Lake Detachment depending on response circumstances and request needs.
4.5	Peace Officer attendance to any Residential or Commercial Property will be communicated to the Dispatch service, and the Peace Officer shall specify the length of timer to be used for 10-70 checks while on the property. The County Peace Officer must advise Dispatch of the address of the Property, should the emergency need for assistance arise.
4.6	If, in the opinion of the Peace Officer, conditions exist that may give reasonable cause to believe that performance of an activity constitutes unreasonable risk to the Officer, other County employees and/or members of the Public, the Peace Officer may refuse to do a job and report such concerns to the Chief Administrative Officer or designate.
4.7	Smoky Lake County shall submit the Policy to the Public Security Division, Director of Law Enforcement - Alberta Solicitor General and Public Security and any amendments thereto.

	Date	Resolution Number
Approved	May 23, 2019	# 709-19 - Page # 13656
Amended		
Amended		
Amended		
Amended		

SMOKY LAKE COUNTY



Title: Peace Officer: Exhibit Handling		Policy No.: 29-01
Section: 02	Code: P-S	Page No.: 1 of 3

E

Legislation Reference:	Alberta Provincial Statutes
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Purpose:	To create a policy and procedure for the handling and storage of exhibits that comes into the custody of Smoky Lake County Peace Officer.
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Policy Statement and Guidelines:**1. STATEMENT:**

- 1.1 While performing routine duties, a Peace Officer may have the opportunity to receive found property or be placed in the position of seizing exhibits as evidence.

2. DEFINITION:

- 2.1 Any item gained, recovered or seized during an investigation is to be considered an exhibit.

3. OBJECTIVES:

- 3.1 When any type of exhibit comes into the possession of a Peace Officer, care must be taken to preserve the exhibit in its original form. Further, it is the Peace Officer's responsibility to make sure that the exhibit is safeguarded.

4. GUIDELINES:**Exhibits:**

- 4.1 Whenever a seizure is made, all items will be included in an exhibit report.
- 4.1.1 **Seizure of Motor Vehicle License:** All licenses and license plates seized in relation to any offence (e.g. theft, misuse, etc.) are to be properly marked for identification and exhibit report completed. These items are to be returned to Alberta Registries and the exhibit report documented.
- 4.1.2 **Liquor Exhibits:** Unless there are extenuating circumstances, liquor exhibits can be destroyed on site. If possible, have offender witness destruction. Record in notebook the details and what was destroyed. If possible, utilize the In-Car Video or Body Worn Camera System to record the seizure/destruction and if necessary, the empty bottle will be kept as an exhibit and stored as such.

Title: Peace Officer: Exhibit Handling		Policy No.: 29-01
Section: 02	Code: P-S	Page No.: 2 of 3 <i>E</i>

Policy Statement and Guidelines:

- 4.1.3 **Cannabis or Drugs Exhibits:** While on scene, all attempts to film or document the cannabis or drug seizure shall be utilized. This may be by way of body worn camera or in-car surveillance camera, as part of the investigation procedure. If the Peace Officer is unable to video the seizure, detailed notes are required in the officer's notebook and in the report.
 - 4.1.3.1 If a Peace Officer comes into contact with cannabis or drugs during the normal course of duties, the Peace Officer will advise the RCMP and turn the exhibit to a sworn member of the RCMP. The Peace Officer employed by the County shall not store cannabis or drug exhibits.

- 4.1.4 **Found Property:** is turned in by a citizen, their name, address, telephone number and other information shall be inputted into the system and included on the item, with a proper tag, and a "Lost/Found/Seized" Property report submitted. Found property which is bulky in nature: i.e.) Bicycles etc., shall be kept and secured via locking device within the confines of the Public Works Yard.

- 4.1.5 Exhibits related to criminal offences must be turned over to the RCMP.

Storage of Exhibits:

- 4.2 All exhibits will be stored in the Peace Officer exhibit locked cabinet upon completion of an exhibit report. Where practicable Peace Officers will use an evidence bag, complete an exhibit Report, and place it in the bag before sealing to ensure future identification for evidence purposes.

- 4.3 The Exhibit Log Ledger will be completed when placing any exhibit items in the evidence cabinet, as well as a report in the "Lost/Found/Seized" items section of the Omnigo Reporting software. Access to the Exhibits cabinet will be limited to the Peace Officer and Chief Administrative Officer or designate. Exhibits shall be stored in the evidence cabinet in accordance with County retention policy as well as any applicable laws in Alberta and Canada.

- 4.4 Any property seized to be used as evidence in a Criminal Code proceeding shall be turned over to the RCMP detachment of jurisdiction immediately, after pertinent information, date, name, and rank of the RCMP member to whom the property was given is recorded.

- 4.5 Audio, video and photographic evidence are to be considered as exhibits. If a copy is required for investigation, make a duplicate and handle and store original as above.

Title: Peace Officer: Exhibit Handling		Policy No.: 29-01
Section: 02	Code: P-S	Page No.: 3 of 3

E

Policy Statement and Guidelines:

5. PROCEDURES:

5.1 The Peace Officer making the seizure will, without delay, compile an exhibit report in accordance with **Policy Statement No.: 02-10: Peace Officer: Operational Records Management System**. The Peace Officer must list all articles and include a full description of the item(s) to be contained in the body of the report.

5.2 The Peace Officer making the seizure will ensure that the exhibit is properly tagged/labelled or marked for future identification and recorded using the Omnigo "Lost/Found/Seized" section, which includes the date, incident file number, exhibit number, Peace Officer's initials and regimental number are on the exhibit itself or on the identification tag affixed to the exhibit. The exhibit will be secured in a locked exhibit cabinet with restricted access.

5.2.1 One copy (or original) of the exhibit form listing the seizure article(s) will accompany the exhibit. The "Lost/Found/Seized" item report will be linked to the main Incident Report File in the Omnigo Reporting software.

5.2.2 All exhibits placed into the exhibit cabinet or removed from the exhibit cabinet will have the movement recorded in the exhibit log ledger that is kept secured inside the exhibit cabinet.

5.3 An Exhibit Log Ledger, in accordance with **Schedule "A": Exhibit Log Ledger**, shall be used for recording the seizure and disposition of items deposited into a secure facility for any period of time. The Log consists of a number of columns showing file number, date seized, date placed into storage, and investigating Peace Officer and will track movements of exhibits to and from court.

5.3.1 The Exhibit Log Ledger shall be kept and maintained by the Peace Officer or their designate in their absence and will be kept in the Exhibit Cabinet, in the Smoky Lake County Peace Officer office.

	Date	Resolution Number
Approved	July 19, 2019	# 924-19 - Page # 13733
Amended		
Amended		
Amended		

SMOKY LAKE COUNTY



Title: Peace Officer: Uniform and Equipment		Policy No.: 36-02
Section: 02	Code: P-A	Page No.: 1 of 3

Legislation Reference:	Alberta Provincial Statutes
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Purpose:	To provide Smoky Lake County Community Peace Officer direction on the appropriate standards for uniform dress and equipment.
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Policy Statement and Guidelines:
1. STATEMENT:

- 1.1 This uniform and equipment policy will establish standards to ensure that the uniformed Community Peace Officer be identified as the law enforcement authority in Smoky Lake County and be readily identifiable to the public through the proper wearing of uniform and equipment.

2. OBJECTIVES:

- 2.1 To properly attire the Community Peace Officer in safe and functional uniforms. The uniforms shall adhere to the style and fashion as prescribed by Provincial Legislation.
- 2.2 To identify duty and dress uniform clothing and equipment entitlements for the Community Peace Officer. Damaged or worn-out clothing will be replaced on an as needed basis to be approved by the Chief Administrative Officer.
- 2.3 To ensure that the Community Peace Officer wear the uniform in a consistent manner that reflects positively on themselves and on the County. The appearance of the Community Peace Officer will reflect the professionalism while in uniform and on duty.

3. GUIDELINES:

- 3.1 The Community Peace Officer shall wear a complete uniform for a Level 1 CPO while on duty consistent with the Alberta Justice and Solicitor General Peace Officer Program.
- 3.2 The Community Peace Officer shall at all times while on duty, wear uniform clothing with a visible shoulder flash depicting the Smoky Lake County Enforcement Services crest.

4. PROCEDURES:
Uniform Entitlements:

- 4.1 Upon being employed by Smoky Lake County as a Community Peace Officer, the employee will be provided with complete duty uniforms to wear while on-duty, while in transit to or from work, for court or at other official County functions or events and appearances.

Policy Statement and Guidelines:

- 4.2 The duty uniform will consist of approved short or long-sleeved grey shirt; approved dark navy or black sweater; navy pants either plain or cargo style with reflective vertical grey stripe on either leg; protective vest; black boots; duty belt; hat and tie, if worn, color must correspond to pants or shirt and is not required to wear during normal course of their duties; navy jacket and depending on weather conditions, may wear a black toque plain or displaying the words "Peace Officer". Additional headwear may include a black or navy-blue ball cap displaying the words "Peace Officer", a muskrat fur duty cap, or a Stetson made of either felt or straw, navy blue or black in color, with a grey piece of fabric around the main body of the hat. A safety vest either yellow or lime green in color and bear the words "Community Peace Officer", "Peace Officer", or another title approved by the Director of Law Enforcement across the back. Approved shoulder flash and Peace Officer the words "Peace Officer" will be visible on uniform shirts, vest, and jackets, as outlined in the Peace Officer Policy and Procedure Manual.
- 4.3 The Community Peace Officer shall purchase their footwear in accordance with existing County Policy regarding boot purchase and replacement.
- 4.4 The Community Peace Officer, if approved by the Director of the Peace Officer Program, may wear special uniform shirts or markings in support of community events. The shirts or markings must only be worn on the event date.
- 4.5 The Community Peace Officer shall not wear any part of the uniform when off duty, unless for the purpose of Training, Public Representation, or duties related to employment, except for when the Peace Officer is travelling between their residence and their workplace.
- 4.6 The Community Peace Officer is required to keep their duty uniform in good, clean condition and required to correct damaged articles as soon as practicable. Upon termination of employment as a Community Peace Officer, all uniform clothing items issued by the County shall be returned to the County.
- 4.7 The Community Peace Officer(s) shall maintain a high level of personal hygiene when on duty. Hair should be tied back securely in a bun, ponytail, or similar style to minimize the risk of entanglement or injury.
- 4.8 No Ceremonial Dress uniform will be supplied by the County. Should the Peace Officer wish to obtain a Dress uniform, the uniform will be in accordance with the Alberta Association of Community Peace Officers Regimental Dress Uniform.

Identification:

- 4.9 The Community Peace Officer will be issued an official identification ID card by the Alberta Solicitor General and Public Security bearing the employee's name, identifying information and photo likeness. The Community Peace Officer shall be in possession of their ID card at all times while on-duty as the only legal identification document.
- 4.10 If the Community Peace Officer loses the Peace Officer's identification card, the loss must be immediately reported to the Chief Administrative Officer, Local Police Detachment and the Director of the Peace Officer Program.

Equipment:

- 4.11 For the purposes of personal protection, Peace Officers may only carry items for which they have received authorization to use, as listed on their individual appointments.
- 4.12 Additional equipment may be carried by the Peace Officer on their person with the approval of the Chief Administrative Officer, and if necessary, the Director of Law Enforcement.
- 4.13 The Community Peace Officer is responsible for maintaining and regularly inspecting the uniform belt and the equipment accessories. Damage to any item of equipment shall be reported to the Chief Administrative Officer.
- 4.14 The Chief Administrative Officer will permit the damaged equipment to be replaced as soon as the damage is noticed upon inspection. Damaged equipment will be disposed of and destroyed, as necessary. Supply companies can be consulted for proper disposal process.
- 4.15 An inventory list of the employee's uniform and equipment will be kept and maintained by Community Peace Officer.

	Date	Resolution Number
Approved	February 15, 2023	# 365-23 - Page # 15503
Amended	August 3, 2023	# 775-23 - Page # 15718
Amended		
Amended		
Amended		



SMOKY LAKE COUNTY

Title: Peace Officer Patrol Vehicle	Policy No.: 37-01
Section: 02	Code: P-A
Page No.: 1 of 2	

Legislation Reference:	Alberta Provincial Statutes
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Purpose:	To outline protocol in the provision and use of a Community Peace Officer Patrol Vehicle.
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Policy Statement and Guidelines:

1. STATEMENT:

- 1.1 The Community Peace Officer (CPO), employed by the County, will be provided with a vehicle that meets the specifications consistent with the Alberta Justice and Solicitor General Peace Officer Program.

2. OBJECTIVE:

- 2.1 The CPO will be provided with a vehicle appropriate for their responsibilities and duties. The vehicle will meet the needs and standards of the role for protective and enforcement services undertaken for Smoky Lake County.

3. GUIDELINES:

- 3.1 The vehicle used by the CPO shall be white in color.
- 3.2 Vehicle markings shall be in accordance with the Public Security Peace Officer Program Policy and Procedures manual standards of blue reflective decaling, light bar mounted on the exterior roof of the vehicle, Smoky Lake County markings on the doors and a unit number assigned.

4. PROCEDURES:

Use of Patrol Vehicle:

- 4.1 The CPO will be responsible to ensure that the vehicle they are assigned is operated in a safe and professional manner.
- 4.2 The CPO is only permitted to drive the vehicle for related duties. Travel by other staff members of Smoky Lake County is not permitted except for reasons for servicing or to facilitate repair or exchange.
- 4.3 The CPO may use the vehicle outside the County jurisdiction, when engaged in the performance of their duties, as well as for training courses, public events or approved joint force operations.
- 4.4 The CPO will obtain authorization to take home the patrol vehicle in accordance with ***Policy Statement No. 01-29: County Vehicle Use***.
- 4.5 The CPO will be held personally responsible for any ticketed offenses resulting from the use of the patrol vehicle and is required to adhere to the standards and processes for risk control measures in accordance with ***Policy Statement No. 14A-06: Authorized Vehicle and Equipment Operator***.

Title: Peace Officer Patrol Vehicle		Policy No.: 37-01
Section: 02	Code: P-A	Page No.: 2 of 2

Policy Statement and Guidelines:	
<p><u>Care and Operation of Patrol Vehicle:</u></p> <p>4.6 At the start and end of the shift, the CPO shall make a visual inspection of the patrol vehicle for damages and deficiencies. Findings shall be noted in writing on the appropriate repair forms (<i>Pre – Post Inspection Form</i>) as per Public Works Department procedures.</p> <p>4.7 The patrol vehicle shall be always maintained in sound mechanical fashion to be in a state of “operational readiness”. The vehicle shall be kept neat, orderly, and clean at all times.</p> <p>4.8 While on patrol, unless otherwise required in the execution of duties, the CPO shall not exceed the posted speed limit and shall obey all rules of the road. (<i>Lead by Example</i>).</p> <p><u>Replacement of Patrol Vehicle:</u></p> <p>4.9 The CPO vehicle shall be considered for replacement in accordance with the County Fleet Management Program. In the event a patrol vehicle is replaced, all items related to enforcement, including but not limited to lights and decals will be removed and installed in the new patrol vehicle, if applicable.</p> <p>4.10 The decommissioned vehicle will not have any equipment or identifiable markings as to its previous duty as a patrol vehicle when it is replaced.</p>	

	Date	Resolution Number
Approved	August 3, 2023	# 774-23 - Page # 15716
Amended		
Amended		
Amended		



Request for Decision (RFD)

Meeting Date: Thursday, March 13, 2025

Agenda Item: #

Topic: Policy Statement No. 14-A.02-04

Presented By: Jasmine Schaub, Health and Safety Coordinator, DEM

Recommendation(s):

That Smoky Lake County Policy Statement No. 14-A.02-04 be amended to enhance the incident investigation process, incorporate a crime-related incident investigation procedure, add a follow-up section to the incident report, and include a workplace violence/harassment reporting option.

Background:

The current policy requires updates to improve incident management. The amendments strengthen investigations, formalize crime-related incident procedures, introduce follow-up tracking, and add workplace violence and harassment reporting to align with Occupational Health and Safety (OH&S) Regulations.

Benefits: These updates improve incident investigations, ensuring better prevention and resolution. A crime-related investigation process ensures proper documentation. The follow-up section ensures incidents are tracked to closure. Including workplace violence and harassment reporting fosters transparency and safety while aligning with OH&S Standards.

Disadvantages: 1. *Potential short-term administrative work required to update policies and communicate changes to all employees.*

Alternatives: Maintain the current policy.

Financial Implications: This may cause potential administrative costs related to policy revision and communication.

Legislation: Occupational Health and Safety (OH&S) Regulations.

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

Strategic Alignment: N/A

Enclosure(s):

1. *Policy Statement No. 14-A.02-04*

Signature of the CAO:

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

SMOKY LAKE COUNTY



Title: Incident Reporting		Policy No.: A.02-04
Section: 14	Code: P-I	Page No.: 1 of 9 E

Legislation Reference:	Municipal Government Act, Occupational Health and Safety (OH&S) Act, Regulation and Code
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Purpose:	To create a formal report documenting the facts of an incident, identifying the causes, and determining actions to control losses and prevent future occurrences. This process focuses on identifying root causes, not assigning blame, to minimize injuries, collect relevant data, and implement corrective actions.
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Policy Statement and Guidelines:	
<p>1. OBJECTIVES:</p> <p>1.1. This policy applies to all departments where an incident or injury has occurred on the worksite, but it can also pertain to any unusual worksite occurrences such as near misses, life, injury, property and equipment damage, health and safety issues and claims of General Liability.</p> <p>1.2. The Incident investigation process is the account and analysis of an incident based on Information gathered by a thorough examination of all contributing factors and causes involved. To determine what happened to cause the incident and identify any unsafe conditions, acts or procedures that will help management to identify practical corrective actions.</p> <p>2. DEFINITIONS:</p> <p>2.1. Incident: Any unplanned event that causes injury or losses, which may involve property or general liability and could also involve individuals that are not employees of the County. These types of incidents will be investigated by the supervisory personnel in charge of the specific worksite or equipment involved in the incident.</p> <p>2.2. Near Miss: An unplanned event that did not result in injury, illness or damage – but had the potential to do so. Near misses are warnings of potential incidents and must be reported.</p> <p>2.3. Underlying Causes: The symptoms that contributed to the immediate incident. The underlying causes may not be as obvious as the immediate causes. These can be uncovered by asking probing questions about the unsafe conditions or actions related to the incident, considering both personal and workplace environmental factors.</p> <p>2.4. Work Refusal: A voluntary act made by an employee to cease all duties and tasks related to a job considered unsafe to their physical welfare. An employee can exercise their right to refuse dangerous work under the Occupational Health and Safety Act following immediate notice to a supervisor. The County must inspect the hazard to be remedied immediately before work can be assumed.</p> <p>2.5. Occupational Illness: An event or exposure whose cause is attributable to the workplace environment to illness, disease or disorder that contributes to a condition or worsens a preexisting condition caused by work or working conditions over a long period. Types of hazards include chemical, ergonomic, physical, and psychosocial, which can cause harm or adverse effects in the workplace. Getting resources on such specific hazards and their control will include identification, risk assessment and inspections to keep the workplace environment healthy and safe.</p>	

Title: Incident Reporting		Policy No.: A.02-04
Section: 14	Code: P-I	Page No.: 2 of 9 E

Policy Statement and Guidelines:		
<p>2.6. Workplace Violence: Violence, whether at a work site or work-related, is defined by the OHS Act as the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm and includes domestic or sexual violence.</p> <p>2.7. Workplace Harassment: The OHS Act defines harassment as any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to a worker, or adversely affects the worker's health and safety, and includes conduct, comments, bullying or actions because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and a sexual solicitation or advance, but excludes any reasonable conduct of an employer or supervisor related to the normal management of workers or a work site.</p> <p>3. GUIDELINES:</p> <p>3.1. Employees shall report all incidents to their immediate Manager and the Health and Safety Coordinator.</p> <p>3.2. The Manager and/or Health and Safety Coordinator shall then report it to the Chief Administrative Officer.</p> <p>3.3. The Health and Safety Coordinator shall conduct the incident investigation with the help of the employee's immediate manager when required. The following schedules will be completed to document as the formal written report of incident(s):</p> <p>3.3.1. Schedule "A": Incident Report: To be completed for all incidents.</p> <p>3.3.2. Schedule "B": RMA Insurance: To be accompanied with Schedule "A" <u>only when Auto/Equipment Loss occurs.</u></p> <p>3.3.3. Schedule "C": Incident Report on Municipal Roads by Third Party: To be completed <u>only when Incidents Loss occurs on Municipal Roads by Third Party.</u></p> <p>3.4. The report shall be submitted to the Chief Administrative Officer without delay and shall be reported to the Workers Compensation Board and/or Occupational Health and Safety, as required.</p> <p>3.5. Incidents will be reviewed at Health and Safety Committee meetings to facilitate a thorough analysis of trends, root causes, and corrective actions. The committee plays a crucial role in identifying systemic issues, recommending policy or procedural improvements, and ensuring that corrective measures are effectively implemented. Regular incident reviews enhance collaboration between management and workers, promoting a proactive approach to workplace safety.</p> <p>3.6. Incidents will be reviewed at weekly toolbox meetings to reinforce a strong safety culture, ensure lessons are learned, and prevent recurrence. Regular reviews provide an opportunity to identify root causes, discuss corrective actions, and remind workers of safe work practices. By openly discussing incidents, employees stay informed about potential hazards, fostering accountability and continuous improvement in workplace safety.</p>		

Title: Incident Reporting		Policy No.: A.02-04
Section: 14	Code: P-I	Page No.: 3 of 9 E

Policy Statement and Guidelines:

4. NON-CRIME RELATED INCIDENT INVESTIGATION PROCESS:

4.1. Secure and Assess the Scene

- 4.1.1. Immediately secure the incident scene to preserve evidence and prevent further harm. Assess the area for any unsafe conditions, hazards, or actions that contributed to the incident. The goal is to determine the direct and underlying causes per OH&S regulatory requirements.

4.2. Gather Evidence and Document Findings

- 4.2.1. Collect relevant information by:
- 4.2.1.1. Taking detailed notes of observations.
 - 4.2.1.2. Capturing photographs, sketches, and diagrams.
 - 4.2.1.3. Reviewing equipment, work processes, and environmental conditions.
 - 4.2.1.4. Gathering records such as training documentation, maintenance logs, and hazard assessments.
- 4.2.2. This information will be used to conduct a fact-based analysis and identify the root cause.

4.3. Conduct Witness Interviews

- 4.3.1. Interview witnesses as soon as possible to obtain accurate accounts of the incident.
- 4.3.2. Ask open-ended questions to gather facts.
- 4.3.3. Ensure interviews are conducted in a non-confrontational manner.
- 4.3.4. Document statements carefully to avoid assumptions or bias.

4.4. Analyze Findings and Determine Root Causes

- 4.4.1. Examine all collected data to identify the primary causes of the incident. Consider contributing factors such as worker training, equipment condition, procedures, and environmental factors.

4.5. Develop and Implement Corrective Actions

- 4.5.1. Prepare a formal incident investigation report using **Schedule "A": Incident Report** outlining:
- 4.5.1.1. A summary of findings.
 - 4.5.1.2. The root cause of the incident.
 - 4.5.1.3. Recommended corrective and preventative actions.
 - 4.5.1.4. Assign responsibilities and timelines for implementation.

4.6. Follow-Up and Review

- 4.6.1. Ensure corrective actions are implemented and effective. Monitor compliance, provide additional training if necessary, and review the incident at **Toolbox Talks** and **Health and Safety Committee meetings** to reinforce lessons learned.

5. CRIME RELATED INCIDENT INVESTIGATION PROCESS:

5.1. Notify Police and Secure the Scene

- 5.1.1. Immediately notify law enforcement and follow their instructions. Secure the scene to preserve evidence and prevent tampering. Ensure that no one enters the area unless necessary for safety.

Title: Incident Reporting		Policy No.: A.02-04
Section: 14	Code: P-I	Page No.: 4 of 9 E

<p>Policy Statement and Guidelines:</p> <p>5.2. Assess the Situation and Provide Assistance</p> <p>5.2.1. Evaluate the scene for immediate dangers, injuries, or ongoing threats. Provide first aid as needed and call emergency medical services if required. Document initial observations without disturbing evidence.</p> <p>5.3. Collaborate with Law Enforcement</p> <p>5.3.1. Work closely with police investigators by:</p> <p>5.3.1.1. Providing relevant internal records, such as logs or reports.</p> <p>5.3.1.2. Assisting in forensic analysis if required.</p> <p>5.3.1.3. Maintaining chain of custody for any workplace-related evidence.</p> <p>5.4. Follow the Non-Crime Related Incident Investigation Process once receiving approval from law enforcement.</p>
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	Date	Resolution Number
Approved	August 16, 2007	# 539-07 - Page # 8424
Amended	February 20, 2014	# 252-14 - Page # 11083
Amended	February 24, 2022	# 421-22 - Page #15008
Amended		

INCIDENT REPORT

PAGE TWO

Underlying Causes:

Recommendations: To prevent re-occurrence of Event?

Action taken: What and by whom?

Safety Officer's Comments/Follow-Up:

WITNESSES

Name:	Phone:	Name:	Phone:
Name:	Phone:	Name:	Phone:

Health and Safety Coordinator Signature: _____

Employee Signature: _____

Investigator Signature: _____

Chief Administrative Officer Signature: _____

Date Completed: _____

Date Completed: _____

Date Completed: _____

Date Reviewed: _____

SCHEDULE "B"
RMA INSURANCE

2510 Sparrow Drive, Nisku, AB. T9E 8N5
PHONE #: 780-955-3639 • FAX #: 780-955-3615

Automobile Policy: Q638342

Heavy Equipment Policy: RSLE2215/22

AUTO / EQUIPMENT LOSS FORM

DATE OF LOSS: _____ CERTIFICATE #: _____

JURISDICTION: _____

CONTACT PERSON: _____ PHONE # _____

YEAR: _____ MAKE MODEL: _____ SERIAL #: _____ PLATE #: _____

DRIVER: _____ DOB: _____

DRIVER'S LICENCE #: _____ YRS. EXP.: _____

PREVIOUS ACCIDENTS/CONVICTIONS: _____

ADDRESS: _____

LOSS PAYABLE/LESSOR: _____

THIRD PARTY INFORMATION

YEAR: _____ MAKE MODEL: _____ SERIAL #: _____

DRIVER: _____ PHONE #: _____ LIC. PLATE #: _____

OWNER: _____ PHONE #: _____

DESCRIPTION OF DAMAGES: _____

NAME OF INSURER: _____ POLICY #: _____

LOCATION OF ACCIDENT: _____

POLICE/RCMP AT SCENE: _____

INJURIES: _____

WITNESS: _____

REPORTED TO RMA online to <https://rmaalberta.com/>
Or contact: New West Adjusters @ 780-489-3310

YES NO



SCHEDULE "C" SMOKY LAKE COUNTY

INCIDENT REPORT On Municipal Roads by Third Party

Location: _____

This form is to be filled out for any incident that happens on Smoky Lake County road.

For Completion By Municipality
Date of Incident _____
Time of Incident _____
When did you first learn of The incident (Date /Time)
When was the Incident Reported? (Date/Time)
Are you aware of any injuries
<input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Serious
<input type="checkbox"/> Hospitalized <input type="checkbox"/> Death <input type="checkbox"/> Unknown

For Completion By Person Attending site
Form Completed By: _____
Title: _____
When were you notified of the incident? (Date/Time)
When did you attend the Incident site? (Date/Time)
Date/Time of Completion of this checklist
Have Photographs taken <input type="checkbox"/> Yes <input type="checkbox"/> No
(Date /Time)

Signature of person completing this checklist: _____

Contact Information: Work Phone: _____ Cell: _____ E-mail: _____

After learning of an accident that occurs on a roadway under the municipality's control, the following people need to be contacted:

<p>Contact Insurers:</p> <p><input type="checkbox"/> Notify Priddle & Associates to determine whether an insurance investigation should begin</p> <p><input type="checkbox"/> https://malberta.com/</p> <p><input type="checkbox"/> Date and time reported _____</p>

Photographs and the following information need to be obtained. Mark a check :

Photographs:

- Path taken by both vehicles before and after losing control
- Final resting position of vehicles
- If vehicles have been removed, remaining as evidence
- General road conditions
- Anything on the road surface that may have contributed to possible losing control
- Road signs on scene

Information:

General road conditions _____

Weather conditions _____

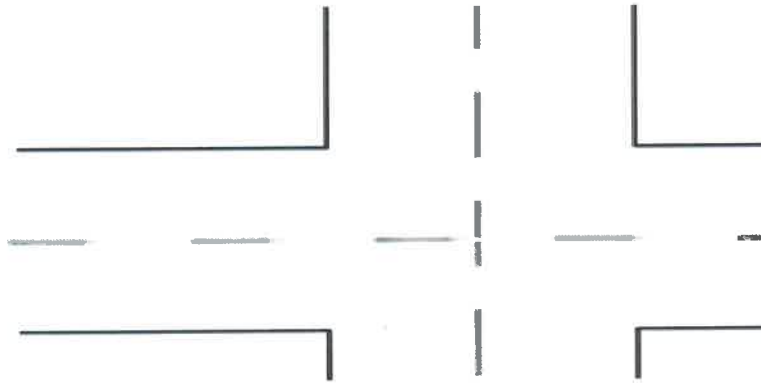
Evidence of impairment _____

Other information

Detailed Description of Event:

Witness? _____

Were first responders present? _____



*show all skid marks and the resting spots of all vehicles involved
* Show road number when possible

THIRD PARTY INFORMATION Vehicle # 1

THIRD PARTY INFORMATION Vehicle # 2

YEAR: _____ MAKE MODEL: _____

YEAR: _____ MAKE MODEL: _____

SERIAL #: _____

SERIAL #: _____

DRIVER: _____

DRIVER: _____

PHONE #: _____

PHONE #: _____

LIC. PLATE #: _____

LIC. PLATE #: _____

OWNER: _____

OWNER: _____

PHONE #: _____

PHONE #: _____

NUMBER OF PASSENGERS _____

NUMBER OF PASSENGERS _____

DESCRIPTION OF DAMAGES: _____

DESCRIPTION OF DAMAGES: _____

NAME OF INSURER: _____

NAME OF INSURER: _____

POLICY #: _____

POLICY #: _____



Request for Decision (RFD)

Meeting Date: Thursday, March 13, 2025

Agenda Item: #

Topic: Alberta Emergency Alert Course Approval

Presented By: Jasmine Schaub, Health and Safety Coordinator, DEM

Recommendation(s):

That Smoky Lake County approve the Health & Safety Coordinator/Director of Emergency Management to take the Alberta Emergency Alert Course with the Government of Alberta to become authorized to issue emergency alerts as the Director of Emergency Management for the County and authorize two senior officials to sign off on the required form for course enrollment.

Background:

The Alberta Emergency Alert system is a critical tool for notifying residents of emergencies such as natural disasters, severe weather, and other public safety threats. To issue alerts, an individual must complete the Government of Alberta's Emergency Alert Course and receive authorization. Enrollment in the course requires the approval and signatures of two senior officials. As the Health & Safety Coordinator and designated Director of Emergency Management for Smoky Lake County, obtaining this certification will allow for direct and immediate communication with the public during emergencies, improving the County's preparedness and response capabilities.

Benefits: Approval of this training will enhance the County's ability to provide timely and accurate emergency alerts, improving public safety and emergency response efficiency. Having an in-house authorized alert issuer reduces reliance on external agencies and ensures quicker dissemination of critical information. This aligns with best practices for emergency management and strengthens the County's ability to respond effectively to crisis situations.

Disadvantages: The only disadvantage is the time required to complete the training (one full day, virtually). However, this is minimal compared to the benefits of having a trained emergency alert issuer within the County.

Alternatives: The County could continue relying on external agencies, or the Town of Smoky Lake for issuing emergency alerts, which may result in delays and less direct control over local emergency communications. Another alternative is to train another staff member instead, though this would still require an investment in time and resources.

Financial Implications: The course is offered by the Government of Alberta at no cost, making the financial impact negligible, other than paid regular wages of one day for course completion.

Legislation: Participation aligns with provincial emergency management regulations and best practices outlined by the Alberta Emergency Management Agency (AEMA).

Intergovernmental: This will strengthen coordination with the Alberta Emergency Management Agency and other regional emergency response partners.

Strategic Alignment: Emergency Services

Enclosure(s):

1. N/A

Signature of the CAO:

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



Request for Decision (RFD)

Meeting Date: Thursday, March 13, 2025

Agenda Item: #

Topic: Annual Safety Meeting

Presented By: Jasmine Schaub, Health and Safety Coordinator, DEM

Recommendation:

That Smoky Lake County Council approve to close the Admin Office and Public Works Shop on Thursday April 17, 2025, to accommodate the attendance of all employees at the Annual Safety Meeting.

Background:

The Annual Safety Meeting for all staff is held yearly, with one exception during the pandemic. Each year, Council allows the County Offices to be closed during this day to allow all County employees to attend. The event serves as a proactive initiative to engage employees, provide safety training, and highlight key health and safety protocols. The event includes safety demonstrations, guest speakers, training sessions, and interactive activities to enhance workplace safety awareness.

Benefits:

The Annual Safety Meeting improves overall safety awareness and compliance among employees. It plays a key role in reducing workplace incidents by equipping staff with the knowledge and skills to recognize and mitigate risks. Employees benefit from up-to-date training on safety regulations and best practices, ensuring they remain informed and prepared. Furthermore, the event fosters a culture of safety and responsibility, reinforcing the County's commitment to a safe working environment.

Disadvantages:

Temporary operational disruptions as employees participate in training sessions.

Alternatives:

Council could choose an alternate date of April 28, 2025.

Financial Implications:

These costs have been included in the 2025 Safety Budget, and any extra expenses may be covered by the COR Certification rebate we receive from WCB.

Legislation:

The legislation, bylaws and/or policies relating to or affecting the recommendation are not listed on this RFD.

Intergovernmental:

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

Strategic Alignment:

Education

Enclosure(s):

N/A

Signature of the CAO:

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



Request for Decision (RFD)

Meeting Date: Thursday, March 13, 2025

Agenda Item: #

Topic: Backsloping Program Application for NW-12-58-14-W4

Presented By: Public Works Manager

Recommendation(s):

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 \$2,500.00, in accordance with County Policy Statement No.03-21-06.

Background:

This program assists in the control of brush and noxious weeds along County Road right-of-ways, reducing the costs of road maintenance. Only County landowners and ratepayers are eligible to apply for funding under this program.

Benefits: Helps control of brush and noxious weeds along County Road right-of-ways.

Disadvantages: None.

Alternatives: Any alternative to the recommendation is at the discretion of Council.

Financial Implications: Up to \$2,500.00 per application, paid out of the 2025 backsloping program budget (\$8,000 budgeted each year for backsloping program).

Legislation: County Policy Statement No.03-21-06: Backsloping Program

Intergovernmental: N/A

Strategic Alignment: N/A

Enclosure(s):

1. Application dated March 4, 2025 from Brad Shapka

Signature of the CAO:

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



ACTION LIST:

January 2025 County Council Meetings

January 9, 2025 Regular Council Meeting			
MOTION NO.	RESOLUTION	DEPARTMENT	ACTION
212-25: Fenerty	That Smoky Lake County Bylaw No. 1468-25: Designation of the Bellis Store & Heritage Shoppe as a Municipal Historic Resource , being a bylaw for the purpose of designating the Bellis Store & Heritage Shoppe as a Municipal Historic Resource, be given FIRST READING be given THIRD and FINAL READING and the Reeve and Interim Chief Administrative Officer be hereby authorized to fix their signatures to all necessary documents and the corporate seal be fastened where it is deemed to be necessary.	Planning & Dev Manager Communications	The Bylaw will be registered against the Certificate of Title for said lands, completing the Municipal Historic Resource Designation process and the P&D Manager is facilitating adding site to the Alberta Register of Historic Places, through the Heritage Resources Management Information System (HeRMIS). A Municipal Historic Resource Designation plaque will be installed in 2025. The bylaw was posted to the website.
213-25: Halisky	That Smoky Lake County Bylaw No. 1469-25: Designation of the White Earth School Hall as a Municipal Historic Resource , being a bylaw for the purpose of designating the White Earth School Hall as a Municipal Historic Resource, be given FIRST READING be given THIRD and FINAL READING and the Reeve and Chief Administrative Officer be hereby authorized to fix their signatures to all necessary documents and the corporate seal be fastened where it is deemed to be necessary.	Planning & Dev Manager Communications	The Bylaw will be registered against the Certificate of Title for said lands, completing the Municipal Historic Resource Designation process and the P&D Manager is facilitating adding site to the Alberta Register of Historic Places, through the Heritage Resources Management Information System (HeRMIS). A Municipal Historic Resource Designation plaque will be installed in 2025. The bylaw was posted to the website.
214-25: Halisky	That Smoky Lake County Bylaw No. 1470-25: Designation of the MacDonald Stopping House General Store & Pine Creek Post Office as a Municipal Historic Resource , being a bylaw for the purpose of designating the MacDonald Stopping House General Store & Pine Creek Post Office as a Municipal Historic Resource, be given FIRST READING be given THIRD and FINAL READING and the Reeve and Chief Administrative Officer be hereby authorized to fix their signatures to all necessary documents and the corporate seal be fastened where it is deemed to be necessary.	Planning & Dev Manager Communications	The Bylaw will be registered against the Certificate of Title for said lands, completing the Municipal Historic Resource Designation process and the P&D Manager is facilitating adding site to the Alberta Register of Historic Places, through the Heritage Resources Management Information System (HeRMIS). A Municipal Historic Resource Designation plaque will be installed in 2025. The bylaw was posted to the website.

ACTION LIST:

January 2025 County Council Meetings



January 9, 2025 Regular Council Meeting			
MOTION NO.	RESOLUTION	DEPARTMENT	ACTION
215-25: Gawalko	That Smoky Lake County Policy Statement No. 62-05-07: Grasshopper Control Compensation, be amended: *See minutes for policy	Municipal Clerk & Comm. Officer	The policy was updated and posted to the Website.
216-25: Gawalko	That Smoky Lake County Policy Statement No. 62-08-01: Agricultural Use of Municipal Right of Way, be adopted: *See minutes for policy	Municipal Clerk & Comm. Officer	The policy was updated and posted to the Website.
217-25: Gawalko	That Smoky Lake County Policy Statement No. 62-17-02: License of Occupation of Road Allowance for Ranching and Farming Purposes, be rescinded as made redundant by Policy Statement No. 62-08-01: Agricultural Use of Municipal Right of Way.	Municipal Clerk & Comm. Officer	The policy was removed from the Website.
218-25: Fenerty	That Smoky Lake County Policy Statement No. 62-30-01: Animal Health & Livestock Emergency Preparedness, be adopted: *See minutes for policy	Municipal Clerk & Comm. Officer	The policy was updated and posted to the Website.
219-25: Halisky	That Smoky Lake County Bylaw No. 1471-25: Fire Protection Services , being a bylaw of providing for the establishment and operation of fire protection services, be given FIRST READING be given THIRD and FINAL READING and the Reeve and Chief Administrative Officer be hereby authorized to fix their signatures to all necessary documents and the corporate seal be fastened where it is deemed to be necessary.	Communications Officer	The Bylaw was posted to the website Jan. 23, 2025.

ACTION LIST:

January 2025 County Council Meetings



January 9, 2025 Regular Council Meeting			
MOTION NO.	RESOLUTION	DEPARTMENT	ACTION
220-25: Fenerty	That Smoky Lake County Council approve to purchase a Year-2025 membership in the amount of \$1,510.20 as per their invoice #2025.028, dated October 02, 2024, calculated as a per capita funding request based on a population of 2,517 x \$0.60/capita, to North Saskatchewan Watershed Alliance (NSWA) .	Accounts Payable	EFT00001738 issued for Jan. 17, 2025.
221-25: Gawalko	That Smoky Lake County Council acknowledge the information received from the January 9, 2025, Delegation: Town of Smoky Lake Family and Community Support Services (FCSS) , Director, Rachelle Amyotte, with Chief Administrative Officer, Dawn Phillips, in respect to Regional FCSS.	Executive Services Clerk	This information was presented as a first step toward gauging if all councils are interested in hearing more, and if each respective Council in the region is interested, then it could be taken to future Joint Municipalities Meeting for further exploration with other FCSS directors from neighbouring communities who have regionalized. For further information contact the Town of Smoky Lake.
222-25: Halisky	That Smoky Lake County Council approve to purchase a Year-2025 membership in the amount of \$829.08, as per their invoice #INV-43416-D1L7Q3, dated December 17, 2024, calculated as a per capita funding request based on a population of 2,517 x \$0.2263/capita, to Federation of Canadian Municipalities (FCM) .	Accounts Payable	EFT 00001732 issued for Jan. 17, 2025.
223-25: Gawalko	That Smoky Lake County Council approve to purchase a Year-2025 membership in the amount of \$400.00 to Go East of Edmonton .	Accounts Payable	EFT00001734 issued for Jan. 17, 2025.
227-25: Halisky	That Smoky Lake County Council approve the ratification of the Collective Agreement between Smoky Lake County and the Canadian Union of Public Employees (CUPE) Local 4575 , effective January 1, 2025, to December 31, 2026.	CAO	A copy of the Council's resolution to ratify was provided to the Union Representative by email on January 13, 2025.

ACTION LIST:

January 2025 County Council Meetings



January 9, 2025 Regular Council Meeting			
MOTION NO.	RESOLUTION	DEPARTMENT	ACTION
228-25: Gawalko	That Smoky Lake County Council approve the ratification of the Collective Agreement between Smoky Lake County and the International Union of Operating Engineers (IUOE) Local 955 , effective January 1, 2025, to December 31, 2026.	CAO	A copy of the Council's resolution to ratify was provided to the Union Representative by email on January 13, 2025.
229-25: Halisky	That Smoky Lake County Council who can attend – attend the Federation of Alberta Gas Co-ops Ltd., Spring 2025 Zone Meeting , scheduled for February 21, 2025, to be held at a location to be determined.	Natural Gas Manager	The event was added to the Councillor Calendar by the Executive Service Clerk, and the Natural Gas Manager notify once the location is determined and register those attending if required.
230-25: Serben	That Smoky Lake County acknowledge receipt of the correspondence received from Alberta Transportation and Economic Corridors Regional Director, dated December 20, 2024, responding to the 2024 Fall RMA meeting noting "As part of the safety improvements along the Highway 28 corridor, the existing intersection at Highway 28 and Highway 855 will be replaced with a two-lane roundabout. An engineering consultant has been engaged and design work is underway. In addition, the following safety improvements are identified for west of Smoky Lake to Highway 36: <ul style="list-style-type: none"> • 12 intersection improvements; • upgrading an existing Safety Rest Area; • constructing two new Safety Rest Areas; • constructing five new climbing/passing lanes; and • improving three horizontal curves." 	Executive Services Clerk	Information retained under Municipal File: 3-161

ACTION LIST:

January 2025 County Council Meetings



January 9, 2025 Regular Council Meeting			
MOTION NO.	RESOLUTION	DEPARTMENT	ACTION
231-25: Serben	That Smoky Lake County acknowledge receipt of the correspondence received from County of Stettler No. 6 to Federation of Canadian Municipalities (FCM), dated December 16, 2024, formally notify the FCM of their decision to not renew their membership for the 2025 fiscal year.	Executive Services Clerk	Information retained under Municipal File: 1-152
232-25: Halisky	That Smoky Lake County acknowledge receipt of the correspondence received from Del Huchulak, received December 1, 2024, in respect to the St. Albert Gazette's October 31, 2024, article titled " Advocacy plays crucial role in thriving communities ".	Executive Services Clerk	Council acknowledged receipt of the correspondence from Mr. Huchulak that was addressed to the Reeve and Council, which included the following statement: "The area we should focus on is attracting new business and investment; as many new arrivals are also seeking business opportunities. It is the right time to create an economic development committee with funding to solicit and promote the business opportunities in our region. As elected officials, this is your responsibility. Please take the necessary action to improve and grow our region." Council is aware of these issues are these concepts are part of the County's 2023-2025 Strategic Plan.
233-25: Gawalko	That Smoky Lake County acknowledge receipt of the correspondence received from the Minister of Public Safety & Emergency Services, dated November 20, 2024, in respect to civilian governance of the RCMP and frequently asked questions.	Executive Services Clerk	Information retained under Municipal File: 2-85
234-25: Serben	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: <ul style="list-style-type: none"> • the decline of rural volunteers for community halls, • rural crime reduction, • rural healthcare, • Local Government Fiscal Framework (LGFF) funding, and • Oil & Gas Property Tax. 	Executive Services Clerk	The Agenda Items were forwarded as requested; however, they were not added to the agenda as there is a new format for submitting agenda items for the district meetings where an RFD with recommendations and background information must be submitted and attached/brought forward by the municipality to present/propose it. Due to this new format there was limited turnaround time to produce a respectable submission.

ACTION LIST:

January 2025 County Council Meetings



January 9, 2025 Regular Council Meeting																																																															
MOTION NO.	RESOLUTION	DEPARTMENT	ACTION																																																												
235-25: Gawalko	<p>That Smoky Lake County “Information Releases” sent to Council for the period of September – November 2024, listed as follows, be filed for information:</p> <table border="1"> <thead> <tr> <th>Tracking Number & Description of Information Released:</th> <th>Date Released:</th> <th>Municipal File #:</th> </tr> </thead> <tbody> <tr> <td>R145-24 - Go East of Edmonton Letter of Support Travel AB Grant</td> <td>Nov. 08, 2024</td> <td>7-28</td> </tr> <tr> <td>R128-24 - LARA Message to the Board & Report</td> <td>Nov. 15, 2024</td> <td>62-9</td> </tr> <tr> <td>R129-24 - LICA Region Lake Summary Report</td> <td>Nov. 15, 2024</td> <td>1-244</td> </tr> <tr> <td>R146-24 - DRAFT Minutes AFCA Region 3, September 28 2024</td> <td>Nov. 15, 2024</td> <td>2-6</td> </tr> <tr> <td>R147-24 - ERWMS Budget to Actual & Draft Minutes - October 2024</td> <td>Nov. 15, 2024</td> <td>4-29</td> </tr> <tr> <td>R148-24 - RMA District Update - November 2024</td> <td>Nov. 15, 2024</td> <td>1-10</td> </tr> <tr> <td>R149-24 - LICA Region Lake Summary Report</td> <td>Nov. 15, 2024</td> <td>1-244</td> </tr> <tr> <td>R150-24 - RMA Contact Newsletter Nov.15, 2024</td> <td>Nov. 18, 2024</td> <td>See RMA Website</td> </tr> <tr> <td>R151-24 - RMA Contact Newsletter Nov.22, 2024</td> <td>Nov. 22, 2024</td> <td>See RMA Website</td> </tr> <tr> <td>R152-24 - Waskatenau Pryveet Dance Meeting Minutes Nov.6 2024</td> <td>Nov. 27, 2024</td> <td>7-69</td> </tr> <tr> <td>R158-24 - RMA Contact Newsletter Nov.29, 2024</td> <td>Nov. 29, 2024</td> <td>See RMA Website</td> </tr> <tr> <td>R153-24 - Managers Monthly Reports Nov-Dec, 2024</td> <td>Dec. 06, 2024</td> <td>N/A</td> </tr> <tr> <td>R154-24 - RMA Follow-up on delinquent oil & gas taxpayers & LGFF</td> <td>Dec. 06, 2024</td> <td>1-10</td> </tr> <tr> <td>R155-24 - RMA Contact Newsletter Dec.6, 2024</td> <td>Dec. 06, 2024</td> <td>See RMA Website</td> </tr> <tr> <td>R156-24 - RMA District Update - December 2024</td> <td>Dec. 12, 2024</td> <td>1-10</td> </tr> <tr> <td>R157-24 - RMA Contact Newsletter Dec.13, 2024</td> <td>Dec. 16, 2024</td> <td>See RMA Website</td> </tr> <tr> <td>R159-24 - RMA 12 18 24 Mature Asset Strategy Member Update #2</td> <td>Dec. 18, 2024</td> <td>1-10</td> </tr> <tr> <td>R160-24 - RMA Contact Newsletter Dec. 20, 2024</td> <td>Dec. 20, 2024</td> <td>See RMA Website</td> </tr> <tr> <td>R161-24 - Evergreen Regional Waste Management Agenda Pkg Items</td> <td>Dec. 23, 2024</td> <td>4-29</td> </tr> </tbody> </table>	Tracking Number & Description of Information Released:	Date Released:	Municipal File #:	R145-24 - Go East of Edmonton Letter of Support Travel AB Grant	Nov. 08, 2024	7-28	R128-24 - LARA Message to the Board & Report	Nov. 15, 2024	62-9	R129-24 - LICA Region Lake Summary Report	Nov. 15, 2024	1-244	R146-24 - DRAFT Minutes AFCA Region 3, September 28 2024	Nov. 15, 2024	2-6	R147-24 - ERWMS Budget to Actual & Draft Minutes - October 2024	Nov. 15, 2024	4-29	R148-24 - RMA District Update - November 2024	Nov. 15, 2024	1-10	R149-24 - LICA Region Lake Summary Report	Nov. 15, 2024	1-244	R150-24 - RMA Contact Newsletter Nov.15, 2024	Nov. 18, 2024	See RMA Website	R151-24 - RMA Contact Newsletter Nov.22, 2024	Nov. 22, 2024	See RMA Website	R152-24 - Waskatenau Pryveet Dance Meeting Minutes Nov.6 2024	Nov. 27, 2024	7-69	R158-24 - RMA Contact Newsletter Nov.29, 2024	Nov. 29, 2024	See RMA Website	R153-24 - Managers Monthly Reports Nov-Dec, 2024	Dec. 06, 2024	N/A	R154-24 - RMA Follow-up on delinquent oil & gas taxpayers & LGFF	Dec. 06, 2024	1-10	R155-24 - RMA Contact Newsletter Dec.6, 2024	Dec. 06, 2024	See RMA Website	R156-24 - RMA District Update - December 2024	Dec. 12, 2024	1-10	R157-24 - RMA Contact Newsletter Dec.13, 2024	Dec. 16, 2024	See RMA Website	R159-24 - RMA 12 18 24 Mature Asset Strategy Member Update #2	Dec. 18, 2024	1-10	R160-24 - RMA Contact Newsletter Dec. 20, 2024	Dec. 20, 2024	See RMA Website	R161-24 - Evergreen Regional Waste Management Agenda Pkg Items	Dec. 23, 2024	4-29	Executive Services Clerk	The information has been retained in the corresponding Municipal Files, as listed.
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237-25: Halisky	<p>That a Smoky Lake County Council Committee of the Whole Retreat for the purpose of Strategic Planning be scheduled for Thursday, January 30 and Friday January 31, 2025, to be held at Smoky Lake Agricultural Society’s Complex, upstairs, if available.</p>	Executive Services Clerk	<p>The upstairs of the Complex was booked on Jan. 10th for the two days at a cost of \$150/day.</p> <p>Due to a scheduling conflict, this retreat needed to be rescheduled and the upstairs of the Complex booking was cancelled on Jan. 29th as no charge.</p> <p>A new date will be chosen at the February 12, 2025, Council meeting.</p>																																																												

ACTION LIST:

January 2025 County Council Meetings



January 23, 2025 Regular Council Meeting									
MOTION NO.	RESOLUTION	DEPARTMENT	ACTION						
241-25: Gawalko	That Smoky Lake County Bylaw No. 1464-24: Non-Residential Tax Incentive , being a bylaw for the purpose of providing a Municipal Property Tax Exemption for Non-Residential Development or Expansions, be given THIRD and FINAL READING and the Reeve and Chief Administrative Officer be hereby authorized to fix their signatures to all necessary documents and the corporate seal be fastened where it is deemed to be necessary.	Communications	The Bylaw was posted on the website Jan.28, 2025.						
242-25: Cere	That Smoky Lake County approve to allocate funding from the 2025 Family and Community Support Services (FCSS) Grant budget in accordance with Policy No. 08-17-01: Family and Community Support Services (FCSS) grant as follows: <table border="1" data-bbox="325 893 1003 958"> <thead> <tr> <th>Community Group</th> <th>Eligibility</th> <th>Funding</th> </tr> </thead> <tbody> <tr> <td>Vilna Veselka Dancing Club</td> <td>Volunteer Appreciation</td> <td>\$1,500.00</td> </tr> </tbody> </table>	Community Group	Eligibility	Funding	Vilna Veselka Dancing Club	Volunteer Appreciation	\$1,500.00	Accounts Payable	Cheque No. 55502, dated Jan 28, 2025.
Community Group	Eligibility	Funding							
Vilna Veselka Dancing Club	Volunteer Appreciation	\$1,500.00							
243-25: Halisky	That Smoky Lake County register a Tax Forfeiture Instrument on the land title for the lands legally described as: Lot 17 Block 1 Plan 1955CL, within the Hamlet of Spedden, under Property Tax Roll #22010117 (which was offered for sale at Public Auction on November 13, 2024 due to non-payment of property taxes and which did not sell), for the purpose of providing “Notification of Municipal Acquisition”, to allow the County to rent, license, lease, or dispose of the said property at a price as close as reasonably possible to market value in an effort to recoup the arrears and taxes.	Finance Manager & Tax Clerk	The notification of Municipal Acquisition was sent to Land Titles on February 5 th .						

ACTION LIST:

January 2025 County Council Meetings



January 23, 2025 Regular Council Meeting			
MOTION NO.	RESOLUTION	DEPARTMENT	ACTION
244-25: Halisky	That Smoky Lake County register a Tax Forfeiture Instrument on the land title for the lands legally described as: Lot 15 Block 2 Plan 0323059, within the Hillside Acres subdivision, near Whitefish Lake, under Property Tax Roll #41410215 (which was offered for sale at Public Auction on November 13, 2024 due to non-payment of property taxes and which did not sell), for the purpose of providing "Notification of Municipal Acquisition", to allow the County to rent, license, lease, or dispose of the said property at a price as close as reasonably possible to market value in an effort to recoup the arrears and taxes.	Finance Manager & Tax Clerk	The notification of Municipal Acquisition was sent to Land Titles on February 5 th .
245-25: Fenerty	That Smoky Lake County Policy Statement No. 62-06-02: Agricultural Service Board Poster Contest, be amended to be as follows: *See minutes for policy	Municipal Clerk & Comm. Officer	The policy was updated and posted to the Website.
246-25: Cere	That Smoky Lake County Policy Statement No. 62-28-07: Mowing Program, be amended to cease mowing operations on October 1 st 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; as follows: *See minutes for policy	Municipal Clerk & Comm. Officer	The policy was updated and posted to the Website.

ACTION LIST:

January 2025 County Council Meetings



January 23, 2025 Regular Council Meeting			
MOTION NO.	RESOLUTION	DEPARTMENT	ACTION
247-25: Gawalko	That Smoky Lake County Bylaw No. 1472-25: A Bylaw to amend land Use Bylaw No. 1272-14: LUB Amendment for NE-34-59-13-W4 from Residential to Agricultural Land , for the purpose of redistricting the lands legally described as NE-34-59-13-W4M from Residential Conservation Cluster (R2) District to Agriculture (AG) District; and to amend Municipal Development Plan Bylaw No. 1249-12 to reclassify the lands legally described as NE-34-59-13-W4M from Residential Conservation Area to Agriculture Area; and to amend Bonnie lake Area Structure Plan No. 1146-07 to reclassify the lands legally described as NE-34-59-13- W4M from Residential Conservation Area to Agriculture Area, be given FIRST READING ; and schedule a Public Hearing for the said Bylaw, for Thursday, March 13, 2025, at 9:15 a.m. , to be advertised in accordance with the Municipal Government Act, in the Redwater Review newspaper and on the County's website.	P&D Manager	A public hearing is scheduled for March 13, 2025, at which time after, second and third reading could be considered.
248-25: Serben	That Smoky Lake County Councillors and relevant administration who can attend - attend the 14 th Annual Alberta CARE (Coordinated Action for Recycling Enterprises) Annual Spring Seminar, scheduled for February 26 to 28, 2025, being held in Camrose, Alberta.	Enviro Ops Manager	Councillor Halisky & Councillor Gawalko are attending and Scott Adamson will be the staff member attending.
249-25: Cere	That Smoky Lake County Policy Statement No. 02-39-01: Primary Highway Enforcement, be adopted: *See minutes for policy	Municipal Clerk & Comm. Officer	The policy was updated and posted to the Website.

ACTION LIST:

January 2025 County Council Meetings



January 23, 2025 Regular Council Meeting						
MOTION NO.	RESOLUTION	DEPARTMENT	ACTION			
250-25: Cere	That Smoky Lake County Policy Statement No. 02-13-02: Emergency Vehicle Operations, be amended: *See minutes for policy	Municipal Clerk & Comm. Officer	The policy was updated and posted to the Website.			
251-25: Fenery	That Smoky Lake County Policy Statement No. 02-11-16: Peace Officer: Annual Reporting, be amended, and forego the "Public Participation" process due to the Annual Reporting being legislatively controlled through the Public Security Peace Officer Program: *See minutes for policy	Municipal Clerk & Comm. Officer	The policy was updated and posted to the Website.			
252-25: Cere	That Smoky Lake County Council approve to honor an extension of the Memorandum of Understanding (MOU) between: the Kosiv District, Ivano-Frankivska Oblast, Ukraine, and the Smoky Lake Region (Smoky Lake County, Town of Smoky Lake, Village of Vilna and Village of Waskatenau), which expires on September 30, 2025, for an additional five (5) years, commencing October 1, 2025, to October 1, 2030, to continue the work of the Ukrainian Twinning Committee which is outlined under Bylaw No. 1404-21, and to show support for our Ukrainian counterparts.		<p>Town of Smoky Lake January 27, 2025 Motion 35-2025:</p> <table border="1"> <tr> <td>27-Jan-25</td> <td>35-2025</td> <td>That Town of Smoky Lake advise the partners of the Ukrainian Twinning Committee that the Town would like to renew the Memorandum of Understanding with Kosiv and continue the Ukrainian Twinning Committee for a period of two years.</td> </tr> </table> <p>There is further discussion in respect to the Ukrainian Twinning Committee at the Joint Town/County Council meeting scheduled for March 3, 2025.</p>	27-Jan-25	35-2025	That Town of Smoky Lake advise the partners of the Ukrainian Twinning Committee that the Town would like to renew the Memorandum of Understanding with Kosiv and continue the Ukrainian Twinning Committee for a period of two years.
27-Jan-25	35-2025	That Town of Smoky Lake advise the partners of the Ukrainian Twinning Committee that the Town would like to renew the Memorandum of Understanding with Kosiv and continue the Ukrainian Twinning Committee for a period of two years.				

ACTION LIST:

January 2025 County Council Meetings



January 23, 2025 Regular Council Meeting			
MOTION NO.	RESOLUTION	DEPARTMENT	ACTION
253-25: Serben	<p>That Smoky Lake County Council defer the three recommendations from the Smoky Lake Regional Heritage Board (SLRHB) presented at the January 13, 2025, Joint Municipalities Meeting, being:</p> <ol style="list-style-type: none"> 1. to form a committee to collaboratively manage historic resources and increase heritage driven tourism; 2. for the County to employ a seasonal temporary employee to augment the existing two employees hired by the Town of Smoky Lake to enhance the visitor experience beyond paper and electronic media, thereby increasing heritage-driven tourism for the region; and 3. to install a tourism booth in a prominent location, with a variety of guides to services and heritage information for visitors from mid-April through to the Pumpkin Fair week; <p>to a future Council meeting where the SLRHB Chairperson, Noreen Easterbrook can be in attendance as a delegation to address Council's questions.</p>	Executive Services	<p>Noreen Easterbrook was a delegation at the February 12, 2025, County Council meeting.</p> <p>The three recommendations were approved. See the February 12, 2025, Council Motions 311-25, 312-25, and 313-25.</p> <p>Further discussion in respect to the SLRHB at the Joint Town/County Council meeting scheduled for March 3, 2025.</p>
254-25: Serben	<p>That Smoky Lake County Councillors and relevant administration who can attend - attend the RMA Rural Municipalities of Alberta, Spring Convention, scheduled for March 17-19, 2025, in Edmonton, Alberta.</p>	Executive Services	<p>6 Rooms have been secured at the Courtyard by Marriott Edmonton Downtown for Council & the CAO.</p> <p>Registration was completed for Kevin, Jered & Dominique on February 10, 2025.</p> <p>Registration for Linda, Lorne & Dan was completed on February 12, 2025.</p>

ACTION LIST:

January 2025 County Council Meetings



January 23, 2025 Regular Council Meeting			
MOTION NO.	RESOLUTION	DEPARTMENT	ACTION
255-25: Serben	<p>That Smoky Lake County pursue the following side meetings with the following provincial Ministries to discuss the following topics, during the RMA Rural Municipalities of Alberta, Spring Convention, scheduled for March 17-19, 2025:</p> <p>Minister of Environment and Protected Areas - Rebecca Schulz:</p> <ul style="list-style-type: none"> • Ensuring emergency access points are accessible on the North Saskatchewan River • Halting the continuation of erosion on Mons Lake's shoreline • Addressing bed and shore, and receding waterline issues at Island Lake <p>Minister of Public Safety and Emergency Services – Mike Ellis:</p> <ul style="list-style-type: none"> • Increasing funding towards Regional Fire Services <p>Minister of Mental Health & Addiction – Dan Williams:</p> <ul style="list-style-type: none"> • Receiving an update on the Healing Water Recovery Centre within the County • Increasing Mental Health opportunities within Smoky Lake's PCN facility • Increasing Mental Health opportunities within Vilna's Health Care Centre <p>Minister of Seniors, Community and Social Services - Jason Nixon</p> <ul style="list-style-type: none"> • Expanding affordable housing opportunities <p>Minister of Transportation and Economic Corridors – Devin Dreeshen</p> <ul style="list-style-type: none"> • Increasing safety and efficiency on highways through improved maintenance. <p>Minister of Technology and Innovation – Nate Glubish</p> <ul style="list-style-type: none"> • Increasing rural broadband for economic diversification and growth <p>Minister of Advanced Education - Rajan Sawhney</p> <ul style="list-style-type: none"> • Expanding advanced education opportunities in underutilized facilities, such as Vilna School <p>Minister of Indigenous Relations – Rick Wilson</p> <ul style="list-style-type: none"> • Building partnerships to ensure future water availability through increased capacity 	Executive Services	<p>Requests for meetings were emailed out to each respective Ministry's Scheduling Coordinators with Cc's to their Assistants on January 31, 2025.</p> <p>Minister of Indigenous Relations - Honorable Rick Wilson meeting confirmed for March 19th @ 8:30 a.m. at the Legislature Building.</p> <p>Meeting with Minister of Public Safety & Emergency Services - Mike Ellis & Minister of Municipal Affairs - Ric McIver meeting was confirmed for March 18th @ 3:00 p.m. at the Legislature Building.</p>

ACTION LIST:

January 2025 County Council Meetings




January 23, 2025 Regular Council Meeting			
MOTION NO.	RESOLUTION	DEPARTMENT	ACTION
256-25: Gawalko	That Smoky Lake County Council approve to provide a letter of support to the Bonnie Lake Social Club, for their grant funding application(s) towards their playground rejuvenation project at Bonnie Lake Resort; and confirm the County will provide in-kind assistance in Year-2025, of manpower and equipment up to a maximum in the amount of \$20,000.00 towards the said project, based on the following rates: <ul style="list-style-type: none"> • Gravel: \$34.00/tonne, • Skid Steer with Operator: \$135.00/hour, • Tandem Truck with Operator: \$137.00/hour, • Laborer: \$35.00/hour. 	Executive Services	Information retained under Municipal File: 61-24 The letter was emailed to the Club on January 23, 2025 with a Cc to the Public Works Manager & County CAO to reference when carrying out the in-kind work in 2025.
259-25: Fenerty	That Smoky Lake County Council acknowledge receipt of the updated report on progress towards the 2023-2025 Strategic Plan Priorities.	Communications Officer	Posted to the website, January 23, 2025.
261-25: Fenerty	That Smoky Lake County acknowledge receipt of the Thank-You correspondence from the Smoky Lake County Community Learning Council (CLC), for the County being the legal host of CLC since 1975; and acknowledge Year-2025 as CLC's 50 th anniversary, by providing a certificate of appreciation to the CLC and congratulate them on social media.	Communications Officer	<p>Appeared on social media on January 29, 2025.</p> <p>Information retained under Municipal File: 17-6</p>

ACTION LIST:

January 2025 County Council Meetings



January 23, 2025 Regular Council Meeting			
MOTION NO.	RESOLUTION	DEPARTMENT	ACTION
262-25: Halisky	That Smoky Lake County acknowledge receipt of the 2024 County Map Sales – Annual Report, received from Inside Outside Studios Inc., dated January 7, 2025, in regard to the sale of virtual Smoky Lake County maps sold through their mobile application software: “iHunter Alberta”, reporting a total of 334 maps sold in Year-2024, which generated a royalty revenue to the County in the amount of \$2,976.00.		Information retained under Municipal File: 7-56
263-25: Halisky	That Smoky Lake County acknowledge receipt of the correspondence from RMA Rural Municipalities of Alberta, dated January 2025, in respect to RMA’s Year-2025 Member Visit (on three-year rotation) and invite them to attend the February 13, 2025 or March 27, 2025 Council meeting, also extending an invitation for MP Shannon Stubbs to attend at the same time.	Executive Services Clerk	<p>RE: RMA Member Visit 2025</p> <p> Patti Priest To 'Natale Bartlett' Cc: Kevin Lucas; Jason Wallsmith Mon 2025-01-27 11:07 AM</p> <p>Good morning Natalie,</p> <p>Smoky Lake County Council determined the best option for them is to have a Member visit during one of our following Council meetings: Thursday, February 13, 2025 (in the afternoon), or Thursday, March 27, 2025 (in the morning or afternoon).</p> <p>To answer specific questions, as requested in the letter, please see the response in red:</p> <ul style="list-style-type: none"> a) Your preference of Member Visit option: <ul style="list-style-type: none"> 1. Standard 1-hour meeting 2. Longer familiarization meeting (up to 3 hours) Smoky Lake County Council would prefer a longer meeting b) Your general council availability per month up to and including September plus any other meetings when all of council will be together. Include potential stand-alone dates separate from your meetings if possible. Smoky Lake County Council Meeting are typically scheduled on the 2nd & 4th Thursday of each month. Mondays often have availability in late mornings and afternoons, as well. c) The key contact’s name, email address, and phone number to schedule the meeting. Patti Priest, patti.priest@smokylakecounty.ab.ca, Direct Line 780-656-1592 <p>Thank you, Patti</p> <p>Information retained under Municipal File: 1-10</p>
264-25: Fenerty	That Smoky Lake County acknowledge receipt of the invitation to participate in the RMA Rural Municipalities of Alberta, Board Governance Review Member Survey, as per their correspondence dated January 6, 2025, and agree to submit a completed survey by the deadline of February 5, 2025.		Council planned on completing the survey jointly by January 31, 2025.

ACTION LIST:

January 2025 County Council Meetings



January 23, 2025 Regular Council Meeting			
MOTION NO.	RESOLUTION	DEPARTMENT	ACTION
271-25: Cere	That Smoky Lake County decline the offer to purchase the County-Owned lands legally described as SE-08-62-13-W4 & SW-08-62-13-W4 (near Whitefish Lake), as discussed under Executive Session on January 23, 2025, under the authority of the FOIP Act Section 16: Third party business interests and Section 27: Privileged information.	P&D Manager	The Planning and Development Manager notified the interested party of Council's decision to decline his offer via letter dated January 30, 2025.
272-25: Halisky	That Smoky Lake County administration bring forward options for potential opportunities in respect the County-Owned lands legally described as SE-08-62-13-W4 & SW-08-62-13-W4 (near Whitefish Lake), to a future Council Meeting, as discussed under Executive Session on January 23, 2025, under the authority of the FOIP Act Section 16: Third party business interests and Section 27: Privileged information.	P&D Manager	The Planning and Development Manager is currently preparing information related to potential opportunities in respect to the County-Owned lands legally described as SE-08-62-13-W4 & SW-08-62-13-W4 (near Whitefish Lake), which will be forwarded to a future Council meeting once finalized.



ACTION LIST:

February 2025 County Council Meetings

February 13, 2025 Regular Council Meeting			
MOTION NO.	RESOLUTION	DEPARTMENT	ACTION
276-25: Fenerty	That Smoky Lake County Bylaw No. 1474-25: Joint Use and Planning Agreement (JUPA) with Lakeland Catholic School District , for the purpose of entering a regional JUPA with the said school district, be given FIRST READING. be given THIRD & FINAL READING , and the Reeve and Chief Administrative Officer be hereby authorized to fix their signatures to all necessary documents and the corporate seal be fastened where it is deemed to be necessary.	P&D Manager Communications	The Bylaw was signed by the Reeve & CAO on February 21, 2025. Posted to the website.
277-25: Halisky	That Smoky Lake County's proposed Bylaw No. 1467-24 : a Bylaw amending the Smoky Lake County Land Use Bylaw No.1272-14 to redistrict all the portions of the lands legally described as Plan 9121735, Lot A (Municipal Address: 58562 RGE RD 183), from "Agriculture (AG) District" to "Rural Industrial (M2) District"; and to amend Municipal Development Plan Bylaw No. 1249-12, to reclassify all the portions of the lands legally described as Plan 9121735, Lot A (Municipal Address: 58562 RGE RD 183), from "Agriculture Area" to "Industrial Area", be DEFEATED, as the applicant has withdrawn , as per the email received by the Planning and Development Manger on February 11, 2025 from Will Merrifield.	P&D Manager	This Bylaw was defeated. The Bylaw Excel master list was updated. The Proponents paid \$1000.00, which covered the cost of advertising and administration's time preparing the Bylaw. The Proponent was not refunded their application in accordance with Bylaw 1463-24: Planning and Development Fees.
278-25: Gawalko	That Smoky Lake County Council agree to respond to the offer received from Mr. John Romaniuk, dated January 27, 2025, relating to the County's Limited Invitation to Tender to lease the lands legally described as SW-8-62-13-W4M & SE-8-62-13-W4M; with a counter-offer of a flexible lease option without a "first right of refusal", and in of the amount of \$510.00, for the period of May 1, 2025, to December 1, 2025.	P&D Manager <i>This was emailed to Jordan on Feb. 21st to fill in the blanks</i>	The Proponents paid \$1000.00, which covered the cost of advertising and administration's time preparing the Bylaw. The Proponent was not refunded their application in accordance with Bylaw 1463-24: Planning and Development Fees.

ACTION LIST:

February 2025 County Council Meetings



February 13, 2025 Regular Council Meeting			
MOTION NO.	RESOLUTION	DEPARTMENT	ACTION
279-25: Fenerty	That Smoky Lake County appoint Stephanie Mahon, as the Returning Officer for the 2025 general Municipal Election, to be held on October 20, 2025, in compliance with the <i>Local Authorities Election Act</i> .	CAO	Stephanie Mahon executed the Oath of Returning Officer on February 20, 2025.
280-25: Fenerty	That Smoky Lake County appoint Kevin Lucas, as the Substitute Returning Officer for the 2025 general Municipal Election, to be held on October 20, 2025, in compliance with the <i>Local Authorities Election Act</i> .	CAO	Kevin Luca executed the Oath of Substitute Returning Officer on February 20, 2025.
281-25: Halisky	That Smoky Lake County enter into a three-year contract agreement for Campground / Recreational Area Supervision & Caretaking Services with Jaclyn Jarema, for the period of May 1 st to November 1 st in each year from 2025 to 2027, at the following locations described as: Hanmore Lake East (16 campsites, 1 group campsite, 1 day-use area, including the change room, 1 camp kitchen), Hanmore Lake West (39 campsites, 1 day-use area, and 1 camp kitchen), and Island Lake (9 campsites, and 1 day-use area).	Enviro & Parks Manager	The Enviro & Parks Manager is scheduled to meet with Jaclyn Jarema during the week of Feb. 26, 2025. The Agreement was executed on February 26, 2025. Filed a PDF of the Agreement in the Municipal File: 61-22, on Feb. 28, 2025
282-25: Fenerty	That Smoky Lake County enter into a three-year contract agreement for Campground / Recreational Area Supervision & Caretaking Services with Fran Byers and Richard Sadowinski, for the period of May 1 st to November 1 st in each year from 2025 to 2027, at the following location described as: Mons Lake, containing 9 campsites, 2 day-use areas with playgrounds.	Enviro & Parks Manager	The Enviro & Parks Manager met with Fran Byers and Richard Sadowinski on February 19, 2025. The Agreement was executed on February 28, 2025. Filed a PDF of the Agreement in the Municipal File: 61-25, on Feb. 28, 2025
283-25: Gawalko	That Smoky Lake County acknowledge there were no proposals received prior to the deadline of January 6, 2025, in response to the County's Request for Proposals (RFP) for 2025 to 2027 Campground / Recreational Area Supervision & Care-taking Services, for the for Bellis Beach and Kaduk Lake locations.	Executive Services Clerk	A proposal was received after the deadline on February 12, 2025 from Dean & Dawn Kozak for Kaduk Lake. It was discovered that the lease for these locations has been expired for some time and the County is no longer the lease holder. Further investigation needs to be done before moving forward.

ACTION LIST:

February 2025 County Council Meetings



February 13, 2025 Regular Council Meeting			
MOTION NO.	RESOLUTION	DEPARTMENT	ACTION
284-25: Fenerty DEFEATED	That Smoky Lake County provide funding in the amount of \$500.00 towards the Vilna & District Agricultural Society Comedy night, scheduled for February 28, 2025, in response to the letter request received from Tamara Flondra, dated January 14, 2024.	Executive Services Clerk	DEFEATED recorded on the Action List for Reference. Tamara Flondra was notified of Council decision by email on February 14, 2025.
285-25: Fenerty	That Smoky Lake County provide funding in the amount of \$500.00 Towards Spedden Fish and Game Association Family Day Fishing Event, scheduled for February 16, 2025, in response to the letter request received from Chris Habiak, dated February 4, 2025.	Accounts Payable	Cheque No. 55561, dated Feb. 19, 2025
286-25: Fenerty	That Smoky Lake County provide funding in the amount of \$500.00 towards the Vilna Curling Club's annual Greg Flondra Memorial Bonspiel, scheduled for February 21 to 23, 2025, in Vilna, in response to the letter request received from Vilna Curling Club, dated January 10, 2025.	Accounts Payable	Cheque No. 55564 dated Feb 19, 2025 Tamara Flondra was notified of Council decision by email on February 14, 2025.
287-25: Halisky	That Smoky Lake County defer application for funding received from the Town of Smoky Lake Library Board for Smoky Lake County's 2025 Family and Community Support Services (FCSS) Grant in accordance with Policy No. 08-17-01: Family and Community Support Services (FCSS); and extend an invitation to the said Boad, to a future Council meeting.	Executive Services Clerk	Lise van der Vaart, Library Manager, Smoky Lake Public Library, is scheduled to be a Delegation at the March 27, 2025, at 9:30 am.
288-25: Gawalko	That Smoky Lake County Policy Statement No. 62-10-10: Agricultural Service Board Business Plan, be amended to be as follows, to aligned with Policy Statement No. 62-28-06: Mowing Program, 1080 Toxicant recall, Canola Flower Midge monitoring, Animal Control Technician position, the recently adopted Policy Statement No. 62-30-01 Animal Health & Emergency Preparedness: **See minutes for policy	Communications	Policy was replaced on the website.

ACTION LIST:

February 2025 County Council Meetings



February 13, 2025 Regular Council Meeting			
MOTION NO.	RESOLUTION	DEPARTMENT	ACTION
289-25: Halisky	That Smoky Lake County Policy Statement No. 03-20-05: Safety Apparel and Footwear, be amended to align with Article 33:02 of the International Union of Operating Engineers, Local 955 Collective Agreement: **See minutes for policy	Communications	Policy was replaced on the website.
290-25: Gawalko	That Smoky Lake County Bylaw No. 1475-25: Natural Gas , for the purpose of setting and collecting Natural Gas rates, fees, and charges, be given FIRST READING , as amended.... be given THIRD & FINAL READING , and the Reeve and Chief Administrative Officer be hereby authorized to fix their signatures to all necessary documents and the corporate seal be fastened where it is deemed to be necessary.	Communications	Bylaw was posted on the website.
291-25: Halisky	That Smoky Lake County forward the letter received from CUPW-STTP, dated January 16, 2025, requesting a resolution in respect to an Industrial Inquiry Commission Reviewing Canada Post, to the Federation of Canadian Municipalities (FCM), Northeast Alberta Alliance for Growth and Opportunities (NAAGO), and the Rural Municipalities of Alberta (RMA), for their awareness and action.	Executive Services Clerk	The correspondence was shared by email to FCM, NAAGO, and RMA on February 18, 2025.
292-25: Fenerty	That Smoky Lake County acknowledge receipt of the letter from Minister of Municipal Affairs, dated January 20, 2025, announcing approval of the Alberta Community Partnership (ACP) Program application for funding in the amount of \$200,000.00 , which was submitted by the Village of Horseshoe Bay as the Managing Partner, in in partnership with the Smoky Lake County, Town of St. Paul, County of St. Paul #19, Town of Smoky Lake, Town of Bonnyville, Town of Elk Point, Village of Vilna, City of Cold Lake, and Village of Glendon (all being Members of N. E. Muni-Corr Ltd.), for Iron Horse Trail Staging Area Development Project to create nine staging area design plans for Alberta's Iron Horse Trail within the adjacent municipalities of Waskatenau, Smoky Lake, St. Paul, Heinsburg, Elk Point, Bonnyville, Ardmore, and at the Beaver River Trestle.	Executive Services Clerk	Correspondence retained under Municipal File: 19-125J

ACTION LIST:

February 2025 County Council Meetings



February 13, 2025 Regular Council Meeting			
MOTION NO.	RESOLUTION	DEPARTMENT	ACTION
293-25: Halisky	That Smoky Lake County acknowledge receipt of the letter from Minister of Municipal Affairs, dated January 20, 2025, announcing approval of the Alberta Community Partnership (ACP) Program application for funding in the amount of \$200,000.00 , which was submitted by the Town of Smoky Lake, as the managing partner, in partnership with Smoky Lake County, Village of Waskatenau and the Village of Vilna, for the Regional Economic Development – Highway Commercial Initiative Project .	Executive Services Clerk	Correspondence retained under Municipal File: 19-125K
294-25: Gawalko	That Smoky Lake County acknowledge receipt of the letter from Minister of Municipal Affairs, dated January 20, 2025, announcing approval of the Alberta Community Partnership (ACP) Program application for funding in the amount of \$200,000, which was submitted by the Town of St. Paul, as the managing partner, in partnership with Smoky Lake County, County of St. Paul #19, Town of Smoky Lake, Town of Elk Point, Village of Vilna, and the Village of Waskatenau (all being Members of the Evergreen Regional Waste Management Services Commission), for the Regional Service Delivery for Waste Management Project .	Executive Services Clerk	Correspondence retained under Municipal File: 19-125L
295-25: Fenerty	That Smoky Lake County not participate in the Edmonton Boat and Sportsmen Show scheduled for March 19 to 23, 2025, in response to the letter from Smoky Lake Pumpkin Growers, dated January 20, 2025, proposing representation at the Edmonton Boat and Sportsmen Show through sponsoring the Pumpkin Growers to attend and represent the Smoky Lake Region.	CAO	The Smoky Lake Pumpkin Growers were notified by email on February 17, 2025 that the County will not be participating year.
304-25: Halisky	That Smoky Lake County execute the amending agreement with Lamont County to amend the agreement under Lamont County's Bylaw No. 829.21, for the purpose of replacing Section 1.4.3 of Schedule "A" with the statement: "It is agreed by the Municipalities that the Councils shall review at least once every seven years, commencing no later than 2027, the terms and conditions of the agreement."	CAO	Smoky Lake County's Bylaw No. 1391-20 was marked on Section 1.4, #3, noting to refer to the said agreement. The Agreement was attached to the Bylaw and republished on the website.

ACTION LIST:

February 2025 County Council Meetings



February 13, 2025 Regular Council Meeting			
MOTION NO.	RESOLUTION	DEPARTMENT	ACTION
310-25: Halisky	That Smoky Lake County Council acknowledge receipt of the quarterly Community Policing Report covering the period from October 1st to December 31st, 2024, and verbal update from Sgt. Anita Doktor, Smoky Lake RCMP Detachment on February 13, 2025, along with the Detachment's 2024-25 Community Priorities of: Crime Reduction - Property Crime, and Police / Community Relations - Police Visibility & Youth Engagement.	Executive Services Clerk	Correspondence retained under Municipal File: 2-85
311-25: Halisky	That Smoky Lake County Council address the Smoky Lake Regional Heritage Board (SLRHB) recommendation from the January 13, 2025, Joint Municipalities Meeting: "to form a committee to collaboratively manage historic resources and increase heritage driven tourism"; by acknowledging Smoky Lake County's existing appointees to the SLRHB (being Councillor Fenerty and Councillor Halisky as alternate) serve as the County's representation on the SLRHB, as well we as any SLRHB subcommittee.	Executive Services Clerk	A copy of this motion was provided by email on February 20, 2025, to Noreen Easterbrook, Chairperson of the SLRHB and cc'd to the Town of Smoky Lake's CAO, Assistant CAO, and Legislative Clerk for reference.
312-25: Fenerty	That Smoky Lake County Council address the Smoky Lake Regional Heritage Board (SLRHB) recommendation from the January 13, 2025, Joint Municipalities Meeting: "for the County to employ a seasonal temporary employee to augment the existing two employees hired by the Town of Smoky Lake to enhance the visitor experience beyond paper and electronic media, thereby increasing heritage-driven tourism for the region"; by providing an option of utilizing a portion of the Year-2025 SLRHB budget allocation to hire an employee under a seasonal temporary employment position, for the purpose of heritage-driven tourism.	Executive Services Clerk	A copy of this motion was provided by email on February 20, 2025, to Noreen Easterbrook, Chairperson of the SLRHB and cc'd to the Town of Smoky Lake's CAO, Assistant CAO, and Legislative Clerk for reference.

ACTION LIST:

February 2025 County Council Meetings



February 13, 2025 Regular Council Meeting			
MOTION NO.	RESOLUTION	DEPARTMENT	ACTION
313-25: Gawalko	That Smoky Lake County Council address the Smoky Lake Regional Heritage Board (SLRHB) recommendation from the January 13, 2025, Joint Municipalities Meeting: “to install a tourism booth in a prominent location, with a variety of guides to services and heritage information for visitors from mid-April through to the Pumpkin Fair week”; by recommending the Town of Smoky Lake and/or the SLRHB seek grant funding for a tourism booth, with the County providing a letter of support for any grant applications.	Executive Services Clerk	A copy of this motion was provided by email on February 20, 2025, to Noreen Easterbrook, Chairperson of the SLRHB and cc'd to the Town of Smoky Lake's CAO, Assistant CAO, and Legislative Clerk for reference.
314-25: Gawalko	That Smoky Lake County Council administration defer further discussion in respect to the February 13, 2025, Delegations: Mark and Nancy Johnson, Landowners, and their request for minor development of an undeveloped road allowance for the purpose of providing access to their property; to a future Council meeting with information presented by Public Works in respect to the cost as well as the manpower and equipment requirements to undertake such a request.	Public Works Manager	As per Policy Statement No. 03-36-01: Roadside Brushing Program, Section 4.10: “No brushing will be done on undeveloped road allowance; unless deemed necessary as a benefit to the County.” Section 4.11: “All brush control project requests on County road allowances, not determined in the annual scheduled priority list, will be inspected by the Public Works Manager or Designate and considered for brush control work. Upon completion of inspection, the request will be prioritized and scheduled for completion accordingly on approval by Council. ”

February 19, 2025 Special Council Meeting			
MOTION NO.	RESOLUTION	DEPARTMENT	ACTION
N/A	N/A	N/A	



[Canada.ca](#) > [Employment and Social Development Canada](#) > [ESDC programs and policy development](#)

About Enabling Accessibility Fund

From: [Employment and Social Development Canada](#)

The Enabling Accessibility Fund (EAF) provides funding for projects that make Canadian communities and workplaces more accessible for persons with disabilities. The EAF supports Canada's Disability Inclusion Action Plan, in particular Pillar 3 - Accessible and Inclusive Communities. To learn more, consult the [Canada's Disability Inclusion Action Plan, 2022](#).

The EAF aims to create more opportunities for persons with disabilities to:

- take part in community activities, programs, and services, or
- access employment

There are 3 different program components in the EAF. Each component holds separate calls for funding. The eligibility criteria will be further defined during each funding process.

The youth innovation component

The [youth innovation component](#) encourages youth to find accessibility barriers in their communities. They work with local organizations to improve accessibility and safety in community spaces and workplaces. Grant funding can be up to \$12,000 per project.

Project ideas include:

- purchasing para-hockey sleds
- building raised garden beds in a community garden
- providing accessible beach mats and beach wheelchairs
- purchasing voice recognition software

The small projects component

The [small projects component](#) provides grant funding for small-scale construction and communication technology projects that improve accessibility in communities and workplaces. Grants can be up to \$200,000 per project.

Project examples may include:

- building ramps, accessible doors, and accessible washrooms
- installing screen reader devices and hearing loop systems
- constructing a universally designed office
- creating an accessible playground

The mid-sized projects component

The [mid-sized projects component](#) gives contribution funding for larger construction projects. To be eligible for funding, facilities must offer programs and services to include persons with disabilities in:

- their communities, and/or
- the labour market

Contributions can be up to \$3 million per project.

Eligible projects may include constructing, renovating, or expanding centres or hubs that offer programming and services for persons with disabilities in their communities.

Flat rate

The EAF has introduced flat rate costing to the small and mid-sized projects components. The flat rate calculator provides the amount of funding for:

- ramps
- accessible doors
- accessible washrooms
- elevators
- lifts
- pool lifts
- multi-sensory rooms/stations
- accessible playgrounds
- accessible parking
- accessible drop-off areas
- accessible electric vehicle charging stations

If you are applying for funding for these projects, refer to the [flat rate information sheet](#).

A [flow chart](#) is available to help you choose the accessibility project that is right for your organization.

[Guidance](#) is available on providing safety and security items to make buildings more accessible for persons with disabilities.

Related link

- [Towards an accessible Canada](#)

Date modified:

2024-03-22



2023/24 Alberta Community Partnership Approved Projects

July 2024

Alberta Community Partnership Program Components

Program Component (PC*)	Program Component Name & Description
IC	Intermunicipal Collaboration <ul style="list-style-type: none"> • Develop regional land use plans and service delivery frameworks
MR	Municipal Restructuring <ul style="list-style-type: none"> • Explore regional governance and minimize costs associated with municipal restructuring processes such as amalgamation, dissolution, or viability reviews
MCP	Mediation and Cooperative Processes <ul style="list-style-type: none"> • Resolve intermunicipal conflict through dispute resolution alternatives and/or develop collaborative protocols
MI	Municipal Internship <ul style="list-style-type: none"> • Recruit and train interns to pursue senior administrator, finance officer, and land use planner positions in municipal government
SI	Strategic Initiatives <ul style="list-style-type: none"> • Support for initiatives that align with provincial priorities and address intermunicipal needs of strategic significance

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2023/24 Alberta Community Partnership Approved Projects| Municipal Affairs

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<u>Type</u>	<u>PC</u>	<u>Description</u>	<u>Grant Amount</u>
<u>City</u>			
City of Brooks			
	2324-IC	Partner with the County of Newell to conduct a regional wastewater services study.	\$ 200,000
City of Lethbridge			
	2324-MI	Support the salary cost and expenses of a municipal land use planner intern.	\$ 60,000
	2324-SI	Undertake preliminary detailed design work for immediate and future upgrades at the water treatment plant.	\$ 2,800,000
City of Lloydminster			
	2324-MI	Support the salary cost and expenses of a municipal land use planner intern.	\$ 60,000
<u>Rural Municipality</u>			
Athabasca County			
	2324-SI	Support emergency response and rescue services along the Highway 63 corridor from September 2023 - August 2024.	\$ 360,000
	2324-SI	Support emergency response and rescue services along the Highway 63 corridor from September 2024 - August 2026.	\$ 600,000
Clearwater County			
	2324-MR	Partner with the Village of Caroline to undertake an amalgamation study.	\$ 125,000
County of Grande Prairie No. 1			
	2324-IC	Partner with the towns of Beaverlodge, Sexsmith, and Wembley to conduct a regional growth study.	\$ 185,500
	2324-MI	Support the salary cost and expenses of a municipal land use planner intern.	\$ 60,000
	2324-MCP	Partner with the City of Grande Prairie to develop a cost-sharing agreement for recreational and cultural services under an Intermunicipal Collaboration Framework.	\$ 50,000
County of St. Paul No. 19			
	2324-IC	Partner with the towns of Elk Point and St. Paul, and the Summer Village of Horseshoe Bay to conduct a condition assessment of recreation facilities and an aquatic services study.	\$ 200,000
County of Two Hills No. 21			
	2324-IC	Partner with Lamont County to enhance the regional geographic information system with missing infrastructure data and orthophotography.	\$ 200,000
County of Vermilion River			
	2324-IC	Partner with Lac La Biche County, the counties of Athabasca, Minburn, St. Paul, and Thorhild, and the MD of Bonnyville to develop a commercial-industrial investment attraction asset plan.	\$ 187,000

Kneehill County

2324-MI Support the salary cost and expenses of a municipal administrator intern. \$ 60,000

Lamont County

2324-IC Partner with the towns of Bruderheim, Lamont, and Mundare, and the villages of Andrew and Chipman to develop a regional fire services master plan. \$ 125,000

Leduc County

2324-IC Partner with the City of St. Albert to conduct an Edmonton Metropolitan Region regional growth study. \$ 200,000

2324-MI Support the salary cost and expenses of a municipal land use planner intern. \$ 60,000

Lethbridge County

2324-MI Support the salary cost and expenses of a municipal land use planner intern. \$ 60,000

Mountain View County

2324-IC Partner with the towns of Carstairs, Didsbury, Olds, and Sundre, and the Village of Cremona to develop an emergency social services plan. \$ 35,000

2324-MI Support the salary cost and expenses of a municipal administrator intern. \$ 60,000

Municipal District of Opportunity No. 17

2324-IC Partner with Bigstone Cree Nation to conduct a regional water treatment study. \$ 200,000

Municipal District of Pincher Creek No. 9

2324-IC Partner with the MD of Ranchlands to conduct a regional transportation network study. \$ 200,000

Municipal District of Spirit River No. 133

2324-IC Partner with the Town of Spirit River and the Village of Rycroft to conduct a regional recreational services and facilities study. \$ 200,000

Municipal District of Taber

2324-IC Partner with the Town of Vauxhall and the Village of Barnwell to update a regional emergency management plan. \$ 114,000

Municipal District of Lesser Slave River No. 124

2324-IC Partner with the Town of Slave Lake to create municipal development guidelines and minimum services standards. \$ 200,000

2324-MI Support the salary cost and expenses of a municipal finance officer intern. \$ 60,000

Smoky Lake County

2324-IC Partner with the Town of Smoky Lake, and the Villages of Vilna and Waskatenau to develop a municipal land use suitability tool. \$ 99,900

Vulcan County

2324-IC Partner with the Village of Arrowwood to develop a regional transportation master plan. \$ 200,000

Westlock County

2324-IC Partner with the Town of Westlock to develop a regional supervisory control and data acquisition (SCADA) master plan. \$ 200,000

Wheatland County

2324-SI Undertake detailed engineering design work for the wastewater force main to serve the hamlet of Lyalta and support expected significant residential growth. \$ 1,048,125

Town**Town of Banff**

2324-IC Partner with the City of Calgary, the Town of Canmore, and Improvement District No. 09 (Banff) to develop a mass casualty/mass fatality framework. \$ 45,000

Town of Barrhead

2324-IC Partner with the County of Barrhead to conduct a water supply system assessment study. \$ 200,000

Town of Bow Island

2324-IC Partner with the Town of Vauxhall, the County of Forty Mile, and the MD of Taber to conduct a regional water treatment infrastructure study. \$ 200,000

Town of Coaldale

2324-IC Partner with the cities of Lethbridge and Medicine Hat, the towns of Bow Island and Taber, the Village of Barnwell, Cypress County, the County of Forty Mile, Lethbridge County, and the MD of Taber to study the feasibility of expanding potable water access along the Highway 3 Corridor. \$ 200,000

Town of Coalhurst

2324-MI Support the salary cost and expenses of a municipal finance officer intern. \$ 60,000

Town of Coronation

2324-IC Partner with the County of Paintearth to conduct an affordable housing assessment study. \$ 200,000

Town of Crossfield

2324-IC Partner with the cities of Airdrie and Calgary, and Rocky View County to undertake Phase IV of the Nose Creek Model Project to assess current watershed conditions. \$ 200,000

Town of Drayton Valley

2324-MI Support the salary cost and expenses of a municipal finance officer intern. \$ 60,000

Town of Elk Point

2324-IC Partner with the Town of St. Paul and the County of St. Paul to develop a regional industrial park master plan. \$ 200,000

Town of High Level

2324-SI Undertake a wastewater treatment facility upgrade study. \$ 97,867

Town of High River

2324-IC Partner with Foothills County to conduct a wastewater service delivery study. \$ 200,000

Town of Hinton		
2324-IC	Partner with Yellowhead County to conduct a regional water treatment plant feasibility study.	\$ 200,000
Town of Manning		
2324-SI	Undertake a technology feasibility pilot study for wastewater lagoon upgrades.	\$ 165,100
Town of Olds		
2324-MI	Support the salary cost and expenses of a municipal administrator intern.	\$ 60,000
Town of Raymond		
2324-IC	Partner with the towns of Cardston, Coutts, Glenwood, Hill Spring, Magrath, Milk River, and Warner, and the counties of Cardston and Warner to conduct a regional solid waste collection enhancement study.	\$ 200,000
2324-MI	Support the salary cost and expenses of a municipal finance officer intern.	\$ 60,000
Town of Slave Lake		
2324-MI	Support the salary cost and expenses of a municipal administrator intern.	\$ 60,000
Town of Smoky Lake		
2324-IC	Partner with Smoky Lake County to conduct a regional water, wastewater, and stormwater infrastructure design study.	\$ 200,000
2324-MI	Support the salary cost and expenses of a municipal administrator intern.	\$ 60,000
Town of Spirit River		
2324-IC	Partner with the Municipal District of Spirit River to develop a regional asset management strategy.	\$ 200,000
Town of St. Paul		
2324-IC	Partner with the Town of Elk Point, the Summer Village of Horseshoe Bay, and the County of St. Paul to conduct a regional housing inventory and needs assessment.	\$ 195,000
Town of Taber		
2324-IC	Partner with the City of Medicine Hat, the towns of Bow Island and Coaldale, the Village of Barnwell, the counties of Cypress, Forty Mile, and Lethbridge, and the MD of Taber to conduct a regional wastewater concept development study.	\$ 200,000
Town of Two Hills		
2324-IC	Partner with the Village of Myrnam to develop a regional asset management strategy.	\$ 200,000
Town of Vegreville		
2324-IC	Partner with the Town of Mundare, the Village of Holden, and the County of Minburn to conduct a regional recreation feasibility study.	\$ 200,000
<u>Village</u>		
Village of Bawlf		
2324-SI	Undertake preliminary engineering design work for sewage lagoon upgrades.	\$ 93,750

Village of Beiseker		
2324-IC	Partner with Rocky View County to conduct a stormwater management options feasibility study.	\$ 200,000
Village of Bittern Lake		
2324-MR	Conduct an infrastructure audit to assess the water, wastewater, stormwater, waste management, municipal facilities, transportation system, and other related services, and develop a 10-year capital plan.	\$ 120,000
Village of Consort		
2324-IC	Partner with the Special Areas Board to conduct a regional recreational infrastructure study.	\$ 200,000
Village of Innisfree		
2324-IC	Partner with the County of Minburn to conduct a regional water services reservoir infrastructure assessment.	\$ 200,000
Village of Myrnam		
2324-IC	Partner with the Town of Two Hills to develop a regional economic development strategy.	\$ 200,000
Village of Rycroft		
2324-IC	Partner with the MD of Spirit River to develop a regional infrastructure master plan.	\$ 200,000
Village of Stirling		
2324-IC	Partner with the towns of Coaldale, Coalhurst, Milk River, Nobleford, Picture Butte, Taber, and Vauxhall, and the villages of Barons, Coutts, and Warner, and Lethbridge County, the MD of Taber, and the County of Warner to conduct a Family and Community Support Services needs assessment.	\$ 200,000
Village of Vilna		
2324-IC	Partner with the Village of Waskatenau and Smoky Lake County to conduct a regional water and wastewater infrastructure design study.	\$ 200,000
Village of Waskatenau		
2324-IC	Partner with the Town of Smoky Lake, the Village of Vilna, and Smoky Lake County to develop a regional recreational services strategy.	\$ 200,000
<u>Summer Village</u>		
Summer Village of Horseshoe Bay		
2324-IC	Partner with the towns of Elk Point and St. Paul, and the County of St. Paul to conduct a water bodies study and develop a decision-making matrix.	\$ 180,000
Summer Village of Ma-Me-O Beach		
2324-MR	Conduct an infrastructure audit to assess the wastewater, stormwater, municipal facilities, transportation system, and other related services, and develop a 10-year capital plan.	\$ 120,000

Improvement District

Kananaskis Improvement District

2324-IC Partner with the MD of Bighorn to conduct a joint transit feasibility study. \$ 91,000

Other

Alberta Assessors' Association

2324-SI-PS Support professional development costs including speaker fees, materials and supplies, equipment rentals, and costs related to virtual platforms. \$ 10,000

Alberta Association of Community Peace Officers

2324-SI-PS Support professional development costs including speaker fees, materials and supplies, equipment rentals, and costs related to virtual platforms. \$ 2,500

Alberta Development Officers Association

2324-SI-PS Support professional development costs including speaker fees, materials and supplies, equipment rentals, and costs related to virtual platforms. \$ 2,500

Alberta Municipal Clerks Association

2324-SI-PS Support professional development costs including speaker fees, materials and supplies, equipment rentals, and costs related to virtual platforms. \$ 2,500

Alberta Municipal Enforcement Association

2324-SI-PS Support professional development costs including speaker fees, materials and supplies, equipment rentals, and costs related to virtual platforms. \$ 2,500

Alberta Professional Planners Institute

2324-SI-PS Support professional development costs including speaker fees, materials and supplies, equipment rentals, and costs related to virtual platforms. \$ 2,500

Alberta Rural Municipal Administrators' Association

2324-SI-PS Support professional development costs including speaker fees, materials and supplies, equipment rentals, and costs related to virtual platforms. \$ 10,000

Association of Alberta Municipalities

2324-SI-GA Support annual conference costs. \$ 20,000

Calgary Metropolitan Region Board

2324-SI Support the Grant Recipient's 2023/24 core operations and strategic initiatives in support of the regional growth and servicing plans, and other initiatives related to provincially mandated \$ 1,000,000

Community Planning Association of Alberta

2324-SI-PS Support professional development costs including speaker fees, materials and supplies, equipment rentals, and costs related to virtual platforms. \$ 2,500

Edmonton Metropolitan Region Board

2324-SI Support the Grant Recipient's 2023/24 core operations and strategic initiatives in support of the regional growth and metropolitan servicing plans, and other initiatives related to provincially mandated responsibilities. \$ 1,000,000

Government Finance Officers Association

2324-SI-PS Support professional development costs including speaker fees, materials and supplies, equipment rentals, and costs related to virtual platforms. \$ 2,500

Infrastructure Asset Management Alberta

2324-SI-PS Support professional development costs including speaker fees, materials and supplies, equipment rentals, and costs related to virtual platforms. \$ 2,500

Intergovernmental Committee on Urban and Regional Research

2324-SI-GI Provide core funding for research on local and regional government issues. \$ 53,236

Local Government Administration Association

2324-SI-PS Support professional development costs including speaker fees, materials and supplies, equipment rentals, and costs related to virtual platforms. \$ 10,000

Rural Municipalities of Alberta

2324-SI-GA Support annual conference costs. \$ 20,000

Society of Local Government Managers of Alberta

2324-SI-PS Support professional development costs including speaker fees, materials and supplies, equipment rentals, and costs related to virtual platforms. \$ 10,000

Total ACP Approved: \$ 16,230,478

Funding Programs

Alberta Food Processors Association- Food Futures

Intake: Open until September 30, 2025

The Alberta Food Processors Association (AFPA) has received funding from the Alberta Government to support Work Integrated Learning placements in the food processing industry. This funding will support up to 90 student placements per year for the next 3 years. Wage subsidies of 50% (maximum subsidy \$5,000) are available to hire current post-secondary students and recent grads (within 6 months) for temporary work experience placements (minimum 200 hours), which can take place at any time during the year. Placements can be in any area relevant to the industry, including: nutrition and food science, agriculture, technologists, accounting and finance, human resources, IT, logistics, safety, engineering, business, etc.

Alberta Indigenous Opportunities Corporation

Intake: Ongoing

Alberta Indigenous Opportunities Corporation (AIOC) exists to help Indigenous groups and communities across our province transform ideas and innovation into action. We invest in natural resources, agriculture, telecommunication and transportation projects, using up to \$3 billion in loan guarantees to help make it easier to access capital, improve lending terms and make financing more affordable. We aim to create economic prosperity and strengthen communities – here and now and for future generations.

Alberta Innovates Funding Programs

Intake: Varies

Alberta Innovates provides a number of funding programs to support research, the growth of business, and help the start-up community to build new technology and drive new ideas.

Alberta Real Estate Foundation

Development Grant Intake: Open

Investment Grant Intake: Closes March 25, 2025 and August 26, 2025

The Alberta Real Estate Foundation funds initiatives that support and advance education, research, law reform, and other activities related to real estate across our three focus areas of Real Estate Leadership, Built Environment, and Land.

Canadian Food Innovation Network

Intake: Varies

CFIN is open to organizations across Canada's food ecosystem. Join more than 1500 members, including manufacturers, processors, distributors, retailers, funders, and innovators.

Canada Mortgage and Housing Corporation (CMHC) Funding Programs

Intake: Varies

Canada Mortgage and Housing Corporation (CMHC) is Canada's national housing agency.

Eco Canada- Wage Funding Eco Employment Programs

Intake: Varies

Employment programs that stimulate environmental career pathways, skill development, career growth, workforce support, and workforce advancement through wage and training funding.

Emissions Reduction Alberta- Technology Funding

Intake: Call for Proposals Process

ERA is investing in a diverse portfolio of transformative, sustainable technologies that reduce GHG emissions and position Alberta for success in a lower emissions economy.

Enbridge- Safe Community Fire Responder Program

Intake: Open

The program awards grants for safety equipment, professional training, or safety education programs to emergency response organizations including fire departments, emergency medical and rescue services, emergency management organizations, 9-1-1 centers, ambulance services and law enforcement organizations.

Government of Alberta- Agricultural Societies Program

Intake: Spring 2025

The Agricultural Societies Infrastructure Revitalization Program provides annual capital funding to help agricultural societies make major repairs to existing infrastructure. This is a new program.

Government of Alberta- Alberta Agri-processing Investment Tax Credit

Intake: Open

The Agri-processing Investment Tax Credit (APITC) provides a 12% non-refundable tax credit against eligible capital expenditures for corporations investing \$10 million or more to build or expand agri-processing facilities in Alberta.

Government of Alberta- Alberta Broadband Fund

Intake: Stream 3 is expected in 2025

The Governments of Alberta and Canada are inviting eligible applicants under the UBF to express their interest in developing a proposal to connect underserved households in the province in areas which remain without access to Internet speeds of 50/10 Mbps. Funding is currently available until March 31, 2027, and projects must be completed by this date.

Government of Alberta- Alberta Export and Expansion Program

Intake: Currently accepting applications.

Funding to help export-ready companies and non-profit organizations enhance access to international markets and attract global buyers.

Government of Alberta- Alberta Media Fund

Intake: Varies

The Alberta Media Fund (AMF) offers a variety of grants to help support the growth, sustainability, competitiveness and business attraction of our province's cultural industries.

Government of Alberta- Alberta Municipal Water/wastewater Partnership

Intake: Open until November 30 for funding in the following year.

The Alberta Municipal Water/Wastewater Partnership (AMWWP), which launched in 1991, provides cost-shared funding to eligible municipalities to help build municipal facilities for water supply and treatment, and wastewater treatment and disposal.

Government of Alberta- Art, Culture, and Sports Grants

Intake: Varies

Funding opportunities for projects in the areas of arts, culture, community, heritage, recreation, sport, and diversity and inclusion.

Government of Alberta- Community Revitalization Levy

Intake: Effective July 4, 2022, municipalities across Alberta can now submit applications for funding under the revamped Community Revitalization Levy Program.

Allows municipalities to borrow against future property tax revenues to help pay for infrastructure development required in a specific area. The levy is typically in place for 20 years, and no longer than 40 years.

Government of Alberta- Economic Development Funding and Grants

Intake: Varies Tax credits, grants and other funding programs to stimulate regional economic development.

Government of Alberta- Film and Television Tax Credit

Intake: Open

Tax credit to support medium and large-scale productions filming in Alberta.

Government of Alberta- First Nations Development Fund

Intake: Applications must be received and approved by the FNDF Officer prior to March 31

Provincial lottery grant program designed specifically for First Nations in Alberta to fund economic, social and community projects.

Government of Alberta- Indigenous Employment Training Partnerships Program

Intake: Open

Indigenous Employment Training Partnerships provides grant funding to Indigenous communities and organizations to deliver group-training projects designed in partnership with employers and other partners. These partnerships will assist unemployed or under-employed Indigenous individuals to gain the necessary skills training and work experience to obtain and maintain long-term employment.

Government of Alberta- Innovation Employment Grant

Intake: Open

Companies can receive a grant of up to 20% toward qualifying research and development expenditures.

Government of Alberta- Resiliency and Public Trust Program

Intake: Applications being accepted starting December 20, 2023

The Resiliency and Public Trust Program enables stakeholders to gain resiliency and build public trust in Alberta's agriculture and agri-food sectors. This includes opportunities for better awareness and education about industry best practices and the development, adoption and enhancement of assurance systems that will help to build trust and resiliency in the industry.

Government of Alberta- Strategic Transportation Infrastructure Program

Intake: Open until November 30 for funding in the following year

The Strategic Transportation Infrastructure Program (STIP) provides financial assistance to rural and smaller urban municipalities for developing and maintaining key transportation infrastructure. STIP supports municipalities as they complete projects that improve accessibility and the movement of goods to market, increase opportunities for economic growth and enhance safety and efficiency while extending the life of key transportation infrastructure.

Government of Alberta- Water for Life program

Intake: Open until November 30 for funding in the following year

Municipalities can apply for funding for new regional water supply and treatment facilities, and wastewater treatment facilities.

Government of Alberta- Watershed Resiliency and Restoration Program

Intake: Check back in spring/summer 2025 for a new posted application form for the 2025-26 intake.

The Watershed Resiliency and Restoration Program increases the natural ability of the province's watersheds to reduce the intensity, magnitude, duration, and effects of flooding and drought through watershed mitigation measures. Municipalities and non-profit organizations can apply for funding for projects that will enhance communities' ability to withstand future flooding or droughts, and promotes the ongoing stewardship and preservation of Alberta's watersheds.

Government of Alberta- Workforce Partnerships Grants

Intake: Open

Eligible organizations with common labour market needs can get funding to support workforce initiatives.

Government of Canada/PrairieCan Funding Programs

Intake: Varies

Funding for businesses and not-for-profit organizations with projects that advance economic growth and diversity in the Prairie provinces: Alberta, Saskatchewan and Manitoba.

Government of Canada- Active Transportation Fund

Intake: Open until February 26, 2025 or April 9, 2025 for eligible Indigenous applicants

The Government of Canada has allocated \$3 billion annually on average beginning in 2026-27 for permanent public transit programming under the Canada Public Transit Fund, a historic investment that will support transit in communities of all sizes across Canada. This also includes targeted funding for specific types of public transit and active transportation projects ranging from capital to planning. Targeted Funding intakes will vary and will provide flexible, call-specific funding to address federal priorities that meet local needs.

Government of Canada- Building Communities Through Arts and Heritage

Intake: Varies

Provides funding to local groups for recurring festivals that present the work of local artists, artisans or heritage performers. This includes the celebration of LGBTQ2+ communities and Indigenous cultural celebrations.

Government of Canada- Business Scale-up and Productivity

Intake: Ongoing (Expression of Interest)

It supports high-growth businesses that are seeking to improve productivity, scale-up and commercialize technology. It offers interest-free, repayable funding to incorporated businesses.

Government of Canada- Canada Cultural Spaces Fund

Intake: Ongoing

The Canada Cultural Spaces Fund (CCSF) supports the improvement of physical conditions for arts, heritage culture and creative innovation. The Fund supports renovation and construction projects, the acquisition of specialized equipment and feasibility studies related to cultural spaces.

Government of Canada/Business Link- Canada Digital Adoption Program

Intake: Open until March 31, 2025

As part of the Canadian Digital Adoption Program, the Government of Canada ISED has partnered with Business Link and Digital Main Street. Eligible businesses can access e-commerce advisors and receive up to \$2,400 to help with e-commerce opportunities.

Government of Canada- Canada Housing Infrastructure Fund

Intake: Open until March 31, 2025. Open until May 19, 2025 for Indigenous applicants. See website for further details.

CHIF aims to accelerate the construction and upgrading of housing-enabling drinking water, wastewater, stormwater, and solid-waste infrastructure, directly supporting the creation of new homes and increasing densification. This investment is part of the Government of Canada's commitment to address the impacts of the housing crisis on communities of all sizes across Canada.

Government of Canada- Canada Retraining and Opportunities Initiative

Intake: Open until March 31, 2025 or until funding has been fully committed

The Canada Retraining and Opportunities Initiative supports workforce planning and skills training in communities significantly impacted by a mass layoff. It provides funding for community-based projects that help workers develop the skills they need to transition to new jobs.

Government of Canada- CanExport Innovation

Intake: Open

Innovators from Canadian organizations may access up to \$75,000 in funding to assist with research and development (R&D) for a single technology. We cover up to 75% of costs to pursue and sign collaborative R&D agreements with international partners.

Government of Canada- Community Economic Development and Diversification

Intake: Ongoing

The CEDD program supports economic development initiatives that contribute to the economic growth and diversification of communities across the Prairie provinces. Through this program, PrairiesCan enables communities to leverage their capacity and strengths to respond to economic development opportunities and to adjust to changing and challenging economic circumstances (e.g. inter-city bus transportation, wildfires, and floods)

Government of Canada- Jobs and Growth Fund

Intake: Continuous

The Jobs and Growth Fund (JGF) provides funding to businesses and organizations to help create jobs, and position Canada's economy for an inclusive recovery and long-term growth.

Government of Canada- Regional Artificial Intelligence Initiative

Intake: Open

The Regional Artificial Intelligence Initiative (RAII) will provide support through two streams: AI productization and commercialization will help AI start-ups and growing firms scale up and address common challenges on their journey from lab prototypes to real-world applications, including securing growth capital, hiring the right people, managing data, and navigating regulatory frameworks. Adoption of AI applications across critical sectors will address the AI adoption lag among Canadian businesses and help enhance productivity, growth and competitiveness. Support will focus on addressing challenges faced by SMEs, such as skills gaps, AI integration complexities, and compliance with regulatory and industry standards. Through the RAI, ACOA is helping to bridge the gap between cutting-edge AI research and broader marketplace consumption with support for Atlantic Canadian businesses.

Government of Canada- Regional Homebuilding Innovation Initiative

Intake: Open until March 31, 2026 or until funding has been fully committed

The RHII aims to change the way houses are built and provide more Canadians with a place to call home faster. It provides repayable contributions directly to businesses to help enhance local and regional housing supply chain and advance innovation in the residential construction sector.

Government of Canada- Rural Transit Solutions Fund

Intake: Planning and Design Projects open

The Rural Transit Solutions Fund seeks to help Canadians living in rural and remote areas get around their communities more easily for their day-to-day activities, and connect with other communities nearby.

Government of Canada- Strategic Innovation Fund

Intake: Ongoing

Making sure that Canada is a top destination for businesses to invest, grow and create jobs and prosperity for Canadians is one of the Government's top priorities. The Strategic Innovation Fund's (SIF) objective is to spur innovation for a better Canada by providing funding for large projects and national innovation ecosystems.

Government of Canada- Tourism Growth Program

Intake: Open

Delivered by Canada's regional development agencies, the Tourism Growth Program provides \$108 million over 3 years to support Indigenous and non-Indigenous communities, small and medium-sized businesses and not-for-profit organizations in developing local tourism products and experiences. The program also complements other federal, provincial and territorial supports for the tourism industry.

Government of Canada- Wah-ila-toos: Clean Energy Initiatives in Indigenous, Rural and Remote Communities

Intake: Wah-ila-toos is still accepting applications under Clean Energy for Rural and Remote Communities – Biomass heating, district heating, and combined heat and power systems; Clean Energy for Rural and Remote Communities – Research, Development, and Demonstration projects; Northern Responsible Energy Approach for Community Heat and Energy program (Northern REACHE).

The transition to clean energy continues to be an important topic to Indigenous communities and the Government of Canada as we work together toward reconciliation. In 2021, the Government of Canada announced an investment of \$300 million over six years to support clean energy projects that can advance Indigenous-led climate action, support local economic development and create skilled jobs while reducing pollution and improving air quality.

Government of Canada- Youth Employment and Skills Program

Intake: January 27 - February 24, 2025

The Youth Employment and Skills Program (YESP) will contribute approximately \$13.5 million to projects that employ youth and youth facing barriers. Each project will be eligible to receive up to \$14,000 in matching funds to employ one (1) employee.

Government of Canada- Zero Emission Transit Fund

Intake: Open

Through the Zero Emission Transit Fund, the Government of Canada is investing \$2.75 billion over five years, starting in 2021, to support public transit and school bus operators plan for electrification, support the purchase of 5,000 zero emission buses and build supporting infrastructure, including charging infrastructure and facility upgrades.

Municipal Climate Change Action Centre- Community Energy Conservation Program

Intake: Open until March 2026 or upon funding becoming fully allocated, whichever comes first

The Community Energy Conservation (CEC) program provides financial rebates to municipalities to help identify energy-saving opportunities and implement retrofit projects in municipally-owned facilities. The CEC program helps facilities save energy, save money, and become more comfortable.

Municipal Climate Change Action Centre- Municipal Energy Manager Program

Intake: Open until March 2026 or until funding is fully allocated

The Municipal Energy Manager Program (MEM) offers staffing grants to municipalities in Alberta to offset the salary of an energy manager. The energy manager will work for a municipality to: develop an energy management plan, implement energy saving opportunities and realize energy savings. Additional funding is also available to support the implementation of energy management initiatives.

Telus Pollinator Fund for Good

Intake: Open

The TELUS Pollinator Fund, launched with an initial \$100M, is one of the world's largest corporate social impact funds. We deliver on TELUS' commitment to social capitalism by investing in early stage, for-profit companies that have the potential to change the world for the better.

Trucking HR Canada- Career ExpressWay

Intake: Varies

Trucking HR Canada's Career ExpressWay Program supports employers with recruitment efforts, helping them take advantage of industry specific financial incentives while connecting them with career seekers.

Federation of Canadian Municipalities- Accelerating Community Energy Systems

Intake: Open until February 21, 2025

Grants, peer learning and expert guidance to help you advance community energy systems (CES) in your municipality.

Federation of Canadian Municipalities- Green Municipal Fund

Intake: Open until February 21, 2025

Grants peer learning and expert guidance to help you advance community energy systems (CES) in your municipality.



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister**MLA, Calgary-Hays*

February 13, 2025

AR117690

Dear Chief Elected Official:

Joint use and planning agreements (JUPAs) between municipalities and school boards operating within municipal boundaries enable the integrated and long-term planning and use of school sites on municipal reserve, school reserve, and municipal and school reserve lands.

On June 10, 2020, Section 670.1 of the *Municipal Government Act* was proclaimed, setting the deadline for municipalities to complete these agreements with the applicable school boards to June 10, 2023. A two-year extension was granted to June 10, 2025, via Ministerial Order No. MSD:013/23.

The ministries of Municipal Affairs and Education have heard from municipalities and school boards about the challenges of meeting this year's deadline. My colleague, the Honourable Demetrios Nicolaides, Minister of Education, and I have agreed to extend the deadline for municipalities and school boards by one year, to June 10, 2026, to provide sufficient time to complete these agreements. As a result, Ministerial Order MSD:013/23 is rescinded and Ministerial Order No. MSD:004/25 is now in effect. Please find attached a copy of the new Ministerial Order.

Municipal Affairs advisory staff can provide additional supports to municipalities to assist with the development of these agreements. Questions regarding JUPAs can be directed to a planning advisor at ma.advisory@gov.ab.ca, or call toll-free by first dialing 310-0000, then 780-427-2225. Should municipalities require support to mediate discussions with school boards, please email municipalcollaboration@gov.ab.ca, or call the number above for more information.

Sincerely,

A handwritten signature in blue ink that reads 'Ric McIver'.

Ric McIver
Minister

Attachment: Ministerial Order No. MSD:004/25

cc: Honourable Demetrios Nicolaides, Minister of Education



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

MINISTERIAL ORDER NO. MSD:004/25

I, Ric McIver, Minister of Municipal Affairs, pursuant to Section 605(2) of the *Municipal Government Act*, make the following order:

The date by which a municipality must enter into a joint use and planning agreement with a school board, as required by Section 670.1(1) of the *Municipal Government Act*, is extended to June 10, 2026.

Ministerial Order No. MSD:013/23 is hereby rescinded.

Dated at Edmonton, Alberta, this 29 day of January, 2025.



Ric McIver
Minister of Municipal Affairs



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister**MLA, Calgary-Hays*

AR117411

February 4, 2025

Dear Chief Elected Official or Library Board Chair:

I am pleased to invite your municipality or library board to provide submissions for the 2025 Minister's Awards for Municipal and Public Library Excellence (MAMPLE). This program recognizes excellence in municipal government initiatives and provision of library services and promotes knowledge-sharing to build capacity. These awards offer an opportunity to recognize the truly great work happening in communities across Alberta.

For the 2025 program, we have introduced modest changes to align with current priorities and enhance the recognition of successful initiatives that can be shared across the province. The updated program now features four municipal and two library award categories. For each municipal category, one award will be given for municipalities with populations under 10,000, and one for municipalities with populations over 10,000. For each library category, two awards will be given to library boards serving populations under 10,000, and two for library boards serving populations over 10,000.

Submissions will be accepted in the following categories:

- ***Building Economic Strength (open to all municipalities)***
Awarded for an initiative that exemplifies:
 - building the economic capacity and/or resiliency of the community; and/or
 - improving the attractiveness of the community to businesses, investors, and visitors.
- ***Enhancing Community Engagement or Livability (open to all municipalities)***
Awarded for an initiative that exemplifies:
 - increasing accessibility of community services;
 - fostering inclusive and welcoming communities;
 - improving engagement opportunities for community members; and/or
 - strengthening wellness and safety responsiveness.
- ***Partnership (open to all municipalities)***
Awarded for an initiative that exemplifies:
 - enabling a local or regional partnership* that achieves results that could not have been accomplished by the municipality alone;
 - generating lasting relationships between partners; and/or
 - leveraging unique skill sets or resources of each partner.
 - *Partners may include municipalities, businesses, First Nations, non-profit organizations, community groups, and other orders of government.

.../2

○ **Red Tape Reduction or Service Delivery Enhancement (open to all municipalities)**

Awarded for an initiative that exemplifies:

- improving upon or presenting a new approach to how a municipality can deliver a program or service;
- streamlining processes and reducing administrative requirements, leading to more efficient service delivery;
- saving time, money, and/or resources by implementing practices that enhance operational effectiveness;
- reducing regulatory, policy, or procedural requirements to simplify access to municipal services for residents and businesses; and/or
- promoting transparency and accountability in municipal operations, fostering trust within the community.

○ **Public Library Services (open to all library boards, serving a population of under 10,000)**

Awarded for an initiative that exemplifies:

- demonstrating responsiveness to community need(s); and
- providing direct benefit to the public.

○ **Public Library Services (open to all library boards, serving a population of over 10,000)**

Awarded for an initiative that exemplifies:

- demonstrating responsiveness to community need(s); and
- providing direct benefit to the public.

Details regarding eligibility and submission requirements are available on the Minister's Awards for Municipal and Public Library Excellence webpage at www.alberta.ca/ministers-awards-for-municipal-excellence.aspx or on the submission form. **The deadline for submissions is March 31, 2025.**

Questions about the program from municipalities can be sent to municipalexcellence@gov.ab.ca or program advisors may be reached at 780-427-2225 (toll-free by first dialing 310-0000).

Questions about the program from library boards can be sent to libraries@gov.ab.ca or program advisors can be reached at 780-427-4871 (toll-free by first dialing 310-0000).

I encourage you to share your success stories, and I look forward to celebrating these successes with your communities.

Sincerely,



Ric McIver
Minister



Munis 101

Pre-Election Registration: Guidelines for Administrations

To register members of council or administration in advance of 2025 Municipal Elections:

[Register Here](#)

Step 1: Enter Attendee Details

- Use a **generic first and last name** for each registrant:
 - **First Name:** Mayor, Reeve, Councillor 1, 2, 3, etc.
 - **Last Name:** [Your Municipality's Name]

Personal Information

Fill out the information below, then click Next to continue.

We pre-populated your information. Doesn't look right? [Clear Fields](#)

* First name
Councillor1

* Last name
Happytown

* Email address
councillor1@happytown.ca

I'm registering on behalf of this person

Step 2: Register on Their Behalf

- Select "**I'm registering on behalf of this person.**"
- Fill out **your information** as the person completing the registration.

Enter your personal information below

Once registration is complete, you'll receive a copy of the confirmation email.

* Your First Name
Susie

* Your Last Name
Smith

* Your Email Address
susie@happytown.ca

* Municipality
Happy Town

* Title
Administrator

Step 3: Add Multiple Attendees (If needed)

- Click "**Add Attendee**" to register multiple individuals at once.
- Follow the same naming format for each additional attendee.
- Leave the email address blank

Add a guest

Enter your guest's information below

* First Name

* Last Name

Email Address

Municipality

Title

Step 4: Select the Course

- Once all attendees are added, click "**Next**" and choose the desired course.

Step 5: Finalize Registration

- Review your order summary.
- Process payment to complete the registration.

Step 6: Post Election Follow up

- Connect directly with registrar@eoep.ca to provide attendee details
- All details and information for our courses will be sent directly to attendees, one week prior to delivery of the session.

Questions and to Register for Munis 101

Visit eoep.ca or email Registrar@eoep.ca.

The Elected Officials Education Program is a non-profit proudly operated through a partnership of [Alberta Municipalities](#) and the [Rural Municipalities of Alberta](#) to support Alberta's municipal elected officials to serve their community effectively.



RECEIVED

FEB 12 2025

TOWN OF SMOKY LAKE

10551 - 114 Street NW
Edmonton, AB T5H 3J6
Tel: 780.757.7201
Fax: 780.757.7202

February 4, 2025

Our File: EEC0018

The Town Of Smoky Lake
The County Of Smoky Lake No. 13
56 Wheatland Avenue
Smoky Lake, Alberta T0A 3C0

**Re: Hwy 28:08 Pavement Overlay Project and Access Management – Lot 11MSR, Block 6,
Plan 8120751**

Dear The Town Of Smoky Lake and The County Of Smoky Lake No. 13:

Alberta Transportation and Economic Corridors (TEC) has retained CAP Engineering (CAP) to complete the engineering design for Hwy 28:08 asphalt paving project between Rge Rd 183 and Hwy 36. CAP is contacting landowners along the highway regarding access management, which involves identifying access locations that are in unsafe locations, duplicates or onto properties that could be accessed from local roads.

TEC's primary reason for limiting access to any highway is to increase the overall public safety for users of the roadway. All highway accesses cause potential conflict points between vehicles travelling at highway speeds and slower moving vehicles that may be entering, leaving or crossing the highway. Accesses can also create dangerous obstacles for vehicles running off the highway and striking the access. Most highway accesses were constructed many years ago when traffic volumes and types were significantly less and different than they are today. Thus, wherever possible, those accesses deemed unsafe or redundant according to the department's access management guidelines may be considered for removal or relocation at the design stage.

In keeping with the access management guidelines, CAP is contacting you on behalf of the department regarding the potential relocation or removal of an access to your property. After reviewing the enclosed documents, please complete one of the following by March 5, 2025:

- If you consent to the access relocation or removal, please sign the enclosed document and return via email, or
- If you do not consent to the access relocation or removal, and prefer the access to remain where it is, please inform CAP via email or phone so that your decision can be included in project records.

Should you have any questions, please feel free to contact our office to discuss.

Sincerely,

Hao Pen Chan, P.Eng.
hchan@capengineering.com
587-432-5608



ACCESS AND APPROACH REMOVAL/RELOCATION

Highway No. 28:08 C. of T. No. 812 074 601 B File Number: 28:08-12

Re: NW Section 22 Township 59 Range 17 W 4 M

This is to certify that I, **The Town Of Smoky Lake and The County Of Smoky Lake No. 13 of 56 Wheatland Avenue and 4612 McDougall Drive PO Box 310, Smoky Lake** in the Province of **Alberta T0A 3C0**, is the registered owner of the above described property, which land fronts onto Highway No. 28:08 and I acknowledge the removal or relocation of the approach or approaches as shown marked on the attached Appendix "A".

The Owner acknowledges that the Minister of Alberta Transportation and Economic Corridors has and retains the right to remove all or any direct highway access as stated in the Highways Development and Protection Act.

IN WITNESS WHEREOF, I have hereunto subscribed my name this _____ day of _____, 2025.

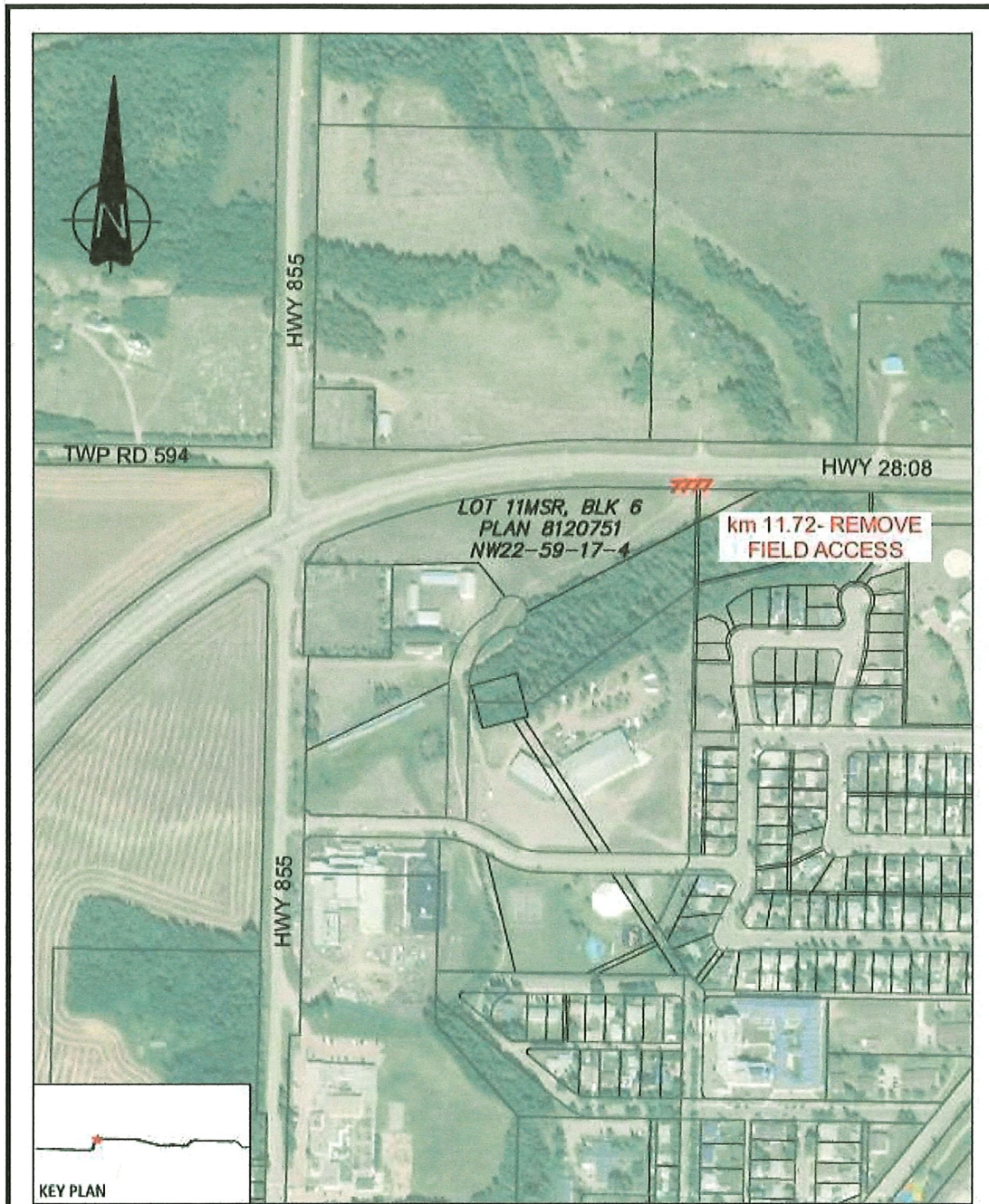
In the presence of:

Per:

WITNESS

The Town Of Smoky Lake
The County Of Smoky Lake No. 13

APPENDIX "A"





ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister**MLA, Calgary-Hays*

AR118277

February 26, 2025

Dear Chief Elected Officials/Associations/Library Boards/Regional Services Commissions/Municipally Controlled Corporations:

In May 2024, our government passed the *Provincial Priorities Act* to establish a process for provincial oversight of agreements between provincial entities and the federal government. The *Act* will come into force on April 1, 2025, and will ensure Ottawa is not undermining the province's jurisdiction to make decisions about what is best for Alberta and Albertans. Under the *Act*, provincial entities, such as municipalities, are required to obtain prior approval from the Alberta government before entering into, amending, or renewing an agreement with the federal government.

Throughout last summer, Alberta's government led a comprehensive stakeholder engagement with provincial entities to inform the supporting regulations. The Provincial Priorities Regulation (attached), which also comes into force on April 1, 2025, designates additional municipal entities that are subject to the *Act*. These entities include library boards, regional services commissions, municipally controlled corporations, and any entity that is established by bylaw, with the exception of business improvement areas. In addition, the regulation sets out the approval process for proposed intergovernmental agreements and includes some exceptions for the municipal sector where no provincial approvals will be needed. Examples of these exceptions include agreements under \$100,000, agreements that are in-kind contributions only, agreements with the Canadian Armed Forces, and agreements for disaster response and assistance; these will not require provincial approval.

Effective April 1, 2025, municipalities and municipal entities will be required to submit information on all new agreements with the federal government, agreement amendments and agreement renewals, along with a copy of the agreement, to Municipal Affairs, regardless of the monetary value of the agreement. Information on agreements eligible for an exception must also be submitted to Municipal Affairs in order for the exception to apply. Additional details on the process for submitting required information on federal agreements to Municipal Affairs will be shared in March.

I am looking forward to working together with you to ensure Alberta municipalities maintain access to federal dollars while protecting areas of provincial jurisdiction.

Sincerely,

Ric McIver
Minister

cc: Chief Administrative Officers



Province of Alberta
Order in Council

O.C. 041/2025

FEB 26 2025

ORDER IN COUNCIL

Approved and ordered:

Shakrani

Lieutenant Governor
or
Administrator

The Lieutenant Governor in Council makes the Provincial Priorities Regulation set out in the attached Appendix.

FILED UNDER

THE REGULATIONS ACT

as ALBERTA REGULATION 21/2025

ON February 26 2025

Carl

REGISTRAR OF REGULATIONS

CHAIR

[Signature]

For Information only

Recommended by: President of Executive Council

Authority: Provincial Priorities Act
(section 4)

APPENDIX
Provincial Priorities Act
PROVINCIAL PRIORITIES REGULATION

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Designation of provincial entities

1 The following entities are designated as provincial entities for the purposes of the Act:

- (a) an intermunicipal library board as defined in the *Libraries Act*;
- (b) a municipal library board as defined in the *Libraries Act*;
- (c) a controlled corporation as defined in section 75.1 of the *Municipal Government Act* and the controlled corporation's board;

- (d) a growth management board as defined in the *Municipal Government Act*;
- (e) a regional services commission as defined in the *Municipal Government Act*;
- (f) an entity created by a municipal bylaw, except a business improvement area within the meaning of the *Municipal Government Act* and the business improvement area's board;
- (g) an entity that is a party to an agreement in which the entity has agreed to operate and administer real property assets of the Alberta Social Housing Corporation;
- (h) Calgary Homeless Foundation;
- (i) Homeward Trust Edmonton.

Approvals

Approval by responsible Minister

2(1) Subject to the exceptions set out in this Regulation, a provincial entity may only enter into, amend, extend or renew an intergovernmental agreement after obtaining the prior approval of the Minister responsible for the provincial entity.

(2) For the purposes of this Regulation,

- (a) the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Post-secondary Learning Act* is responsible for a public post-secondary institution as defined in the *Post-secondary Learning Act*,
- (b) the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Education Act* is responsible for a board as defined in the *Education Act*,
- (c) the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Provincial Health Agencies Act* is responsible for

- (i) a regional health authority, and any subsidiary health corporation of the regional health authority, under the *Provincial Health Agencies Act*, and
 - (ii) Covenant Health and any subsidiary of Covenant Health,
- (d) the sector Minister responsible for a health services sector under the *Provincial Health Agencies Act* is responsible for a provincial health agency established for that health services sector, and any subsidiary health corporation of that provincial health agency, under the *Provincial Health Agencies Act*,
- (e) the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Libraries Act* is responsible for
- (i) an intermunicipal library board as defined in the *Libraries Act*, and
 - (ii) a municipal library board as defined in the *Libraries Act*,
- (f) the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Municipal Government Act* is responsible for
- (i) a municipal authority as defined in the *Municipal Government Act*,
 - (ii) a controlled corporation as defined in section 75.1 of the *Municipal Government Act* and the controlled corporation's board,
 - (iii) a growth management board as defined in the *Municipal Government Act*,
 - (iv) a regional services commission as defined in the *Municipal Government Act*, and
 - (v) an entity created by a municipal bylaw, except a business improvement area within the meaning of the *Municipal Government Act* and the business improvement area's board,

and

- (g) the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Alberta Housing Act* is responsible for
 - (i) a management body as defined in the *Alberta Housing Act*,
 - (ii) an entity that is a party to an agreement in which the entity has agreed to operate and administer real property assets of the Alberta Social Housing Corporation,
 - (iii) Calgary Homeless Foundation, and
 - (iv) Homeward Trust Edmonton.

(3) The President of the Executive Council may approve a provincial entity to enter into, amend, extend or renew an intergovernmental agreement if no other Minister is responsible for the provincial entity.

Authority to approve municipal agreements

3(1) Despite anything to the contrary in section 2(2)(f), the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Municipal Government Act* may designate another Minister as the Minister responsible for a provincial entity referred to in section 2(2)(f) in relation to an agreement or a class of agreements if the Ministers agree that the subject-matter of the agreement or class of agreements relates to a matter under that other Minister's administration.

(2) Despite anything to the contrary in section 4(1), a provincial entity referred to in section 2(2)(f) shall submit a proposed agreement, amendment, extension or renewal in accordance with the directions of the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Municipal Government Act* despite that Minister designating another Minister as the Minister responsible for the provincial entity under subsection (1).

Approval of agreements

4(1) To obtain approval to enter into, amend, extend or renew an intergovernmental agreement, a provincial entity must submit the proposed agreement, amendment, extension or renewal in accordance with the directions of the Minister responsible for the provincial entity.

(2) The Minister responsible for the provincial entity must assess the proposed agreement, amendment, extension or renewal by considering the following factors prior to approving a provincial entity to enter into, amend, extend or renew the agreement:

- (a) whether the agreement aligns with the priorities of the Government of Alberta;
- (b) whether the agreement
 - (i) intrudes into an area of provincial legislative jurisdiction under the Constitution of Canada,
 - (ii) affects or interferes with an area of provincial legislative jurisdiction under the Constitution of Canada, or
 - (iii) imposes conditions that would restrict the Government of Alberta in an unacceptable manner from establishing and implementing policies and programs in an area of provincial jurisdiction;
- (c) whether the agreement aligns with the Government of Alberta's long-term fiscal plan.

(3) Subject to subsections (4) to (6), after assessing the proposed agreement, amendment, extension or renewal by considering the factors described in subsection (2), the Minister may

- (a) approve a provincial entity to enter into the agreement, amendment, extension or renewal, subject to any terms or conditions the Minister considers appropriate, or
- (b) decline to approve the provincial entity to enter into the agreement, amendment, extension or renewal.

(4) A Minister must receive the approval of the Executive Council prior to approving a provincial entity to

- (a) enter into an intergovernmental agreement in which a federal entity is agreeing to provide a provincial entity with \$5 million or more in funding, excluding any in-kind contributions, or
 - (b) amend, extend or renew an intergovernmental agreement if the amendment, extension or renewal would result in \$5 million or more in additional funding, excluding any in-kind contributions, being provided by a federal entity to a provincial entity under the agreement.
- (5)** A Minister must receive the approval of the Executive Council prior to approving a provincial entity to enter into, amend, extend or renew an intergovernmental agreement if, in the Minister's opinion, the agreement
- (a) intrudes into an area of provincial legislative jurisdiction under the Constitution of Canada,
 - (b) affects or interferes with an area of provincial legislative jurisdiction under the Constitution of Canada, or
 - (c) imposes conditions that would restrict the Government of Alberta in an unacceptable manner from establishing and implementing policies and programs in an area of provincial jurisdiction.
- (6)** A Minister must receive the approval of the Executive Council prior to approving a provincial entity to amend an intergovernmental agreement in a material way if subsection (4) or (5) applies or applied to the agreement.
- (7)** If a Minister approves a provincial entity to enter into, amend, extend or renew an intergovernmental agreement, the Minister must provide written notice to the provincial entity, including written notice of any terms or conditions that apply to the Minister's approval.
- (8)** If a Minister declines to approve a provincial entity to enter into, amend, extend or renew an agreement, the Minister must provide written notice to the provincial entity.

Funding applications by management bodies and similar entities

5(1) Subject to subsection (2), a management body as defined in the *Alberta Housing Act* or an entity described in section 1(g) must notify the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Alberta Housing Act* of any intent of the management body or entity to apply for funding from a federal entity when the body or entity submits its annual business plan to the Minister in accordance with the *Management Body Operation and Administration Regulation* (AR 243/94) or the terms of an operating agreement.

(2) Where it is not possible to comply with subsection (1) without foregoing the opportunity to apply for funding from a federal entity, a management body as defined in the *Alberta Housing Act* or an entity described in section 1(g) must notify the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Alberta Housing Act* of the intent of the management body or entity to apply for funding from a federal entity at least 60 days before submitting the application for funding from the federal entity.

(3) Calgary Homeless Foundation and Homeward Trust Edmonton must notify the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Alberta Housing Act* of the intent of Calgary Homeless Foundation or Homeward Trust Edmonton to apply for funding from a federal entity at least 60 days before submitting the application for funding from the federal entity.

(4) The Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Alberta Housing Act*, within 30 days of being notified of an intent to apply for funding, must conduct a preliminary assessment of the proposed application and must advise the provincial entity whether the Minister

- (a) has concerns with the proposed application, including the nature of those concerns, and
- (b) is likely, based on the preliminary assessment, to approve the provincial entity to enter into an agreement, or the amendment, extension or renewal of an agreement, that would result from the provincial entity's application for

funding from a federal entity being approved by a federal entity.

(5) The Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Alberta Housing Act* must consider whether notice required by this section has been provided when deciding whether to approve a provincial entity to enter into, amend, extend or renew an intergovernmental agreement.

Exceptions

Exceptions re funding amounts

6(1) If, under an intergovernmental agreement, a federal entity

- (a) would not provide any funding to a provincial entity or would only provide in-kind contributions, or
- (b) would provide less than \$100 000 in funding, excluding any in-kind contributions, to a provincial entity,

and the provincial entity has provided or agreed to provide the Minister responsible for the provincial entity with any information specified by the Minister, including a copy of the agreement, in the time and manner specified by the Minister, the provincial entity is not required to obtain the Minister's approval before entering into, amending, extending or renewing that agreement unless an amendment, extension or renewal of the agreement would result in the provincial entity receiving a total of \$100 000 or more in funding, excluding any in-kind contributions, from the federal entity under the agreement as amended, extended or renewed.

(2) If an intergovernmental agreement relates to the construction, maintenance or development of housing accommodations, then a provincial entity is not required to obtain approval before entering into, amending, extending or renewing that agreement if the federal entity is providing the provincial entity \$250 000 or less in funding, excluding any in-kind contributions, under the agreement initially entered into, or as amended, extended or renewed.

(3) This section does not apply to Calgary Homeless Foundation or Homeward Trust Edmonton.

Exceptions re amendments, extensions and renewals

7(1) If a provincial entity has been approved to enter into an agreement under this Regulation, the provincial entity is not required to obtain prior approval to amend, extend or renew that agreement if the provincial entity has provided or agreed to provide the Minister responsible for the provincial entity with any information specified by the Minister, including a copy of the agreement, in the time and manner specified by the Minister and any of the following circumstances apply:

- (a) the agreement includes a provision requiring a project to start or end by a certain date and the amendment, extension or renewal is for the purpose of allowing the project to start or end by a date that is no more than one year different from the start or end date that is in the agreement;
- (b) the agreement includes a provision establishing the length of a project and the amendment, extension or renewal is for the purpose of allowing the project to be extended by one year or less;
- (c) the amendment, extension or renewal provides additional federal funding, excluding any in-kind contributions, to a provincial entity that is
 - (i) less than \$100 000, and
 - (ii) less than 10% of the federal funding being provided under the agreement that the Minister approved;
- (d) the proposed amendment, extension or renewal of an agreement would make or result in minor administrative changes.

(2) Subsection (1) does not apply to Calgary Homeless Foundation or Homeward Trust Edmonton.

Exceptions for public post-secondary institutions

8(1) For the purposes of this section,

- (a) “fee-for-service agreement” means an agreement in which a particular set of services is provided in exchange for a set fee, and

- (b) “research” means an undertaking directed to the discovery, extension or application of knowledge through a disciplined inquiry or systematic investigation.

(2) If a public post-secondary institution as defined in the *Post-secondary Learning Act* has provided or agreed to provide the Minister responsible for the *Post-secondary Learning Act* with any information specified by the Minister in respect of an agreement with a federal entity, including a copy of the agreement, in the time and manner specified by the Minister, the public post-secondary institution is not required to obtain prior approval to enter into, amend, extend or renew that agreement with a federal entity if

- (a) the agreement pertains to research, unless greater than 50% of the total funding being provided under the agreement, excluding any in-kind contributions, is capital funding for the development of research facilities,
- (b) greater than 50% of the total funding being provided under the agreement pertains to the following matters:
 - (i) the delivery of an apprenticeship education program as defined in the *Skilled Trades and Apprenticeship Education Act*;
 - (ii) the delivery of a program of study as defined in the *Post-secondary Learning Act*;
 - (iii) the delivery of a foundational learning program as defined in the *Programs of Study Regulation* (AR 91/2009);
 - (iv) the delivery of work placement experiences, including mentorship programs, cooperative placements, practicums and internships, for students as defined in the *Post-secondary Learning Act*, including the provision of wage subsidies;
 - (v) the delivery of language instruction that enables individuals to develop basic language proficiency in one of the official languages of Canada;
 - (vi) the delivery of a continuing education program;
 - (vii) a conference, symposium or other non-instructional event,

or

- (c) the public post-secondary institution is entering into, amending, extending or renewing an agreement in which the public post-secondary institution is
 - (i) a party to a fee-for-service agreement, or
 - (ii) providing space to a federal entity through a lease or short-term rental, the term of which does not exceed 2 months.

Exception for Banff Centre

9 If Banff Centre as defined in the *Post-secondary Learning Act* has provided or agreed to provide the Minister responsible for the *Post-secondary Learning Act* with any information specified by the Minister in respect of an agreement with a federal entity, including a copy of the agreement, in the time and manner specified by the Minister, Banff Centre is not required to obtain prior approval to enter into, amend, extend or renew that agreement with a federal entity.

Exceptions for school boards

10 If a board as defined in the *Education Act* has provided or agreed to provide the Minister responsible for the *Education Act* with any information specified by the Minister in respect of an agreement with a federal entity, including a copy of the agreement, in the time and manner specified by the Minister, the board is not required to obtain prior approval to enter into, amend, extend or renew that agreement with a federal entity in either of the following circumstances:

- (a) the agreement provides for federal funding under Jordan's Principle;
- (b) the agreement provides for federal funding as part of an education services agreement under section 63 of the *Education Act*.

Exceptions for Banff, Jasper and Lloydminster

11 If the Municipality of Jasper, the Town of Banff or the City of Lloydminster have provided or agreed to provide the Minister responsible for the *Municipal Government Act* with any

information specified by the Minister in respect of an agreement with a federal entity, including a copy of the agreement, in the time and manner specified by the Minister, the Municipality, Town or City, as the case may be, is not required to obtain prior approval to enter into, amend, extend or renew that agreement with a federal entity.

Exception for controlled corporations

12 If a controlled corporation as defined in section 75.1 of the *Municipal Government Act* or the controlled corporation's board has provided or agreed to provide the Minister responsible for the *Municipal Government Act* with any information specified by the Minister in respect of an agreement with a federal entity, including a copy of the agreement, in the time and manner specified by the Minister, the controlled corporation or the controlled corporation's board, as the case may be, is not required to obtain prior approval to enter into, amend, extend or renew that agreement with a federal entity.

Exception for municipal agreements with Canadian Armed Forces

13 If a municipal authority has provided or agreed to provide the Minister responsible for the *Municipal Government Act* with any information specified by the Minister in respect of an agreement with the Canadian Armed Forces, including a copy of the agreement, in the time and manner specified by the Minister, the municipal authority is not required to obtain prior approval to enter into, amend, extend or renew that agreement with the Canadian Armed Forces.

Exceptions during emergencies and disasters

14 If a municipal authority has provided or agreed to provide the Minister responsible for the *Municipal Government Act* with any information specified by the Minister in respect of an agreement with a federal entity, including a copy of the agreement, in the time and manner specified by the Minister, the municipal authority is not required to obtain prior approval to enter into, amend, extend or renew that agreement with a federal entity if the agreement is for the purpose of responding to a disaster or emergency as those terms are defined in the *Emergency Management Act*.

**Exception for mortgage agreements with Canada
Mortgage and Housing Corporation**

15 If a management body as defined in the *Alberta Housing Act* or an entity described in section 1(g) has provided or agreed to provide the Minister responsible for the *Alberta Housing Act* with any information specified by the Minister in respect of a mortgage agreement with the Canada Mortgage and Housing Corporation, including a copy of the agreement, in the time and manner specified by the Minister, the management body or entity is not required to obtain prior approval to enter into, amend, extend or renew that mortgage agreement with the Canada Mortgage and Housing Corporation.

**Exception for entities that operate and administer
Alberta Social Housing Corporation assets**

16 If an entity described in section 1(g) has provided or agreed to provide the Minister responsible for the *Alberta Housing Act* with any information specified by the Minister in respect of an agreement with a federal entity, including a copy of the agreement, in the time and manner specified by the Minister, the entity is not required to obtain prior approval to enter into, amend, extend or renew that agreement with a federal entity if that agreement does not relate to the operation or administration of real property assets of the Alberta Social Housing Corporation.

Agreements to provide information

17 For the purposes of this Regulation, an agreement to provide a Minister with information may relate to a particular intergovernmental agreement or to a class of intergovernmental agreements.

Coming into Force

Coming into force

18 This Regulation comes into force on the coming into force of the *Provincial Priorities Act*.



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR117795

February 27, 2025

Dear Chief Elected Officials:

I am writing to share information with you about *Budget 2025*, tabled in the Alberta Legislature by my colleague, the Honourable Nate Horner, President of Treasury Board and Minister of Finance. Below are some details relevant to Alberta Municipal Affairs.

Budget 2025 is meeting the challenges facing Alberta with responsible decisions to fund today's priorities, investing more than \$1 billion to build stronger communities provincewide. Through these investments, my ministry will continue to support local governments in providing fiscally responsible, collaborative, and accountable services to Albertans.

Last year, Municipal Affairs introduced the Local Government Fiscal Framework (LGFF), delivering predictable capital infrastructure funding to municipalities and Metis Settlements across Alberta. The LGFF represents years of collaboration between the province and local governments, replacing the Municipal Sustainability Initiative with a modern and predictable model.

LGFF funding allocations for the 2025/26 fiscal year have been known to communities for several months. Thanks to the LGFF's revenue index factor, which ties the funding level to provincial revenue from three years prior, *Budget 2025* increases LGFF capital funding by more than 13 per cent, from \$722 million to \$820 million. This increase will help your communities achieve their local infrastructure priorities. *Budget 2025* also maintains LGFF Operating funding at \$60 million to assist with operational costs and help respond to inflationary pressures. This grant was doubled in 2023 to reflect lost municipal revenue through the Grants in Place of Taxes program.

Budget 2025 also increases funding for the Grants in Place of Taxes program (GIPOT). Over the last few years, we heard loud and clear from municipalities that have provincially run buildings within their boundaries about the need for stronger recognition of the impact provincial properties have on municipal services. Starting in the 2025/26 fiscal year, GIPOT will be paid to municipalities at 75 per cent of the property tax amount that would be owed if the properties were subject to municipal taxation. Next year, in 2026/27, GIPOT will be fully restored to 100 per cent.


.../2

In light of these increases, the Local Growth and Sustainability Grant (LGSG) program will not continue. Introduced in *Budget 2024*, this three-year, \$60-million grant program aimed to alleviate pressures in fast-growing communities. We received numerous applications from municipalities for the initial \$20 million in LGSG funding allocated in 2024. Those funds will still be distributed, with successful applicants notified by the end of March 2025. However, after careful consideration, our government made the difficult decision to discontinue the LGSG program for *Budget 2025* and focus the investment of taxpayer dollars into other areas, including a comprehensive capital plan to enhance public infrastructure.

As in previous years, *Budget 2025* includes capital support through the federal Canada Community-Building Fund and Investing in Canada Infrastructure Program. We are also maintaining funding levels for public libraries, with more than \$33 million going toward operating grants across the province.

Budget 2025 is meeting the challenge of the cost of living by helping families keep more money in their pockets through lower personal income taxes and continuing investments in education and health care. Our municipal partners are integral to our work. As we face global uncertainties, I look forward to working together over the next year as we continue to build strong, vibrant, and sustainable communities that help keep our province the best place in Canada to live, work, and raise a family.

Sincerely,



Ric McIver
Minister



LOCAL TO GLOBAL
EASTERN ALBERTA TRADE CORRIDOR
FORUM

REGISTER NOW!

April 23-25, 2025 Medicine Hat, Alberta

Registration Open – Save Your Spot Now!

The Local to Global Forum brings together everyone interested in driving economic development for Eastern Alberta Municipalities.

PLEASE JOIN US ON:

Wednesday, April 23, 2025 from 6:00 - 9:00 pm
for a Welcoming Reception at the Medicine Hat Lodge,
1051 Ross Glen Drive SE, Medicine Hat, Alberta

The Eastern Alberta Trade Corridor (EATC) - Local to Global Forum is back in Medicine Hat. The Local to Global Forum provides elected officials, service providers, economic development professionals and community members the opportunity to network and discuss strategies to diversify and grow rural economies in Eastern Alberta. We are planning an exciting line-up of speakers with invitations extended to Premier Smith along with the Minister of Agriculture and Jobs, Economy and Trade. Minister Neudorf, Affordability & Utilities has already Confirmed his attendance. Other topics include transportation infrastructure/economic corridors, energy and value-added agriculture.

Conference Location and Dates:

Medicine Hat Lodge, Medicine Hat, Alberta Canada

Wednesday, April 23, 2025: 6:00pm – 9:00pm: Welcoming Reception

Thursday, April 24, 2025: 8:00am – 4:30pm: Day 1 Proceedings

Friday, April 25, 2025: 8:00am – Noon: Day 2 Proceedings

Conference Fees: REDA Member: \$175; Non REDA Member: \$275

Conference Registration: <https://chamber.southeastalbertachamber.ca/chamber-calendar/Details/the-local-to-global-forum-1333160?sourceTypeld=Hub>



Information Released to Council

Description of Information Released:	Date Released:	Municipal File #:
Dart Tournament in Memory of Cathy & Tom Bullas - Thank You for Support	January 8, 2025	1-130
Smoky Lake Holubka Dancers - Thank You for Support in May 2024	January 8, 2025	7-74
Town of Smoky Lake Council Committee Appointments 2024-2025	January 15, 2025	1-113
Monthly Managers Reports - Dec. 2024 to Jan. 2025	January 16, 2025	N/A
Thank you letter from Reeve to Dep. Chief Prosecutor for attending Mtg.	January 17, 2025	2-82
Thank you letter from Reeve to RCMP East District for attending Mtg.	January 17, 2025	2-85
Thank you letter from Reeve to local RCMP & VSU for attending Mtg.	January 17, 2025	2-85
Gas Alberta Interim Report Dec 31 2024 - Q2 FY2025	February 7, 2025	9-23
Smoky Lake Agricultural Society – Financial Statements Year End 2024	February 14, 2025	7-93
Alberta HUB – Sustainability Recommendation & Road Map Document	February 18, 2025	19-57
Monthly Managers Reports - Jan. 2025 to Feb. 2025	February 19, 2025	N/A
Town of Smoky Lake Council Committee Appointments 2025 updated	February 27, 2025	1-113

Budget to Actual 2024
Notes As At December 31, 2024 Updated Feb 20

During the budget process, we had expected a surplus of \$500,000. We received some substantial additional revenue in December. As well, some expected expenses did not take place. The final predicted surplus (before audit) is \$800,000.

Taxes (net) Taxes have been levied (\$13,601,369 including requisitions). Some 305.1 assessment changes to linear have decreased the total revenue down to \$13,567,323

Legislative Council has a savings of about \$26,000.

Expense Breakdown by Division	Actual	Budget	Over (Under budget)
1	-\$11,391	-\$12,985	-\$1,595
2	-\$16,098	-\$14,600	\$1,498
3	-\$6,838	-\$12,885	-\$6,046
4	-\$10,785	-\$19,700	-\$8,914
5	-\$9,963	-\$13,585	-\$3,622
	-\$55,075	-\$73,755	-\$18,679

Administration Other Services are over budget by \$70,000. These are the unbudgeted fees to sell three properties as well as the consultant for CAO replacement. The CLH fees will be offset by the land sales revenue. Additional interest revenue brought in an extra \$100,000. This combined with other savings will provide a surplus of \$175,000

Communications Communications has a savings of \$10,000

GIS GIS is on budget

Other Government Service: The budget for grants was \$31,000 plus \$360,000 for HAK

250.00 STARS hockey tourn	1,500.00 Ann Chorney Library annual donation
360,000.00 Aspen View	1,500.00 SL Public Library annual donation
200.00 Mighty Moose Endurance	500.00 SL Riding Club annual donation
500.00 Randy Russ Barrel Race	1,500.00 Vilna Library annual donation
500.00 Archery Tournament	6,000.00 Stars Annual Donation
1,000.00 Kalyna annual donation	3,000.00 Annual COPS Donation
1,500.00 Threshing bee annual donation	200.00 Robotics Tournament
500.00 HAK Girls Rugby	350.00 SL Holubka Dancers
500.00 UCC-AB Prov Council	1,000.00 Vilna Fair Days
500.00 Jr Golf	500.00 Waskatenau Fair Days
240.00 Christmas Hamper	500.00 MS Society
200.00 Smoky Lake Remembrance Day	200.00 Waskatenau Remembrance Day
1,000.00 Fireworks	250.00 Jasper
<u>383,890.00</u>	<u>6,110.00</u>
balance remaining	6,110.00

Fire Services Costs are high this year because tools etc. that were stolen from Vilna fire department have been replaced. Advertising is over budget due to OHV ban signs. Once we accrue the unbilled MVA charges, the surplus is \$70,000

Bylaw There should be a savings in wages/benefits and fuel of about \$40,000 due to the temporary position vacancy
 The Policing charge was not as high as expected providing a savings of \$100,000

Transportation With the final adjustments, Transportation ended very close to budget

Environmental Services Water has a bit of a surplus. Bellis Sewer has cost \$12,334. An unexpected repair was necessary, however the additional cost is offset by savings within the Sewer Dept. No savings are expected in the Landfill department. Garbage truck repairs have resulted in higher parts costs, costs to contract out garbage pick up, and additional costs that were incurred in response to the landfill audits will result in overages of approx. \$100,000 for the landfill

FCSS 2024 FCSS funds granted out are:

1706 Wask Library	6500 SL Library
1875 Vilna Ag Society	2000 Warspite Community Hall
1500 Legion	1290 Friends of Vilna Pool Hall
	Smoky Lake
6500 Fire Camp	2500 Minor Hockey
97506.86 Aspenview FSLW	

Legislative

Council has a savings of about \$26,000.

Expense Breakdown by Division		Actual	Budget	Over (Under budget)
	1	-\$11,391	-\$12,985	-\$1,595
\$ 121,377.86	grant remaining to cover overhead		\$ 506.00	

Planning & Communication The planning department had \$300,000 more revenue than budgeted (mainly due to levies from a large development). As well there were savings as a result of the elimination of a position. The surplus has risen to \$400,000

Agriculture Service Board Position vacancies will provide a surplus of approximately \$85,000

Economic Development Although RCDC did not provide a budget, we budgeted for the possibility we we need to contibute \$48,000. We did spend \$14,000 on economic development leaving a surplus of \$30,000

Recreation & Cultural Servi There should be a surplus of approximately \$50,000

Gas The oderant program provided a profit of \$134,869
Overall Gas surplus was \$14,000

	Total Gas Rev	Purchase	Capital	Gross Marg	Profit Marg
2024	\$ 1,438,660.42	\$ 875,593.98	-\$ 133,441.85	\$ 563,066.44	37%
2023	\$ 1,863,967.45	-\$ 1,275,933.53	-\$ 118,689.19	\$ 469,344.73	37%
2022	\$ 3,224,440.00	-\$ 2,692,763.00	-\$ 144,974.00	\$ 386,703.00	14%
2021	\$ 2,703,448.00	-\$ 1,942,250.00	-\$ 147,212.00	\$ 613,986.00	32%
2020	\$ 1,975,881.00	-\$ 1,261,073.00	-\$ 149,802.00	\$ 565,006.00	45%
2019	\$ 1,938,495.00	-\$ 1,202,745.00	-\$ 148,785.00	\$ 586,965.00	49%

Accounts Receivable	Total	Current	Over 30 days	Receivables under review
	\$ 80,182.51	\$ 29,109.76	\$ 4,344.73	\$ 46,728.02

Taxes Receivable	Total	2024 o/s	Arrears prior to 2023	Allowance for write off
Percentage of 2024 taxes collect 97%	\$ 3,043,772.81	\$ 451,259.51	\$2,592,513.30	\$ 2,202,904.40

Natural Gas Receivable	Total	Current	Over 90 days	
	\$15,358.24	-\$15,055.52	\$ 37,249.05	December has not been billed yet

Warspite Water Receivable	Total	Current	Over 90 days	
	\$ 3,144.56	-\$ 514.04	\$ 1,545.11	December has not been billed yet

SMOKY LAKE COUNTY
For the Twelve Months Ending December 31,

Municipal
Budget to Actual Report

	YTD ACTUAL Period 12	YTD BUDGET 2024 BUDGET	VARIANCE	VAR %	Notes
OPERATING REVENUE					
Taxes					
Farmland & Residential	\$4,342,322	\$4,300,093	(\$42,229)	(0.98%)	
Machinery & Equipment	1,357,698	1,357,698	0	(0.00%)	
Non - Residential	1,394,185	1,318,187	-75,998	(5.77%)	
Linear	6,451,014	6,435,843	-15,171	(0.24%)	
Provincial Government	12,479	72,831	60,352	82.87%	
Sewer Levy	9,625	9,040	-585	(6.47%)	
Other Income					
Well Drilling/Drill Rigs	943	5,500	4,557	82.85%	
					<i>majority of penalties from defunct oil and gas- not collectable</i>
Penalties	271,432	85,200	-186,232	(218.58%)	
User Fees and Sales of Goods	737,791	641,950	-95,841	(14.93%)	
Investment Income	794,341	693,498	-100,843	(14.54%)	
Development Levies	364,291	69,000	-295,291	(427.96%)	
					<i>Aggregate \$500,000 transferred to reserve</i>
Licenses and Permits	503,118	224,500	-278,618	(124.11%)	
Sales to Other Governments	398,595	336,135	-62,460	(18.58%)	
Grants					
Provincial Conditional - Operating	717,910	609,753	-108,157	(17.74%)	
CLC	125,718	113,230	-12,488	(11.03%)	
Transfer from Operating Reserve	1,035,000	1,035,000	0.00%		
TOTAL OPERATING REVENUE	18,516,462	17,307,458	-1,209,002	(6.99%)	
OPERATING EXPENSES					
Salaries, Wages, and Benefits					
Salaries & Wages	6,152,078	5,822,998	-147,080	(2.53%)	
Benefits	561,674	1,243,983	682,309	54.85%	
WCB	59,785	85,000	25,215	29.67%	
Other Wages	1,250	10,000	8,750	87.50%	
					<i>Payroll savings \$387,000 (unfilled positions, decreased overtime, no large snow fall)</i>
Contracted and General Services					
Mileage	25,133	45,700	20,567	45.00%	
Meals and Lodgings	57,747	95,360	37,613	39.44%	
Membership & Conference Fees	55,316	60,435	5,119	8.47%	
Freight, Express, Postage	27,778	42,250	14,472	34.25%	
Telephone & Communication	72,717	98,150	25,433	25.91%	
Training	96,764	112,700	15,936	14.14%	
Advertising, Printing, Subscriptions	50,948	60,550	9,602	15.86%	
Accounting & Auditing	33,500	34,000	500	1.47%	
Legal Fees	18,937	40,000	21,063	52.66%	
Assessor Fees	146,762	146,000	-762	(0.52%)	
Engineering Fees	137,965	133,670	-4,295	(3.21%)	
Other Consulting	64,746	62,700	-2,046	(3.26%)	
Computer Programing	145,500	187,417	41,917	22.37%	
Insurance	290,940	271,261	-19,679	(7.25%)	
Other Services	1,509,651	1,648,358	138,707	8.41%	
Materials, Goods, and Utilities					
Office/Food/Janitorial Supplies	98,006	95,830	-2,176	(2.27%)	
Fuel/Parts/ Etc	1,193,795	-71,846	-1,265,641	1761.60%	
					<i>fuel & equip costs allocated to capital road</i>
offset to capitlize roads	-258,036	-1,618,946	-1,360,910		
Gravel	533,546	490,000	-43,546	(8.89%)	
Chemicals	21,970	40,000	18,030	45.07%	
Computer Supplies	32,515	69,148	36,633	52.98%	
Utilities	157,159	220,999	63,840	28.89%	
Employee Recognition	16,129	30,000	13,871	46.24%	

Other General Supplies	885,082	819,800	-65,282	(7.96%)	
Transfers to Local Boards & Agencies	675,978	678,794	2,816	0.41%	
Write Offs	176,710	3,000	-173,710	(5790.33%)	<i>write off taxes</i>
Bank Charges & Interest	5,490	6,100	610	10.00%	
Requisitions	2,653,262	2,583,857	-69,405	(2.69%)	
Contingency		13,749	13,749	100.00%	
Amortization	2,018,809	2,044,300	25,491	1.25%	
	<u>17,719,606</u>	<u>15,605,317</u>	<u>-571,379</u>	<u>(3.32%)</u>	
Total Operations	796,856	1,702,141	-637,623	(766.42%)	
Capital Funding					
Sale of Capital Assets	739,768	1,306,699	566,931	43.39%	<i>profit from land sales</i>
Provincial Capital Grants	1,598,890	4,074,411	2,475,521	60.76%	
Transfer from Reserve	2,533,780	1,431,717	-1,102,063	(76.97%)	
Capital Funding	4,872,438	6,812,827	1,940,389	28.48%	
Capital Expenses					
Buildings & Land	2,200,010	14,000	-2,186,010	(15614.36%)	<i>Gravel pit</i>
Transfer to Reserve	2,795,220	1,428,000	-1,367,220	(95.74%)	
Land Improvements	7,830	18,000	10,170	56.50%	
Engineering Structures	581,181	6,011,475	5,430,294	90.33%	
Equipment	797,418	874,427	77,009	8.81%	
Vehicles	294,029	594,419	300,390	50.54%	
	<u>6,675,688</u>	<u>8,940,321</u>	<u>2,264,633</u>	<u>25.33%</u>	
Total Capital	-1,803,250	-2,127,494	-324,244	15.24%	
Net Profit/Loss	-1,006,394	-425,353	581,041	(136.60%)	
Remove Amortization	2,018,809	2,044,300	25,491	1.25%	
Adjusted Surplus (Deficit)	1,012,415	1,618,947	606,532	37.46%	

SMOKY LAKE COUNTY
For the Twelve Months Ending December 31,

Council
Budget to Actual Report

	YTD ACTUAL Period 12	YTD BUDGET 2024 BUDGET	VARIANCE	VAR %	<i>Notes</i>
OPERATING REVENUE					
Taxes					
Other Income					
Grants					
<hr/> <hr/>					
OPERATING EXPENSES					
Salaries, Wages, and Benefits					
Salaries & Wages	\$359,102	\$362,792	\$3,690	1.02%	
Benefits	79,311	77,105	-2,206	(2.86%)	
Contracted and General Services					
Mileage	17,393	28,200	10,807	38.32%	
Meals and Lodgings	18,167	23,770	5,603	23.57%	
Membership & Conference Fees	12,979	15,185	2,206	14.53%	
Telephone & Communication	6,537	6,100	-437	(7.16%)	
Other Services		1,500	1,500	100.00%	
Materials, Goods, and Utilities					
Office/Food/Janitorial Supplies	285	3,000	2,715	90.50%	
Computer Supplies	104	3,000	2,896	96.52%	
	<u>493,878</u>	<u>520,652</u>	<u>26,774</u>	<u>5.14%</u>	
Total Operations	-493,878	-520,652	-26,774	5.14%	
Capital Funding					
<hr/> <hr/>					
Capital Expenses					
<hr/> <hr/>					
Net Profit/Loss	-493,878	-520,652	-26,774	5.14%	
Adjusted Surplus (Deficit)	-493,878	-520,652	-26,774	5.14%	

Expense Breakdown by Division	<u>Over (Under budget)</u>		
	<u>Actual</u>	<u>Budget</u>	<u>budget</u>
1	-\$11,391	-\$12,985	-\$1,595
2	-\$16,098	-\$14,600	\$1,498
3	-\$6,838	-\$12,885	-\$6,046
4	-\$10,785	-\$19,700	-\$8,914
5	-\$9,963	-\$13,585	-\$3,622
	<u>-\$55,075</u>	<u>-\$73,755</u>	<u>-\$18,679</u>

SMOKY LAKE COUNTY
For the Twelve Months Ending December 31,

Natural Gas				
Budget to Actual Report				
	YTD	YTD		
	ACTUAL	BUDGET		
	Period 12	2024 BUDGET	VARIANCE	VAR %
OPERATING REVENUE				
Taxes				
Other Income				
Penalties	\$24,042	\$10,000	(\$14,042)	(140.42%)
User Fees and Sales of Goods	2,393,812	2,970,620	576,808	19.42%
Investment Income	88,204	35,000	-53,204	(152.01%)
Licenses and Permits		9,600	9,600	100.00%
Grants				
TOTAL OPERATING REVENUE	2,506,058	3,025,220	519,163	17.16%
OPERATING EXPENSES				
Salaries, Wages, and Benefits				
Salaries & Wages	851,360	889,889	38,529	4.33%
Benefits	171,223	144,020	-27,203	(18.89%)
Contracted and General Services				
Mileage	168	3,000	2,832	94.41%
Meals and Lodgings	10,084	18,500	8,416	45.49%
Membership & Conference Fees	35,353	38,000	2,647	6.97%
Freight, Express, Postage	8,979	12,600	3,621	28.74%
Telephone & Communication	15,245	20,400	5,155	25.27%
Training	4,296	7,000	2,704	38.63%
Advertising, Printing, Subscriptions	20	2,500	2,480	99.20%
Accounting & Auditing	13,150	16,000	2,850	17.81%
Legal Fees		1,000	1,000	100.00%
Engineering Fees	8,912	7,500	-1,412	(18.82%)
Other Consulting	768	1,200	432	35.99%
Computer Programing	22,944	30,000	7,056	23.52%
Insurance	36,336	35,000	-1,336	(3.82%)
Other Services	98,994	51,750	-47,244	(91.29%)
Materials, Goods, and Utilities				
Office/Food/Janitorial Supplies	8,113	18,200	10,087	55.42%
Fuel/Parts/ Etc	100,817	95,500	-5,317	(5.57%)
Computer Supplies	1,833	19,000	17,167	90.36%
Utilities	10,766	12,120	1,354	11.17%
Employee Recognition		2,000	2,000	100.00%
Other General Supplies	959,738	1,550,042	590,304	38.08%
Write Offs	-515		515	0.00%
Amortization		245,000	245,000	100.00%
	2,358,584	3,220,221	861,638	26.76%
Total Operations	147,474	-195,001	-342,475	175.63%
Capital Funding				
Transfer from Reserve	14,118	267,000	252,882	94.71%
Capital Funding	14,118	267,000	252,882	94.71%
Capital Expenses				
Buildings & Land		140,000	140,000	100.00%
Transfer to Reserve	133,445	50,000	-83,445	(166.89%)
Equipment	14,118	60,000	45,882	76.47%
Vehicles		67,000	67,000	100.00%
	147,563	317,000	169,437	53.45%
Total Capital	-133,445	-50,000	83,445	(166.89%)
Net Profit/Loss	14,029	-245,001	-259,030	105.73%
Remove Amortization		245,000	245,000	100.00%
Adjusted Surplus (Deficit)	14,029	-1	-14,030	#####

YTD ACTUAL Period 12	YTD BUDGET 2024 BUDGET	VARIANCE	VAR %
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