AGENDA
COUNTY OF NORTHERN LIGHTS
REGULAR COUNCIL MEETING HELD IN COUNTY CHAMBERS
ON TUESDAY, OCTOBER 27, 2026, at 10:00 A.M.
COUNTY BUILDING, MANNING, ALBERTA

Members of the public are welcome to attend the County of Northern Lights Council meetings virtually using the Zoom Link below.
https://us02web.zoom.us/j/82389283665?pwd=U9yUTncWHpxeXIWU5vOKXXa7Og0bIs.1

01.0 Call to Order
01.1.1 Land Acknowledgement

02.0 Adoption of the Agenda

03.0 Adoption of the Minutes of the Previous Regular or Special Meeting(s)

04.0 Delegations
A. Peace River Community Soup Kitchen – 10:00 a.m.
B. Integrated Municipal Support – 10:15 a.m.
C. Ryan Konowalyk – Sims Road – 10:30 a.m.

05.0 Policies/ Bylaws

06.0 Municipal/CAO & Departmental Reports/Business
06.1 Government Services
06.1.1 Council/Legislative
A. 2026 Peace Region ASB Conference
B. Council Monthly Calendars

06.1.2 Administration
A. CAO Report

06.1.3 Assessment

06.1.4 Taxation

06.1.5 Finance
A. Director of Corporate Services Update

06.1.6 Equipment/Supplies

06.1.7 Buildings/Properties

06.1.8 Personnel/Human Resources

06.2 Protective Services
06.2.1 Policing

06.2.3 Fire protection

06.2.4 Emergency Measures & Disaster Services

06.2.5 Ambulance/First Aid

06.2.6 By-law Enforcement

06.3 Transportation/Drainage/Public Works

06.3.1 Public Works

A. Director of Public Works Report
B. Request for Decision – iWantWireless Tower at North Star Transfer Station
C. Request for Decision – RFP 26.33. AWOS Award

06.3.2 Roads

06.3.3 Airport

06.3.7 Drainage Ditches

06.4 Utilities/Public Works

06.4.1 Water

06.4.2 Sewage

06.4.3 Solid Waste

06.6 Environmental Development

06.6.1 Development [Planning/Zoning/Subdivisions]

06.6.2 Community Services / Economic Development

06.6.3 Agriculture Services

06.6.5 Natural Resources

06.6.6 Housing / Seniors

06.6.9 Tourism

07.0 Ward and/or Committee Reports

08.0 Info Items

A. Tuesday, October 27, 2026, Info Package

09.0 Media Inquire

10.0 Open Mic

10.0 In Camera Items

A. Joint ICF Agreement with Town of Peace River - Intergovernmental Matter – ATIA s.26
B. Fire Service Agreement with Town of Manning – Intergovernmental Matter – ATIA s.26

11.0 Adjournment

MINUTES
COUNTY OF NORTHERN LIGHTS
REGULAR COUNCIL MEETING HELD IN COUNTY CHAMBERS
ON TUESDAY, OCTOBER 13, 2026, at 9:00 A.M.
COUNTY BUILDING, MANNING, ALBERTA

PRESENT:	Gary These	Ward One	Weberville/Stewart
	Kayln Schug	Ward Two	Warrensville/Lac Cardinal
	Brenda Yasinski	Ward Three	Dixonville/Chinook Valley
	Brent Reese	Ward Four	Deadwood/Sunny Valley
	Gloria Dechant	Ward Five	North Star/Breaking Point
	Terry Ungarian	Ward Six	Hotchkiss/Hawk Hills
	Linda Halabisky	Ward Seven	Keg River/Carcajou *(virtual)*
IN ATTENDANCE:	Gerhard Stickling	Chief Administrative Officer	
	Josh Hunter	Director of Corporate Services	
	Jessica Gummesen	Executive Assistant/ Recorder	
	Dan Archer	Mile Zero Banner Post Reporter	
	Gail Long	ISL Engineering *(virtual)*	

01.0 Call to Order

01.1.1 Land Acknowledgement

Reeve Ungarian called Tuesday, October 13, 2026, Council Meeting to order at 9:02 am

02.0 Adoption of the Agenda

467/13/10/26 **MOVED BY** Councilor Halabisky that Tuesday, October 13, 2026, Council Meeting Agenda be approved and adopted with the following additions:
6.3.3 – A. Peace Region Economic Development Alliance (PREDA) Regional Airport Maintenance Team
CARRIED UNANIMOUSLY

03.0 Adoption of the Minutes of the Previous Regular or Special Meeting(s)
A. Tuesday, September 22, 2026, Council Meeting Minutes

468/13/10/26 **MOVED BY** Councilor Reese that the minutes of the Regular Council Meeting held on September 22, 2026, be approved with the following corrections:

1. **Motion No. 452/22/09/26:** Remove Councillor Yasinski and replace with Councillor Dechant
2. **Motion No. 457/22/09/26 –** Small Business Awards: Amend the motion to reflect Reeve Ungarian attendance in place of Councillor Reese
3. **Motion No. 458/22/09/26 –** Declaration of Conflict of Interest: Add that Councillor Dechant declared a conflict of interest and excused herself from the meeting prior to Council's consideration of Motion No. 458/22/09/26

_____, CEO _____, CAO

CARRIED UNANIMOUSLY

Al Wardale, Operations Superintendent; Keith Wells, Woods Manager; and Sarah Neustaeter, Operations Supervisor, representing Manning Lumber, A Division of West Fraser Alberta Woods Products Ltd. entered the meeting at 9:00 a.m.

Darlene Frith, Executive Director representing Manning Regional Child Care Association entered the meeting at 9:10 a.m.

04.0 Delegations

04.1 A. West Fraser Manning Lumber Annual Operations Update

Al Wardale, Operations Superintendent; Keith Wells, Woods Manager; and Sarah Neustaeter, Operations Supervisor, representing Manning Lumber, A Division of West Fraser Alberta Woods Products Ltd exited the meeting at 9:43 a.m.

B. Manning Regional Child Care Association (MRCCA)

Darlene Frith, Executive Director representing Manning Regional Child Care Association, exited the meeting at 10:09 a.m.

Reeve Ungarian Recessed the Meeting at 10:09 a.m.

Reeve Ungarian Reconvened the Meeting at 10:32

05.0 Policies/ Bylaws

B. Proposed Bylaw No. 26-14-513

469/13/10/26 **MOVED BY** Councillor Dechant that Council give FIRST READING to Bylaw No. 26-14-513, being a bylaw to authorize the imposition of a local improvement tax in the Hamlet of North Star to recover the costs associated with providing water and sewer services to one previously unserviced property
CARRIED UNANIMOUSLY

470/13/10/26 **MOVED BY** Councillor Schug that Council give SECOND READING to Bylaw No. 26-14-513, being a bylaw to authorize the imposition of a local improvement tax in the Hamlet of North Star to recover the costs associated with providing water and sewer services to one previously unserviced property
CARRIED UNANIMOUSLY

471/13/10/26 **MOVED BY** Councillor Yasinski that Council proceed to THIRD AND FINAL READING of Bylaw No. 26-14-513
CARRIED UNANIMOUSLY

472/13/10/26 **MOVED BY** Councillor Halabisky that Council give THIRD AND FINAL READING to Bylaw No. 26-14-513, being a bylaw to authorize the imposition of a local improvement tax in the Hamlet of North Star to recover the costs associated with providing water and sewer services to one previously unserviced property
CARRIED UNANIMOUSLY

06.0 Municipal/CAO & Departmental Reports/Business

06.1 Government Services

06.1.1 Council/Legislative

A. Regional Economic Development Committee Proposal

473/13/10/26 **MOVED BY** Councillor Dechant that Council appoint Councillors Schug and Reeve Ungarian as members of the Regional Economic Development Committee
CARRIED UNANIMOUSLY

_____, CEO

_____, CAO

B. Royal Canadian Legion Branch No.62 – Wreath Pickup and Poppy Campaign Donations

474/13/10/26 **MOVED BY** Councillor Halabisky that Council authorize Councillor These to pick up the wreaths and attend the Remembrance Day ceremony on November 11, 2026, on behalf of the County of Northern Lights
CARRIED UNANIMOUSLY

C. Council Monthly Calendars

475/13/10/26 **MOVED BY** Councilor Reese that the Council Monthly Calendars Report be accepted for information
CARRIED UNANIMOUSLY

D. Waterline Issue (verbal)

476/13/10/26 **MOVED BY** Councillor Reese that Council accept the verbal report regarding the waterline issue as information and direct Administration to investigate the matter, engage in further discussions with the appropriate parties, and report back to Council with finding and potential solutions
CARRIED UNANIMOUSLY

04.2 Public Hearing

A. Public Hearing for Bylaw No. 26-61-512

Chair Terry Ungarian declared the Public Hearing for Land Use Amendment Bylaw No. 26-61-512 open at 11:00 a.m.

Chair Ungarian welcomed all participants

Chair Ungarian requested that the nature of the proposed bylaw be read into the record. Gail Long, Planning and Development Officer (ISL Engineering and Land Services LTD.) read the following into the record:
In accordance with County Policy, Land Use Amendment Bylaw No. 26-61-512 received First Reading on Tuesday, September 22, 2026, Council meeting.

The purpose of today's Public Hearing is to provide an opportunity for members of the public to make comments and submissions regarding the proposed matter under consideration.

Chair Ungarian requested confirmation that all required public notification procedures, including newspaper advertisements, public announcements, and applicable notification timeframes, had been completed in accordance with legislative requirements
Bylaw 26-61-512 was posted in the Mile Zero Banner Post on September 30, 2026, and October 7, 2026, on the County's website and County Facebook page

Chair Ungarian called for the PRESENTATION
Gail Long, Planning and Development Officer (ISL Engineering and Land Services LTD.) read the Proposed Land Use Bylaw No. 26-61-512

BYLAW NO. 26-61-512
COUNTY OF NORTHERN LIGHTS
PROVINCE OF ALBERTA

BEING A BYLAW FOR THE PURPOSE OF AMENDING THE COUNTY OF NORTHERN LIGHTS LAND USE BYLAW NO. 12-61-290

WHEREAS the Council of the County of Northern Lights, Province of Alberta, has adopted a Land Use Bylaw; and

WHEREAS the Council has the authority under the provisions of the Municipal Government Act, R.S.A. 2000 as amended to amend the Land Use Bylaw; and

WHEREAS the Council of the County of Northern Lights deems it desirable to amend Land Use Bylaw No. 12-61-290;

_____, CEO _____, CAO

NOW THEREFORE the Council of the County of Northern Lights, duly assembled, hereby enacts the following:

(1) THAT Regulation E2.3 be deleted in its entirety and replaced with the following:

E2.3 Written notification indicating that an application is either complete or incomplete shall be issued to the applicant by the Development Authority as follows:
(a) Unless extended by an agreement in writing between the applicant and the Development Authority in accordance with Regulation E2.5, the Development Authority shall, within twenty (20) days after receipt of a Development Permit application,

(i) Issue a written acknowledgement to the applicant advising that the application is complete, or
(ii) Issue a written notice to the applicant advising that the application is incomplete, listing the information that is still required, including the information required by Regulation E2.1 and E2.2, and setting out the submission deadline by which the required information must be submitted, providing that the submission deadline may be subsequently extended by an agreement in accordance with Regulation E2.5.

(b) If the Development Authority is able to review a completed application and issue a Notice of Decision within the 20 day response period as indicated in E2.3 (a)(i), written acknowledgement advising that the application is complete is not required.
(c) If the Development Authority does not make a determination referred to in subsection (a) within the prescribed time period, the application shall be deemed to be complete.
(d) If the applicant fails to submit all the required information on or before the submission deadline referred to in subsection (a)(ii), the application shall be deemed to be refused, and the Development Authority shall issue a written acknowledgement to the applicant stating that the application has been refused, outlining the reason for refusal, and indicating the refusal may be appealed in accordance with Regulation G1.2.
(e) Upon receipt of the required information on or before the submission deadline referred to in subsection (a)(ii), the Development Authority shall issue a written acknowledgement to the applicant advising that the application is complete.
(f) Notwithstanding the issuance of a written acknowledgement issued pursuant to subsection (a)(i) or subsection (e), the Development Authority may request additional documentation or information from the applicant that the Development Authority considers necessary to review the application.

E2.4 If the Development Authority does not make a decision on an application for a Development within 40 days after the applicant's receipt of an acknowledgement that the application is complete in accordance with Regulation E2.3, the application shall, at the option of the applicant, be deemed to be refused unless one or more Time Extension Agreements have been agreed to in accordance with Regulation E2.5.

E2.5 Time Extensions may be agreed upon by both the applicant and the Development Authority as follows:
(a) The Development Authority may request up to a six (6) month extension of the review period of a Development Permit application from the applicant.
(b) The Development Authority may grant up to a six (6) month extension of the review period of a development application at the request of the applicant.
(c) Additional six (6) months extensions may be requested from or granted by the Development Authority.
(2) This bylaw shall come into effect upon the date of the final passage thereof.

READ for a First time this 22 day of September 2026.

Chair Ungarian called for any WRITTEN SUBMISSIONS in support of the proposed bylaw
To date, no written submissions in support were received

Chair Ungarian called for any WRITTEN SUBMISSIONS opposed to the proposed bylaw
To date, no objections have been received or expressed

Chair Ungarian called for any VERBAL SUBMISSIONS in support of the proposed bylaw
No verbal submissions of support for the amendment were expressed

Chair Ungarian called for any VERBAL SUBMISSIONS opposed to the proposed bylaw

_____, CEO

_____, CAO

No verbal submission opposed to the amendment was expressed

Chair Ungarian calls for any RECOMMENDATION
Gail Long responded:
It is recommended that Council approve proposed Land Use Bylaw No. 26-61-512.

To accommodate the proposed text amendment, and in accordance with the requirements of the Municipal Government Act (MGA), it is further recommended that Regulation E2.3 be deleted and replaced with the following:

"The amendments establish the process by which the Development Authority communicates with an applicant following the submission of a development permit application, including notification as to whether the application is complete or incomplete, and the circumstances under which the Development Authority may extend the applicable timelines for the review and consideration of the application."

Chair Ungarian asked if there were any questions from Council
No questions from council

477/13/10/26 **MOVED BY** Councillor Schug to give SECOND READING to Land Use Bylaw Amendment No. 26-61-512
CARRIED UNANIMOUSLY

478/13/10/26 **MOVED BY** Councillor Reese to give THIRD AND FINAL READING to Land Use Bylaw Amendment No. 26-61-512
CARRIED UNANIMOUSLY

Chair Ungarian adjourned the Public Hearing for Bylaw No. 26-61-512 at 11:08 am

05.0 Policies/ Bylaws

A. Land Use Bylaw Amendment 26-61-514

479/13/10/26 **MOVED BY** Councilor Dechant to give FIRST READING to Bylaw No. 26-61-514, Proposed Land Use Bylaw Amendment; set the Public Hearing for November 10, 2026 , at 11:00 a.m.; and direct Administration to advertise the Public Hearing in the Mile Zero Banner Post on October 21, 2026, and October 28, 2026, and County social media outlets
CARRIED UNANIMOUSLY

Reeve Ungarian Recessed the Meeting at 11:10 a.m.
Reeve Ungarian Reconvened the Meeting at 11:20 a.m.

06.0 Municipal/CAO & Departmental Reports/Business
06.1 Government Services
06.1.1 Council/Legislative

E. Peace Region Subdivision & Development Appeal Board (PRSDAB) - Call for Members at Large

480/13/10/26 **MOVED BY** Councillor These that Council accept the PRSDAB – Call for Members at Large as information and direct Administration to advertise the opportunity through the County's social media platforms and other appropriate communication channels to encourage public interest and applications
CARRIED UNANIMOUSLY

Councillor Yasinski declared a conflict of interest and excused herself from voting on the following motion

F. Dixonville Rural Academy – Sponsorship Request

_____, CEO _____, CAO

481/13/10/26 **MOVED BY** Councillor Reese that Council approve the sponsorship request by providing in-kind snow removal services to support the school
CARRIED UNANIMOUSLY

G. Rural Municipalities of Alberta (RMA) – Resilient Leadership Challenging Times Event Invite

482/13/10/26 **MOVED BY** Councillor Schug that the RMA – Resilient Leadership Challenging Times Event Invite be accepted for information
CARRIED UNANIMOUSLY

06.1.2 Administration
A. CAO Report

483/13/10/26 **MOVED BY** Councilor These that the CAO Report be accepted for information
CARRIED UNANIMOUSLY

06.1.3 Assessment

06.1.4 Taxation
A. Public Auction Terms and Conditions

484/13/10/26 **MOVED BY** Councillor Halabisky that Council set the date and time for the public auction as December 15, 2026, at 1:30 p.m. MST; adopt the Terms and Conditions of Sale as presented in Schedule 1; and approve the reserve bids for the properties as outlined
CARRIED UNANIMOUSLY

Charles Schwab entered the meeting at 11:35 a.m.

06.1.5 Finance
A. Director of Corporate Services Update

485/13/10/26 **MOVED BY** Councilor Dechant that the Director of Corporate Services Update Report be accepted for information
CARRIED UNANIMOUSLY

C. September 2026 Payment Registers

486/13/10/26 **MOVED BY** Councilor Reese that the September 2026 Payment Registers be accepted for information
CARRIED UNANIMOUSLY

D. June, July and August Bank Reconciliation

487/13/10/26 **MOVED BY** Councilor Yasinski that the Bank Reconciliation Reports be accepted for information
CARRIED UNANIMOUSLY

Reeve Ungarian Recessed the Meeting at 11:46 a.m.
Reeve Ungarian Reconvened the Meeting at 1:01 p.m.

B. YTD Budget Variance Report

488/13/10/26 **MOVED BY** Councilor Halabisky that the YTD Budget Variance Report be accepted for information
CARRIED UNANIMOUSLY

06.1.6 Equipment/Supplies

_____, CEO _____, CAO

06.1.7 Buildings/Properties

06.1.8 Personnel/Human Resources

06.2 Protective Services
06.2.1 Policing

06.2.3 Fire protection

06.2.4 Emergency Measures & Disaster Services

06.2.5 Ambulance/First Aid

06.2.6 By-law Enforcement

06.3 Transportation/Drainage/Public Works
06.3.1 Public Works

Councillor Dechant exited the meeting at 1:12 p.m.
Councillor Dechant returned to the meeting at 1:13 p.m.

A. Director of Public Works Report

489/13/10/26 **MOVED BY** Councilor Reese that the Director of Public Works Report be accepted for information
CARRIED UNANIMOUSLY

06.3.2 Roads
A. Briefing Notes – Smith Mills Road

490/13/10/26 **MOVED BY** Councilor Reese that the Briefing Notes – Smiths Mills Road Report be accepted for information
CARRIED UNANIMOUSLY

06.3.3 Airport
A. Peace Region Economic Development Alliance (PREDA) Regional Airport Maintenance Team

491/13/10/26 **MOVED BY** Councillor Schug that Council accept the discussion regarding the PREDA Regional Airport Maintenance Team as information
CARRIED UNANIMOUSLY

06.3.7 Drainage Ditches

06.4 Utilities/Public Works
06.4.1 Water

06.4.2 Sewage

06.4.3 Solid Waste

06.6 Environmental Development
06.6.1 Development [Planning/Zoning/Subdivisions]

06.6.2 Community Services / Economic Development
A. Recreation Board Donations Report

_____, CEO _____, CAO

492/13/10/26 **MOVED BY** Councilor Halabisky that the Recreation Board Donations Report be accepted for information
CARRIED UNANIMOUSLY

B. YouTube Analytics Report

493/13/10/26 **MOVED BY** Councilor Yasinski that the YouTube Analytics Report be accepted for information
CARRIED UNANIMOUSLY

06.6.3 Agriculture Services

06.6.5 Natural Resources

06.6.6 Housing / Seniors

06.6.9 Tourism

07.0 Ward and/or Committee Reports

494/13/10/26 **MOVED BY** Councilor Dechant to accept the Ward Reports for information
CARRIED UNANIMOUSLY

08.0 Info Items

A. *Tuesday, October 13, 2026, Info Package*

495/13/10/26 **MOVED BY** Councilor These to accept Tuesday, October 13, 2026, Info Package for information
CARRIED UNANIMOUSLY

09.0 Delegations

496/13/10/26 **MOVED BY** Councillor Reese that the West Fraser Annual Operations Update presentation be accepted as presented
CARRIED UNANIMOUSLY

497/13/10/26 **MOVED BY** Councillor Schug that Council accept the MRCCA presentation as information, direct Administration to extend a letter of appreciation to the presenter for attending, and defer consideration of the request to the upcoming budget deliberations
CARRIED UNANIMOUSLY

10.0 Media Inquires

12.0 Open Mic

13.0 In Camera Items

498/13/10/26 **MOVED BY** Councillor These to close the meeting to the public at 2:28 p.m., pursuant to Section 197 of the Municipal Government Act, to discuss the following matters:

1. Transportation Regional Committee (TRC) Meeting Update - Intergovernmental Matter — pursuant to Section 26 of the Access to Information Act (ATIA).

Councillor Schug, These, Yasinski, Dechant, Reese, Reeve Ungarian, Gerhard Stickling (CAO), Charles Schwab (DPW) were in attendance during the closed session

Charles Schwab (DPW) exited the meeting at 2:46 p.m.

_____, CEO

_____, CAO

499/13/10/26 **MOVED BY** Councilor Schug to have the council meeting come out of in camera at 3:05 p.m.
CARRIED UNANIMOUSLY

12.0 Adjournment

Reeve Ungarian adjourned Tuesday, October 13, 2026, meeting at 3:05 p.m.

Chief Elected Official Terry Ungarian	Chief Administrative Officer Gerhard Stickling

_____, CEO _____, CAO

APPENDIX A

REQUEST FOR FUNDING – COUNCIL DONATIONS & GRANTS

Application Form

APPLICANT INFORMATION

Legal Name of Organization/Individual (*must match provincial records*):
Peace River Community Soup Kitchen

Common Name of Organization/Individual (*if different from legal name*):
Same

Mailing Address of Applicant Organization/Individual: P. O. Box 7123
** All correspondence and cheques will be mailed to this address.

City: Peace River Province: AB Postal Code: T8S 1S8

Contact Person: Donna Dahm Position: Chairperson

Phone Number: [redacted] Email: [redacted]

PROJECT OVERVIEW

Activity / Event Type (please check one)

- ☐ Hosting a Regional, Provincial, National or International Event
- ☐ Community Special Event or Celebration
- ☐ Organization/Group Start-up Costs
- ☐ Travel to a Regional, Provincial, National or International Event
- ☑ Other: Specify Request Donation to assist in covering 2027 operational costs

Project Name: PR Community Soup Kitchen Amount Requested: $2500.00

Description of request: (use back of form if more space is required) The purpose of our organization is to provide a hot meal at noon on Mondays, Wednesdays and Fridays for those in need in our area. Our donation request is to cover operational costs of food and supplies, and assist in covering the costs of the use of the Lower Hall of St. James Anglican Cathedral in Peace River for a nominal fee. The Peace River Community Soup Kitchen is now in its 20th year of operation

How will you acknowledge support from the County of Northern Lights?
Acknowledgement will be through our website, social media, at our AGM, and at Our Volunteer Tea.

Did you approach any other organizations about funding? ☑ Yes* ☐ No

Did you approach the North or South Recreation Boards for funding? ☐ Yes* ☐ No

*If yes, did you receive funding from them for this project, event or activity? Yes** ☐ No ☐

** What was the Amount received? Various

PROJECT BUDGET

Please list sources of revenue and anticipated expenses for the activity /event.

Revenues:

Applicant Fund-raising: -

Applicant Contribution: -

Other Grants/Donations: 17152.65

In-kind Contributions: Various

Other:

Application Amount: 2500.00

Total Revenue: 19652,00

Expenditures

Transportation: -

Accommodations: -

Contracted Services: Facility $6000/yr

Food: 15600.00

Administration: -

Other: 714.20

Total Expenditures: 2027 $21548

Revenues & Expenditures must match.

Please Submit Applications To:

County of Northern Lights
600 – 7th Ave NW, Box 10
Manning, AB T0H 2M0
Fax: 780-836-3663
cao@countyofnorthernlights.com

The personal information collected on this form is collected for the purpose of determining eligibility for the applicant to receive support for an event or activity. The information is collected under Section 33(c) of the Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information should be directed to the above address.

For Administrative Use Only:

Date Received: _____ Date Reviewed: _____

Funding Approved: No ☐ Yes ☐ Amount approved for: $_____

Funding Type: Donation ☐ or Grant ☐ Council Motion #:_____

Department (for budget purposes): _____

Comments: _____

_____

Appendix B

County Grants

Benefits and Accomplishments Project Report

Project Name:	P. R. Community Soup Kitchen	Phone number: +17806185060
Project Applicant:	Peace River Community Soup Kitchen	
Person Reporting: (name, email)	Donna Dahm [redacted]	
Date of Completion:	September 20, 2026	

Part A – Report on Accomplishments

Activities	
▪ List (or attach a separate document) of activities completed by the Applicant in relation to the Project - purchase food, meals and supplies - coordinate all volunteers who serve meals, purchase supplies, etc - secure location and insurance needs - organize quarterly Board meetings and AGM - organize special activities for National Indigenous Peoples Day and	Project Activities: Christmas meal - complete and file CRA Charitable Status forms yearly - complete other regulatory forms as required - organize Volunteer Appreciation Tea - administer funds and complete financial accounts

Part B – Financial Report (Note: All documentation and calculations used to determine the Eligible Costs, *including without limitation copies of the relevant invoices and receipts must be attached*). **See Appendix 1 for financial spread sheet.**

Part C: Additional Comments *(e.g. what was the outcome of the project, the benefits to the community or user group, the community response etc.)*

Statistics for 2025:
Adults served: 4015
Children served: 24
Total served: 4039
Total days open: 143
Average clients per day: 28 clients served
Highest Number of Clients Served: 58 clients on National Indigenous Peoples Day

Part D: County of Northern Lights Acknowledgement: Please indicate below how the County has been acknowledged or will be acknowledged in the future.

On October 14, 2025 the County of Northern Lights made a generous donation of $2500 to assist in covering operational costs for 2026. This request is to assist in covering operational costs for 2027.

Acknowledgment and photo provided as requested
- on our website and other social media
- AGM
- Volunteer Appreciation Tea

The County would appreciate pictures of the process if available to use for the County Newsletter. Please email them to: adminassist@countyofnorthernlights.com.

Benefits and Accomplishments Project Report
Appendix 1

Community Group: _____

Contact Person: _____

Address: _____

Postal Code: _____ Phone Number: _____

Total Grant Amount Received: _____

Description	Total Invoice	G.S.T.	Eligible Cost (exclude GST, non-eligible costs)
Total Project Cost:	**$ -**	**$ -**	**$ -**

Total Grant Amount Received: $ _____

Total Project Cost: - $ _____

Amount to be reimbursed: $ _____

- Please make cheque payable to the County of Northern Lights and mail to County of Northern Lights, Attn: CAO at Box 10, Manning, AB T0H 2M0

IMS



Introduction of Contracted Bylaw Services

Prepared by **Integrated Municipal Support**

A Division of Apex Security

780-830-0288
9916 A 100 Avenue, Grande Prairie
10501 77th Street, Peace River, AB

Integrated Municipal Support

Providing Reliable Solutions for Municipal Across Alberta

With over 20 years of operational experience delivering high-quality security and municipal enforcement services across Alberta, Integrated Municipal Support (IMS), a division of Apex Security, is pleased to present this introduction of services, with a focus toward the provision of professional, community-focused bylaw enforcement.

IMS currently provides bylaw enforcement services to the Towns of Valleyview, Grimshaw and Fox Creek, with additional commitments to commence in January 2027. This portfolio has helped set the foundation to be well-positioned to support communities with consistent, reliable and proactive municipal bylaw service tailored to the unique needs of the community.

At IMS our enforcement approach is grounded in visibility and community trust. IMS is prepared to ensure that municipal bylaws are enforced fairly, with a strong focus on education, presence, and respectful interaction to encourage voluntary compliance and enhance overall community well-being.

Why Municipalities Choose Contracted Bylaw Services

Municipalities need reliable bylaw services, but do not always have the staffing, infrastructure, or budget to maintain a dedicated department. Municipal administration and other local resources often fill the gap alongside their existing responsibilities. Recruiting and retaining qualified officers, keeping bylaws current and aligned with legal requirements, and providing ongoing supervision can place considerable demands on an already busy municipal team.

IMS developed its contracted bylaw service approach with these challenges in mind. By supporting multiple municipalities through one organization, we can provide experienced officers, consistent supervision, established procedures, and backup staffing. This gives each community a dependable service tailored to its needs, without having to build and manage the entire program itself.

Our field-level officers deliver day-to-day services within the community, with regular support from a dedicated in-house sergeant. The sergeant checks in multiple times each week, reviews ongoing investigations, and provides immediate guidance when officers encounter unfamiliar or complex situations. This regular involvement helps maintain scheduled coverage, keeps reporting and record keeping on track, and gives municipal staff a clear point of contact for questions or concerns.

The experience gained across our participating communities also strengthens the service we provide. Officers and municipal staff can draw on proven practices for handling complaints, conducting investigations, documenting cases, and following through on enforcement. Each municipality retains direction over its local priorities while benefiting from the knowledge and processes already developed within IMS.

When more specialized support is needed, our consultation and advisory services provide access to experienced personnel on an as-needed basis. This may include reviewing bylaws and policies, advising on complex cases, assisting with court preparation, mentoring staff, or assessing the overall program. Communities can access this expertise when they need it, without having to retain a specialist directly.

Service Delivery Approach

Our team at IMS works with each municipality to establish a service model that reflects its priorities, workload, budget, and expectations. From the outset, we work with municipal administration to understand local concerns, identify areas requiring attention, and agree on how services will be delivered and reviewed.



Where it makes sense, we can also coordinate services with neighboring municipalities, allowing communities to share resources while maintaining their own coverage arrangements and enforcement priorities.

For communities receiving scheduled enforcement services, coverage is planned in consultation with administration. Scheduling can accommodate seasonal demands, community events, and emerging concerns within the agreed service level. Consultation and advisory support can also be arranged for specific projects or issues as they arise.

Regular communication keeps the service aligned with the community's needs. Through activity reports and discussions with administration, we review ongoing concerns, monitor progress, and adjust priorities where needed.

Education, Community Engagement, and Voluntary Compliance

Our officers take an education-first approach, helping residents, businesses, and visitors understand local bylaws and what is expected of them. Where appropriate, they provide clear direction and a reasonable opportunity to address concerns voluntarily.

Being visible, approachable, and willing to listen is an important part of this work. Regular interaction with the community helps officers understand local issues, build trust, and resolve concerns before they become more difficult to manage.

When voluntary compliance is not achieved, or circumstances require immediate action, officers take appropriate enforcement measures. Our approach remains fair and consistent, with attention to the circumstances of each case and the municipality's enforcement priorities.

Experience and Support Behind the Service

IMS officers are supported by a team with experience in municipal enforcement, policing, corrections, security operations, and public safety. This includes former Peace Officers and supervisors from Grande Prairie's enforcement services, whose practical knowledge guides officer training, case reviews, and ongoing supervision.

Apex Security's established infrastructure provides recruitment, human resources, scheduling, administration, and dispatch safety support. Together with IMS leadership and specialist advisory resources, this gives municipalities dependable support behind their local service.

Municipal staff have clear points of contact for operational questions, ongoing files, and program needs. Where services are shared across communities, IMS coordinates scheduling and support to maintain continuity while respecting each municipality's priorities.

Allen Gukert

Business Development and Leadership Manager

Professional Summary



With 35 years in Alberta Corrections in 5 different Centre's, including 22 years in leadership/management and six years as Director of Peace River Correctional Centre, Allen Gukert brings extensive expertise in security management, staffing, and public safety infrastructure. His experience in large-scale security operations and emergency response planning directly contributes to the effectiveness of Apex Security / IMS.

As a key leader in Apex Security / IMS, Allen applies his expertise to developing proactive security strategies that reduce strain on emergency services, enhance public safety, and support businesses and municipalities. His leadership ensures enforcement solutions are responsive to community priorities, developed in coordination with law enforcement and municipal administration.

Professional Experience

- Senior Leadership Roles – Alberta Corrections (1989–2022)
- Managed high-risk inmate populations, ensuring compliance with provincial regulations, institutional policies, and emergency response procedures.
- Led security operations as Deputy Director and Director in multiple Correctional and Remand centers.
- Played a key role in security upgrades, surveillance integration, and operational planning for major correctional facilities.

Business Development Manager – Apex Security / IMS (2023–Present)

- **Lead strategic planning and coordination** of contracted by law enforcement services to strengthen community safety, ensure regulatory compliance, and address social issues such as encampments with a balanced, responsible approach.
- **Develop and implement enforcement protocols** that align with municipal bylaws and provincial legislation while integrating social responsibility considerations.
- **Facilitate collaboration** between staff, municipal authorities, law enforcement, and community organizations to promote an integrated, coordinated response to bylaw and social challenges.
- **Apply extensive leadership and emergency response expertise** to optimize enforcement operations, improve service delivery, and maintain operational effectiveness.
- **Monitor performance and adapt strategies** based on data-driven insights and evolving community priorities to continuously enhance service outcomes.

Key Contributions to Municipal Enforcement Initiatives

- **Strategic Policy & Protocol Development**: Designed and implemented enforcement procedures that align with municipal bylaws, provincial legislation, and community expectations.
- **Municipal & Community Collaboration**: Serve as the primary liaison with municipal leadership, law enforcement, and outreach groups to coordinate effective, community-focused enforcement.
- **Operational Leadership & Reporting**: Oversee field performance and enforcement activities, delivering data driven reports and strategic insights to support informed decision-making by municipal councils.

Ross Gear



Public Security & Municipal Enforcement Specialist

Professional Summary

With 26 years in the RCMP and eight years in municipal enforcement, Ross Allan Gear brings extensive expertise in law enforcement, investigations, and municipal security. As a Sergeant Supervisor with Grande Prairie Enforcement Services (2016–2024), he led over 20 Community Peace Officers, managed by law enforcement, prosecuted cases, and advised on legal interpretations. His experience in policing, municipal law, and regulatory enforcement is a key asset to Bylaw and PSU services, ensuring effective operations and strong municipal collaboration.

Now, as a key contributor to Apex Security / IMS Ross applies his experience to developing strategic security initiatives that enhance municipal and business safety, reduce crime, and support law enforcement efforts. His leadership ensures services operate within the parameters of the law and with effectiveness.

Professional Experience

Grande Prairie Enforcement Services (2016–2024)

- Served as Sergeant Supervisor, leading over 20 Community Peace Officer Level Ones (CPO1).
- Supervised enforcement of all city bylaws and 13 provincial laws, including the Traffic Safety Act.
- Provided legal interpretations for court, ensuring accurate application of bylaws and provincial laws.
- Investigated public complaints and reported findings to the Alberta Solicitor General.
- Drafted the Municipal Parkland Bylaw and its accompanying Administrative Report.
- Managed and prosecuted bylaw matters, strengthening municipal enforcement and public safety.

RCMP Senior Leadership (1989–2016)

- Served as Watch Commander, Major Crimes Investigator, and Detachment Supervisor across Alberta.
- Led major case investigations, including homicides, drug offenses, arson, and weapons cases.
- Supervised regional informatics and managed operational support for 22 officers and six specialized units.
- Overseen community policing, municipal traffic, forensic identification, and police dog services.

Municipal Law Enforcement Leadership – Apex Security / IMS (2024–Present)

- Lead and oversee contracted bylaw enforcement operations, ensuring compliance with municipal bylaws, provincial legislation, and internal standards
- Develop and implement training programs, procedures, and enforcement protocols to support consistent service delivery
- Act as primary liaison with municipal officials and law enforcement, facilitating collaboration and issue resolution
- Monitor performance and operational practices to maintain accountability, efficiency, and legal compliance.

Contracted Bylaw Enforcement – Delivery

Staffing and Supervision

IMS selects officers who are suited to the communities they serve, with an emphasis on sound judgment, respectful communication, and practical problem-solving. Assigned officers become familiar with local bylaws, municipal priorities, and ongoing concerns, providing continuity for residents and administration.

A dedicated in-house sergeant provides regular oversight, reviews ongoing cases, and supports officers through unfamiliar or complex situations. Our existing officers and enforcement specialists also contribute to onboarding, field training, and ongoing development.

Relief personnel support coverage during vacations, training, illness, and other absences. Staffing and backup arrangements are established for each service model, including coordinated coverage between municipalities where appropriate.

Training and Officer Development

IMS combines in-house instruction, professional training, and supervised field experience to prepare officers for their assignments. Training is matched to the officer's duties and the municipality's service requirements.

Relevant training includes:

- De-escalation, conflict management, and officer safety.
- Standard First Aid and naloxone response.
- Investigations, evidence gathering, and report writing.
- Information access, privacy, and records handling.
- Local bylaws, municipal procedures, and enforcement priorities.
- Animal handling and welfare where animal control forms part of the service.
- Supervised field training and ongoing case reviews.

Municipal orientation helps officers understand how the community operates, who they will work with, and what administration expects from the service.

Equipment and Operational Resources

Officers are provided with professional uniforms, communications equipment, and the safety and reporting tools appropriate to their duties. Equipment may include body cameras, mobile phones, and access to computers and printing.

Office space, technology, and records storage arrangements are confirmed with each municipality during implementation. This allows IMS to work with existing municipal resources where suitable and identify any additional requirements before service begins.

Vehicle and Patrol Options

Vehicle arrangements reflect the selected service model:

- **Full-time service**: A dedicated bylaw vehicle with municipality-specific decals.
- **Half-time service**: A generic marked bylaw vehicle provided during scheduled coverage.
- **Consultation and advisory:** Travel and vehicle requirements arranged according to the assignment.

IMS vehicles support visible patrols, field reporting, officer communication, and GPS safety monitoring. Additional equipment, such as animal transport cages, is included where required by the agreed scope.



Example of one of IMS's general bylaw enforcement vehicle fleet, supporting visible and professional service delivery within municipalities.



E-bike patrols may also be arranged to improve access to trails, pathways, parks, and other areas suited to this approach.

Animal Control Support

Animal control support can be incorporated into the enforcement program where required. The scope is developed with municipal administration to reflect local bylaws, available facilities, and community needs.

Services may include:

- Investigating animal-related complaints, nuisance concerns, and licensing matters.
- Educating residents on responsible pet ownership.
- Enforcing applicable municipal animal bylaws.
- Coordinating with veterinarians, shelters, rescue organizations, and other agencies.
- Capturing and transporting animals where appropriate training, equipment, and arrangements are in place.
- Documenting occurrences and completing follow-up.



Animal handling, transportation, shelter arrangements, and response outside scheduled hours are confirmed before implementation.

Community Access and Complaint Handling

IMS works with each municipality to establish clear channels for complaints, service requests, and follow-up. Existing municipal reporting processes can be maintained where they are effective, with adjustments agreed upon where needed.

During scheduled service hours, municipal administration has direct access to the assigned officer through a designated phone or communication channel. Complaints and enforcement matters are recorded, prioritized, and managed through the agreed process.

Residents and municipal staff are informed of service availability and how to report concerns. Emergency matters are directed to the appropriate emergency services.

Public Education and Community Partnerships

Public education can form part of the service through resident conversations, municipal communications, or scheduled information sessions. Topics are selected with administration to address common concerns, explain local bylaws, and encourage voluntary compliance.

Where appropriate, IMS can help coordinate sessions with municipal representatives, police, or other community partners. The format and frequency are agreed upon to suit local interest and available service hours.



Officer Safety and Support

As part of our commitment to ensuring the safety and well-being of our bylaw enforcement officers, IMS maintains a comprehensive, proactive safety program in alignment with Apex's broader Health and Safety Standards that include the following:





24/7 Live Dispatch Support

Our officers are connected at all times to our dedicated dispatch centre. This real-time support provides an added layer of safety, allowing for immediate communication or emergency response.



Live GPS Tracking

Integrated GPS and cameras onboard IMS fleet vehicles, provide live location updates, detailed record and the ability to stream live video when required.



Standardized Safety Procedures

All staff operate under an established safety manual in alignment with OH&S standards that outlines protocols for hazard identification, incident reporting, and emergency response.



Direct Line to Management and Support

Officers have direct access to IMS supervisors and experienced bylaw personnel for guidance and assistance when needed. Senior company management is also readily available to field-level staff, ensuring concerns receive prompt attention and officers have support when situations require additional direction.



Mental Health Support Network

We recognize the importance of supporting our team's mental health. IMS maintains an internal support structure where management and supervisors are trained to provide timely support and relief in the event of challenging or high-stress incidents.

IMS - More Than Just Bylaw Enforcement

IMS - Integrated Municipal Support provides municipalities with a professional, reliable, and cost-effective approach to bylaw enforcement, backed by experienced leadership, qualified officers, dedicated supervision, and ongoing operational oversight.

We have developed a growing municipal support service that brings together multiple experienced personnel, specialized resources, and operational expertise that each community can draw upon. Rather than relying solely on one individual officer, municipalities benefit from the knowledge, guidance, and support of an established team. As IMS continues to expand, so does our ability to share resources, experience, and best practices across the communities we serve.

Our contracted service model provides municipalities with the benefits of a fully supported bylaw enforcement and animal control program without the administrative and operational challenges of managing an in-house department. IMS takes responsibility for staffing, training, scheduling, supervision, backup coverage, and day-to-day operations, allowing municipal administration to focus on other priorities.

The Benefits of Partnering with IMS

- **Professional Service Delivery:** Qualified, trained officers providing consistent, community-focused bylaw enforcement and animal control services aligned with municipal priorities.
- **Animal Control Services and Specialized Training:** Animal control is a key component of our service, with officers receiving training in safe animal handling, animal-related complaints, applicable legislation, public education, and appropriate enforcement procedures.
- **Experienced Leadership:** Dedicated supervision and management supported by extensive law enforcement, municipal enforcement, and animal control experience.
- **Multiple Resources and Expertise:** Access to an expanding network of experienced personnel, specialized training, operational support, and shared knowledge across the municipalities we serve.
- **Reliable Staffing and Backup:** Access to trained backup personnel and supervisory support to help maintain service continuity during absences.
- **Reduced Administrative Burden:** IMS manages recruitment, training, scheduling, staffing concerns, and daily operations.
- **Cost-Effective Services:** Predictable contract pricing that includes personnel, vehicles, equipment, supervision, and operational support.
- **Accountability and Oversight:** Regular reporting, clear communication, and ongoing service reviews to ensure municipal expectations are met.
- **Flexible Service Options:** Full-time, part-time, and regional shared-service arrangements tailored to community needs and budgets.

An Independent Municipal Partner

By partnering with IMS, municipalities benefit from an independent organization that assumes responsibility for the operational delivery and management of bylaw enforcement and animal control services. This provides a degree of separation between Town administration and day-to-day enforcement matters, reducing administrative pressures while maintaining municipal authority, accountability, and oversight.

With IMS, municipalities gain more than a Bylaw Enforcement Officer. They gain an experienced, growing network of professionals and resources committed to dependable service, exceptional value, and building stronger communities.

Choosing the Right Service Model

Full-Time Bylaw Services

Full-time service provides 40 hours across five days each week, allowing greater capacity for proactive patrols, investigations, follow-up, and community engagement. It suits municipalities requiring a regular officer presence and sustained attention to their enforcement workload.

Half-Time Bylaw Services

Half-time service alternates between three-day and two-day weeks, averaging 20 hours weekly. It provides consistent scheduled coverage, with available time focused on municipal priorities, complaints, and ongoing files.

Consultation and Advisory Services

Consultation provides access to experienced specialists when a municipality needs help with a particular issue or its broader bylaw program. Assignments may include bylaw and policy review, complex case guidance, investigative support, court preparation, staff mentoring, and program assessment.

This service can support municipal administration, existing officers, or an IMS enforcement program without requiring a standing weekly commitment.

Service models may also be coordinated with neighboring municipalities, with coverage, responsibilities, and travel arrangements established for each participating community.

Bylaw Vehicles Currently in Service

Grimshaw



Valleyview



Fox Creek



Municipal Experience

IMS combines municipal enforcement experience with the operational support and longstanding relationships established by Apex Security. Together, we support municipalities and government agencies across Alberta, drawing on experienced personnel, established training resources, and reliable service management.

Our experience and qualifications include:

- **Municipal bylaw services:** Current provider of contracted by law enforcement for Valleyview, Grimshaw, and Fox Creek.
- **Government services**: A two-year agreement with the Government of Alberta's Public Safety and Emergency Services division for specialized transportation and related support through IMS.
- **Longstanding municipal relationships:** 19 consecutive years as the primary security provider for the City of Grande Prairie, along with service to more than 13 municipalities across Alberta.
- **Training and development:** A long-term partnership with the Lac La Biche Law Enforcement Training Centre supporting professional development for IMS and Apex personnel.
- **Provincial licensing:** Licensed under Alberta's Solicitor General, with a longstanding working relationship and commitment to provincial standards.
- **AGLC credentials:** AGLC-vetted and licensed to provide security services.

Apex Security's infrastructure supports recruitment, training, dispatch, and administration, giving IMS a dependable foundation for delivering and managing municipal services.

Working With Your Municipality

IMS offers municipalities a practical way to access professional bylaw services supported by experienced personnel and established processes. Whether a community needs full-time enforcement, half-time coverage, or specialist advice, we work with administration to develop an approach suited to its needs.

We welcome the opportunity to discuss your current challenges, understand your priorities, and identify how IMS can support your community.

On Behalf of the IMS Team,

Mason Bruce
Vice President
Apex Security / Integrated Municipal Support
mason.bruce@apexsecurity.ca

Allen Gukert
Business Development and Leadership Manager
Apex Security / Integrated Municipal Support
allen.gukert@apexsecurity.ca

Professional Service. Experienced Leadership. Reliable Coverage. Exceptional Value.

IMS is committed to working alongside municipal administration to provide dependable bylaw services suited to the community's needs. We welcome the opportunity to learn more about your priorities and discuss how our team can support your municipality.

IMS

Bylaw Enforcement Services Presentation for the County of Northern Lights

BYLAW OFFICER
IMS
INTEGRATED MUNICIPAL SUPPORT
BYLAW SERVICES

COUNTY OF NORTHERN LIGHTS

ABOUT US

IMS

INTEGRATED MUNICIPAL SUPPORT



Integrated Municipal Support (IMS) is a division of Apex Security, established to help municipalities overcome recruitment and retention challenges while delivering consistent, professional bylaw enforcement and municipal support services.

IMS was developed to Provide the resources, experience, and operational support municipalities need to succeed.

Proven in Valleyview. Trusted in Fox Creek. Welcomed in Grimshaw.

Ready to serve the County of Northern Lights.



"By addressing issues proactively and consistently, we maintain standards, encourage compliance, and prevent small concerns from becoming bigger problems. It's not just about enforcing bylaws; it's about supporting the community and using municipal resources effectively."

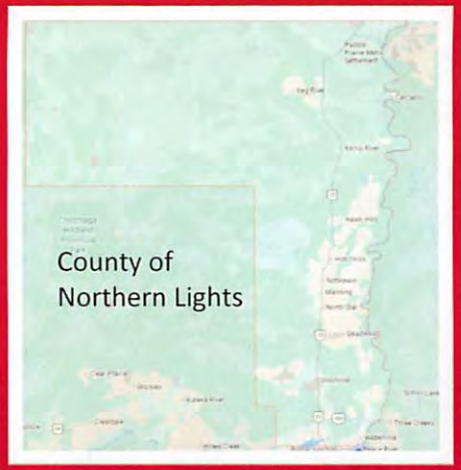
THIS STATEMENT REPRESENTS WHAT IMS BYLAW SERVICES IS ALL ABOUT.



Purpose :

- Provide professional bylaw enforcement
- Enforce applicable animal control bylaws
- Promote safe, orderly rural communities
- Support County administration
- Be visible, approachable, and consistent
- Build trust with residents across the County
- Provide a professional enforcement presence







Current Bylaw Service Challenges Facing Rural Municipalities

- Recruiting and retaining qualified Bylaw Officers
- Maintaining ongoing training and professional development
- Ensuring reliable coverage during leave and staffing changes
- Providing service across large rural areas
- Maintaining consistent enforcement, reporting, and documentation
- Balancing enforcement with education and community engagement.

How IMS Addresses These Challenges



- Dedicated trained Bylaw Officer
- Scheduled and random proactive patrols across the County
- Professional reporting and case management
- Experienced supervision and administrative support
- Backup staffing to maintain reliable coverage
- Established municipal experience adapted to rural service needs

Reducing the Burden on County Administration

- Bylaw complaints, follow-up, and documentation add to staff workloads.
- Bylaw interpretation and public communication take time from core priorities.
- Sensitive enforcement matters can place staff in difficult situations.
- IMS manages day-to-day bylaw matters with professional oversight.
- A clear contact and consistent reporting keep residents informed and support Administration and Council.

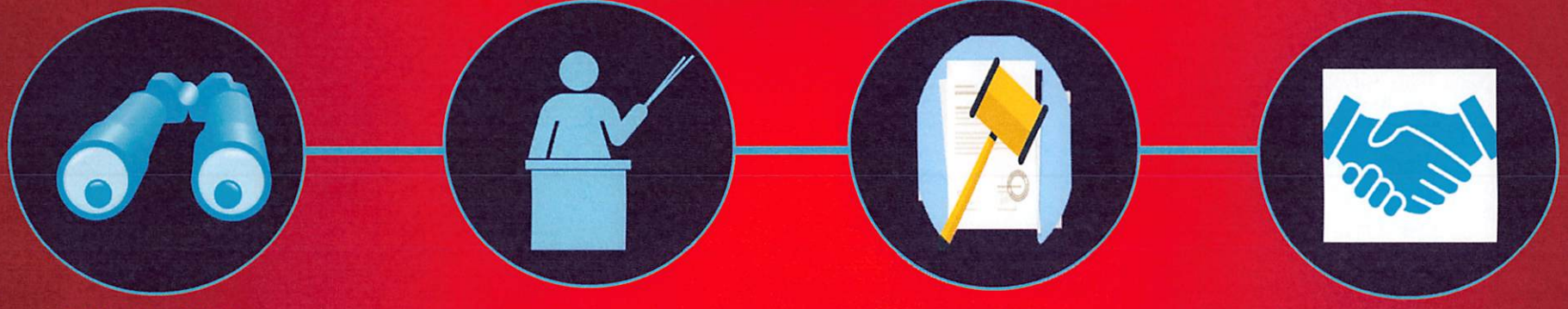
ESSENTIAL ELEMENTS OF IMS BYLAW SERVICES



- TRAINED OFFICERS: Skilled, professional bylaw enforcement staff.
- ONGOING DEVELOPMENT: Regular training to maintain skills and knowledge.
- ADMINISTRATIVE SUPPORT: Thorough documentation and case management.
- COMMUNITY ENGAGEMENT: Building trust through education and positive interactions.
- CONSISTENT ENFORCEMENT: Fair application of County bylaws.
- MEANINGFUL REPORTING: Monthly reports, activity statistics, and file outcomes.
- PROFESSIONAL GUIDANCE: Practical advice on bylaws and service priorities.
- VISIBLE PRESENCE: Marked vehicles, professional uniforms, and patrols suited to the County.



IMS OBJECTIVES



Visibility

Maintain a consistent presence to deter potential issues.

Education

Inform residents and businesses about their responsibilities under the Town's bylaw

Compliance

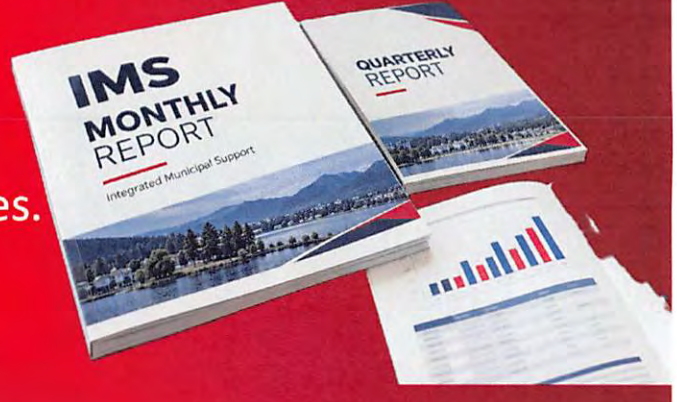
Resolve issues collaboratively before taking formal enforcement action

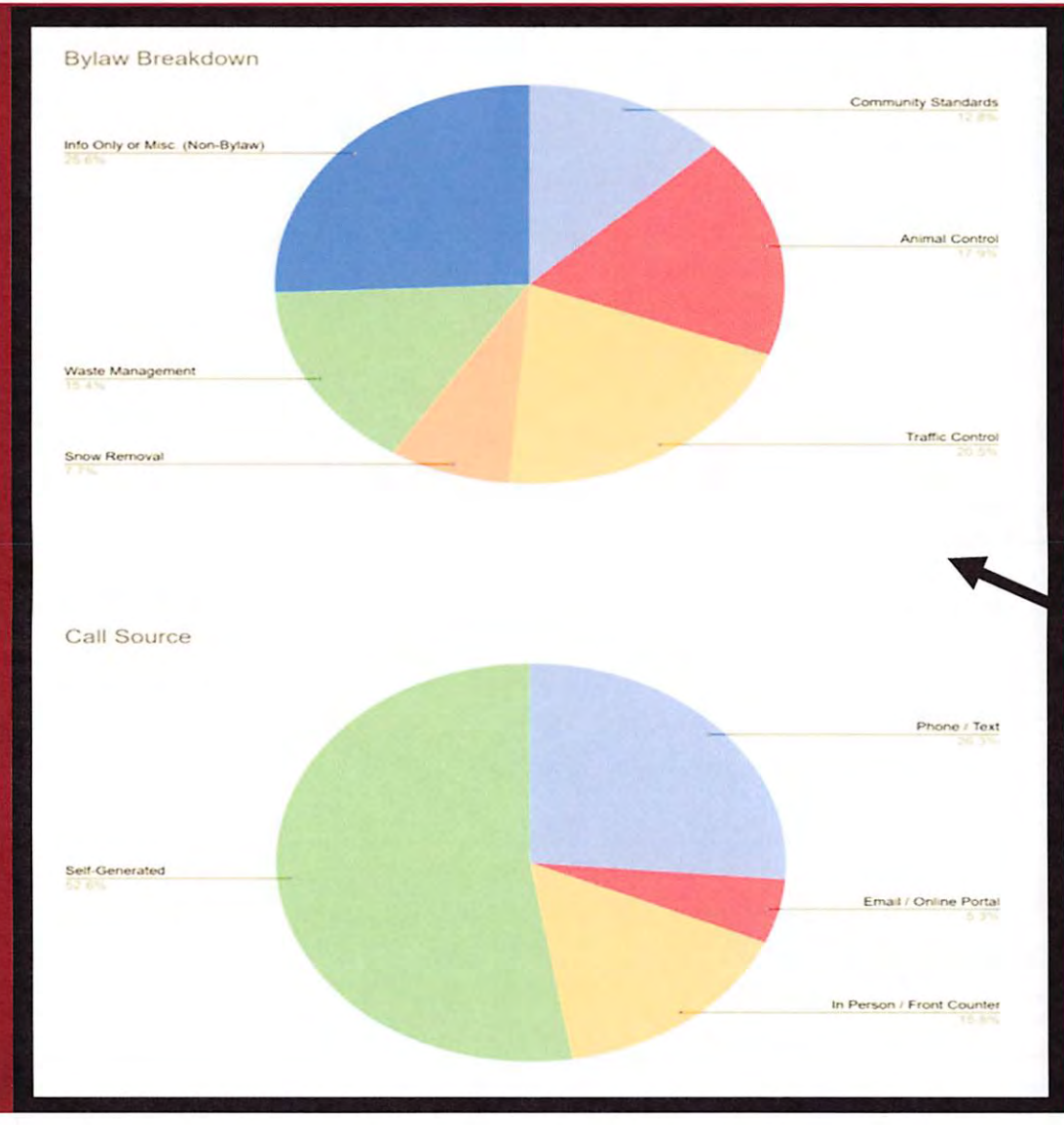
Collaboration

Work closely with Town staff, RCMP, and other agencies to ensure efficient, coordinated enforcement

IMS REPORTING:
KEEPING YOUR MUNICIPALITY INFORMED

- Monthly reports detailing activities, concerns, and outcomes.
- Quarterly summaries highlighting trends and service performance.
- Clear updates for Council and Administration.
- Reliable information to guide decisions and service priorities.
- Transparent reporting that supports public accountability.
- Professional documentation that protects confidential information.





Sample of report provided for Valleyview (1 page of 12)

Providing :

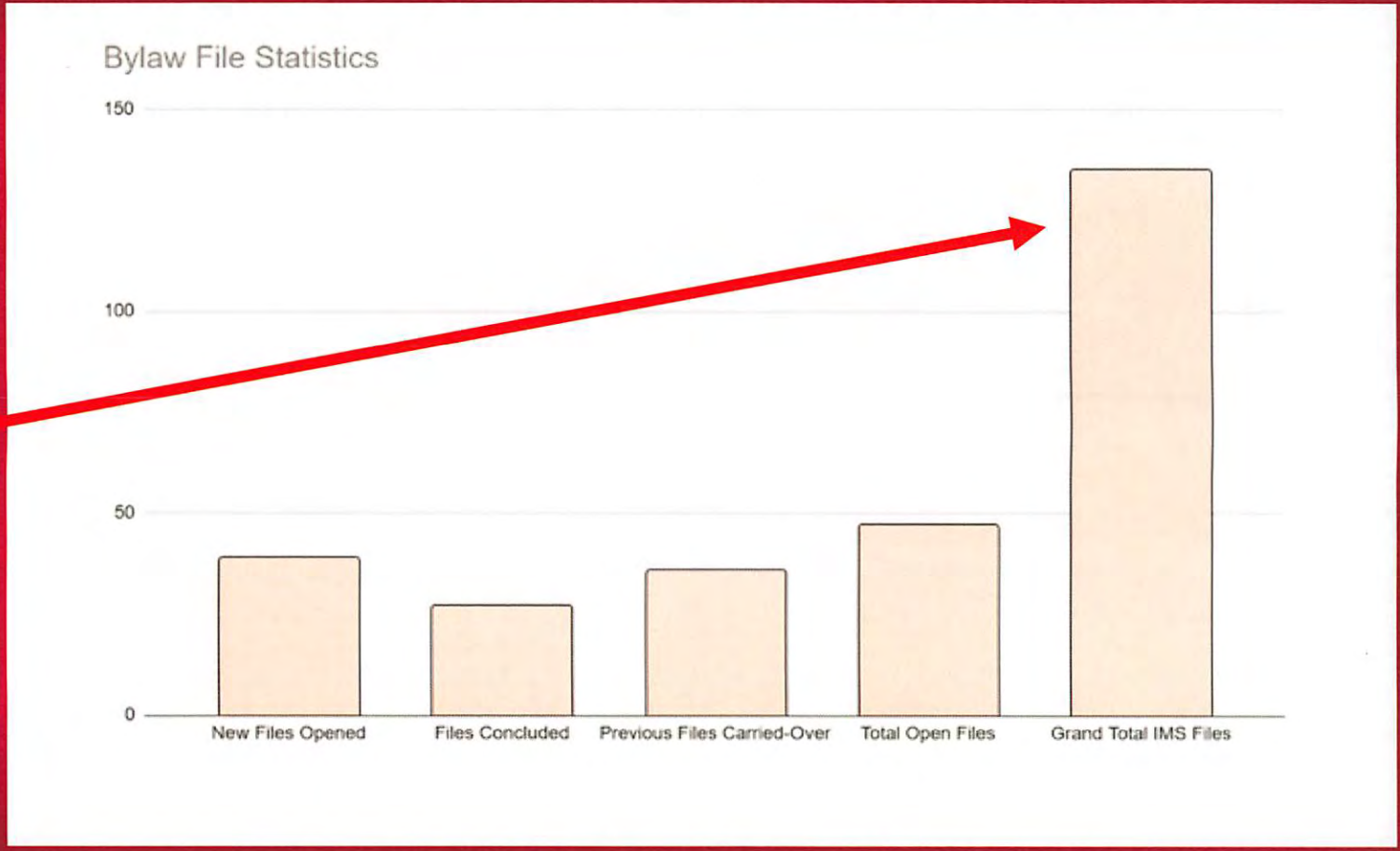
- **Accuracy**
- **Transparency**
- **Detail**
- **Consistency**
- **Reliability**

Over 137 Files

Generated by IMS

Bylaw Enforcement

in 5 months



Report From January 2026

More Than a Bylaw Officer



What the County Receives

- Dedicated Bylaw Officer assigned to County of Northern Lights
- Experienced team support with trained personnel and operational backup.
- Management and supervisory oversight to ensure quality and accountability.
- Administrative support for reporting, records, and court preparation.
- Established policies and proven municipal practices.
- Service continuity during vacations, training, or unexpected absences.
- Professional reporting and performance updates for Council and Administration.

With IMS, the County of Northern Lights gains the strength, resources, and experience of an established municipal services organization, not just a single employee.

Key Considerations for Council
Choosing Bylaw Service for the County of Northern Lights

When evaluating service options, the following factors may be considered:

- **Level of Service Desired By The Community**
- **Consistency and Continuity of Enforcement**
- **Ability To Respond to Complaints and Follow Up on Investigations**
- **Long-term Effectiveness and Sustainability of the Program**
- **Community Expectations for Visibility and Enforcement**
- **Visible Professional Appearance and Enforcement**



Moving Forward

IMS is prepared to work with the County of Northern Lights
to deliver a reliable, professional bylaw service
tailored to Council's priorities
and the needs of its rural communities.

Our Commitment to the County of Northern Lights

- Delivering fair, consistent bylaw and animal control services.
- Responding promptly to all communities and seasonal concerns.
- Encouraging education, compliance, and positive relationships.
- Providing clear reports and performance updates to Council and Administration.
- Maintaining accountability, professionalism, and continuous improvement.
- Supporting a safer, cleaner, and more welcoming community.

IMS

BYLAW OFFICER
IMS
INTEGRATED MUNICIPAL SUPPORT
BYLAW SERVICES

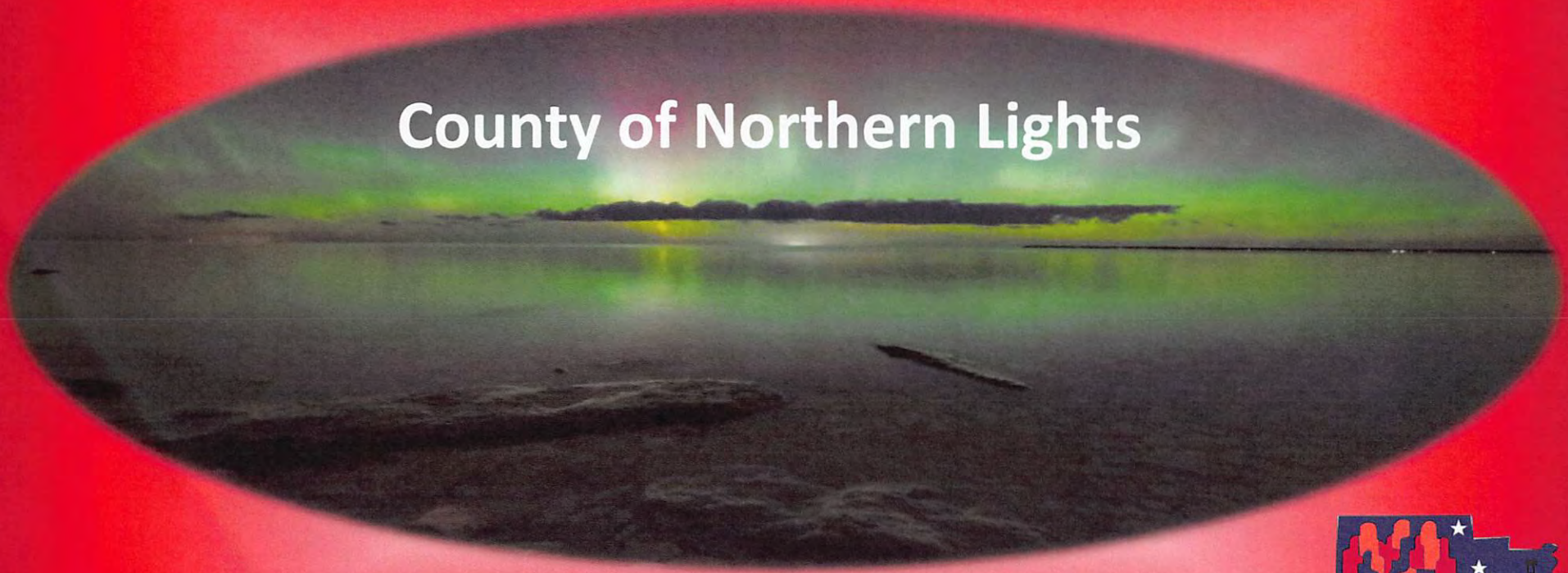
COUNTY OF NORTHERN LIGHTS





COUNTY
OF
NORTHERN
LIGHTS

THANK YOU



QUESTIONS?

IMS

COUNTY OF NORTHERN LIGHTS

COUNTY OF
Northern Lights

#600, 7th Ave NW, PO Box 10, Manning AB T0H 2M0
Phone 780-836-3348 Fax 780-836-3663
Toll Free 1-888-525-3481

Report No.

Agenda Item No.
06.1.1 – A

Subject:	2026 Peace Region ASB Conference
Agenda Date:	October 27, 2026
Attachments:	

RECOMMENDATION

It is recommended that Council:

1. Appoint Councillor/s to attend the ASB Conference on October 28, 2026.

BACKGROUND

The ASB Conference is scheduled for October 28, 2026. Council is being asked to appoint a Councillor/s to attend the conference on behalf of the County of Northern Lights.

CONSIDERATION

Council is requested to consider:

1. Appointing a Councillor/s to attend the ASB Conference on October 28, 2026, as a representative of the County of Northern Lights.

FINANCIAL/STAFFING IMPLICATIONS

This item has been approved in the current budget:	Yes	No	N/A
This item is within the approved budget amount:	Yes	No	N/A

Prepared by:
by:

Jessica Gummesen
Executive Assistant

Accepted for Council consideration

Gerhard Stickling
Chief Administrative Officer (CAO)

October 2026

MONTHLY SCHEDULE

Please note: Calendars are current as of October 22, 2026 and are subject to change

DATE	EVENT	GT	KS	BY	BR	GD	TU	LH	CAO
1	GRHARC Funding Partners Meeting @6:30pm		☑						
2	NAEL Meeting @10:00am		☑						
	North Peace Housing Meeting @4:00pm		☑						
	CNL Staff Chili Cook Off			☑		☑			
3									
4									
5	Rural Crime Watch Meeting @7:00pm		☑						
6	RhPAP Conference	☑	☑	☑			☑		
7	RhPAP Conference	☑	☑	☑			☑		
8	RhPAP Conference	☑	☑	☑			☑		
	Mercer Field Tour @9:30am	✗							
	R.I.S.K 20 year Celebration @2:30pm		☑						
9									
10									
11									
12	**Thanksgiving Day - Office Closed**								
13	Council Meeting	☑	☑	☑	☑	☑	☑	☑	☑
	Joint Council meeting with Town of Manning						☑		☑
14	Recovery Alberta Webinar @12:00pm		☑						
	Intial meeting with RCMP on Developing Community & Diversity Committee						☑		
15	NPHF Development Committee Meeting @7:00pm		☑						
16	Potential Regional Economic Devlopment Alliance meeting in Peace River						☑		☑
	NPHF Long Service and Retirement Awards @5:30pm		☑						
17									
18									
19	Manning Fire Meeting @4:00pm		☑						
	Stronger Together Library Conference - Travel					☑		☑	
20	Stronger Together Library Conference					☑		☑	
	Regional ICF Meeting @2:00pm		☑				☑		☑
	PRAIC @9:30am			☑					
21	Stronger Together Library Conference					☑		☑	
22	Stronger Together Library Conference - Travel					☑		☑	
23	Manning Small Business Awards @6:00pm		☑		☑	☑	☑	☑	☑
24	PLS Executive MTS							☑	
25									
26	Parent Conference Night @4:45pm		☑						
27	Council and Ordinance Meeting	☑	☑	☑	☑	☑	☑	☑	☑
28	ACCPA Event @9:00am		☑		☑			☑	
	ASB Conference			☑			☑		
29	Talk Ask Listen	☑	☑	☑	☑		☑		
30									
31									
DATE	EVENT	GT	KS	BY	BR	GD	TU	LH	CAO

November 2026

MONTHLY SCHEDULE

Please note: Calendars are current as of October 22, 2026 and are subject to change

DATE	EVENT	GT	KS	BY	BR	GD	TU	LH	CAO
1	RMA Conference - Travel	☑	☑	☑	☑	☑	☑	☑	☑
2	RMA Conference	☑	☑	☑	☑	☑	☑	☑	☑
3	RMA Conference	☑	☑	☑	☑	☑	☑	☑	☑
4	RMA Conference	☑	☑	☑	☑	☑	☑	☑	☑
5	RMA Conference - Travel	☑	☑	☑	☑	☑	☑	☑	☑
6									
7									
8									
9									
10	Council Meeting	☑	☑	☑	☑	☑	☑	☑	☑
11	**Remembrance Day - Office Closed** **Remembrance Day Ceremony in Peace River**	☑							
12									
13									
14									
15									
16									
17									
18									
19									
20									
21	PLS Board/Organizational MTG							☑	
22									
23									
24	Council Meeting	☑	☑	☑	☑	☑	☑	☑	☑
25									
26									
27	County of Northern Lights Staff Chrsitmas Party								☑
28									
29									
30									
31									
DATE	EVENT	GT	KS	BY	BR	GD	TU	LH	CAO

COUNTY OF
Northern Lights
#600, 7th Ave NW, PO Box 10, Manning AB T0H 2M0
Phone 780-836-3348 Fax 780-836-3663
Toll Free 1-888-525-3481

Report No.

Agenda Item No.
06.1.2 A

Subject:	CAO Report
Agenda Date:	October 27, 2026
Attachments:	N/A

UPDATE

Meetings attended:

- **Joint meeting with Town of Manning**
  Emergency procurement of the fire department supplies that will be funded from the joint reserve:
  - 5x AFRRCS Radios for the trucks.
  - Helmets, balaclavas
  - Gloves
  - 1x set of bunker gear (Need a lot more)

- **ICF Meeting with Town of Peace River (TPR)**
  - Preparation for the 2nd joint ICF meeting with CAOs from TPR, MD of Peace and Northern Sunrise County.

- **Regional Economic Development Committee:**
  - As discussed in closed session.

- **COR Audit onsite with the auditor**

- **ARMAA/LGAA Zone 4 meeting**:
  - Gravel pits
    - Municipalities will still be responsible for Road use Agreements, Set-backs, Development permits that include hours of operation, noise levels.
  - No MGA updates this fall.
  - Council accountability framework this winter.

- **Regional Economic Development meeting**:
  - Awaiting potential costs breakdown and scope of work/deliverables to bring back to council. Council need to get their expectations listed in order for us to include.

- **Bell**
  - Met with Bell, went through our current services we have with Telus. Follow up meeting to discuss network security.

- **Ad Hoc Regional Drainage**
  - **Discussed speaking notes for meeting with the ministers on November 2.**

- **Emergency lockout program**

- **CNL/TPR Fire services meeting**

- **Upcoming meetings:**
  - November 2 - 5: RMA

RECOMMENDATION

It is recommended that:

1. Accept the report as information.

Gerhard Stickling
Chief Administrative Officer

COUNTY OF
Northern Lights

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Agenda Item No.

6.1.5 - A

Subject:	Corporate Services Update
Agenda Date:	October 27th, 2026
Attachments:	

RECOMMENDATION

It is recommended that

1. Council accept this report for information; and

Staffing Update

Saluhu has started effective Monday October 19th.

Mandy has accepted the role of Finance Manager and will begin November 9th.

Job ad for receptionist is live and will be filled hopefully in line with Mandy's start date.

Our second land file digitization clerk has completed his work term (some potential for work through the winter months). Together the two clerks completed an estimated 40% through the summer/fall.

Canoe Procurement System Migration

Canoe migrated their invoicing services to a new online portal. This has caused some issues and confusion with invoices being received by our office in different ways and with statements not including all invoices. Because of this issue we have a number of older invoices that are being processed the week ending October 23rd.

2027-2031 Budget Committee Meeting

Internal efforts are continuing with respect to budget prep. We are hoping to finalize this internally in the next couple weeks and schedule the meeting with the committee of Council as a whole. Date proposals are in the following;

November 16, 19, 20, 23, 26

Following the committee meeting, the preliminary budget will be finalized and presented to Council for adoption at the December 8th Council meeting.

CCBF Grant

An update for Council. We have 5 years of grants funds that have been unspent through this program totaling $1,671,182. A recommendation from the program administrators was to request an extension on the 2021 allocation which is set to expire as of December 31, 2026. This was completed by way of a letter signed by the Reeve (attached to info package). I have verbal confirmation that this has been approved. As we move into budget season, the Fire hall Renovation (Weberville) and Fire Truck replacement would both be eligible projects through this program and will see the entire amount available spent (per estimates).

Council Grants

SUMMARY OF COUNCIL GRANTS - 2026

Last updated by Josh Hunter, Director of Finance @Oct 20, 2026

CATEGORY	BUDGET	ACTUAL	VARIANCE
Manning ICF	350,000.00	403,809.42	(53,809.42)
Manning Capital	55,000.00	46,273.95	8,726.05
Grimshaw MSA	217,980.00	209,843.19	8,136.81
TPR ICF	1,080,000.00	598,953.15	481,046.85
MRCCA	17,500.00	17,500.00	-
Bursaries	5,000.00	5,000.00	-
Peace Regional Outreach	15,000.00	15,000.00	-
Misc Council Grants	62,500.00	21,315.79	41,184.21
STARS	20,000.00	20,000.00	-
TOTAL	**1,822,980.00**	**1,337,695.50**	**485,284.50**

Small Business Awards

Will provide a verbal update on event during the meeting

Interim Audit Visit

Our external Financial Auditors are shooting to be onsite for their interim visit a bit earlier than normal this year. They will likely be up the 28th-30th. During the interim visit, a variety of controls/process testing, and documentation of processes occurs. The Final visit will remain in February/March giving me time to ensure that all our reconciliations and supporting documentation are prepared.

Upcoming Meetings/Events

TPR/CNL Fire Services Meeting – Oct 26th @ 10 am

Prepared By:

Josh Hunter

Josh Hunter, *CMA, CPA*
Director of Corporate Services

Accepted by:

Gerhard Stickling
CAO

COUNTY OF
Northern Lights
8600, 7th Ave NW, PO Box 10, Manning AB T0H 2M0
Phone: 780-836-3348 Fax: 780-836-3663
Toll Free: 1-888-525-3481

	Report No.
	File No. 6.3.1 - A

Subject:	DPW General Report
Agenda Date:	October 27, 2026
Attachments:	None

Truck Fill Reservoirs

Last week we have completed the cleaning of the reservoirs for all truck fills except for Keg River. The company that conducted this work also provided video footage of the inside inspection. There appears to be no significant damage or deterioration in any of these.

2027 Operating & Capital Budgets

I have been working with our lead hands to get our budgets submitted to Josh, this should be done at the end of the month.

Weberville Back Up Generator Project

The project is nearing completion. The generator is expected to arrive and be installed by mid-November. An orientation will follow to ensure proper preventive maintenance and servicing.

Road Conditions

Due to the extensive moisture we have received this year & increased beaver activity, roads have been abnormally soft and are rutting easier. We are addressing these issues as fast as we can.

RECOMMENDATION

It is recommended that:

1. Council accepts this report as information.

Prepared By:

Charles Schwab
Director of Public Works

Accepted for Council consideration by:

Gerhard Stickling
Chief Administrative Officer

COUNTY OF
Northern Lights
#600, 7th Ave NW, PO Box 10, Manning AB T0H 2M0
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Report No.
File No. 6.3.1 - B

Subject:	Request for Decision – iWantWireless Tower at North Star Transfer Station
Agenda Date:	October 27, 2026
Attachments:	None

Background:

iWantWireless has approached the Long Lake Regional Waste Management Services Commission (LLRWMSC) to install an internet tower at the North Star Transfer Station. As the County owns the property, we would have to give permission for this to be installed. There would be no impacts to the County, the agreement would be between LLRWMSC and iWantWireless.

Option 1:

Make a motion allowing LLRWMSC to have an internet tower installed at the North Star Transfer Station

Option 2:

Deny the request and send a letter informing LLRWMSC that this is not permitted

RECOMMENDATION

It is recommended that:

1. Council make a motion _____

Prepared By:

Charles Schwab
Director of Public Works

Accepted for Council consideration by:

Gerhard Stickling
Chief Administrative Officer

COUNTY OF
Northern Lights
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Report No.
File No. 6.3.1 - C

Subject:	Request for Decision – RFP 26.33.AWOS Award
Agenda Date:	October 27, 2026
Attachments:	None

Background:

For RFP 26.33.AWOS, HM Aero has assisted in the evaluation of the submissions received from:

- Approach Navigation Systems
- Campbell Scientific
- Vaisala

Evaluation Process

All evaluations were completed following a two-step process in consistency with Section 4 of the RFP:

1. Review of all proposals to ensure that each proposal was received on time and complete, including with the inclusion of a completed Certification
2. Evaluation of the written proposal based on the Evaluation Weighting of the RFP. For each of the Evaluation Criteria, the following scoring method was used:

5	Exceptional	Exceeds requirements; no significant weaknesses.
4	Strong	Fully meets requirements with only minor weaknesses.
3	Acceptable	Meets requirements; some weaknesses or gaps.
2	Weak	Partially meets requirements; significant weaknesses.
1	Poor	Minimally meets requirements; major deficiencies.
0	Non-Responsive	Does not address criterion or mandatory information is missing.

All references were contacted by email on October 7, 2026 with responses requested by October 14, 2026. No follow-up emails were sent. The following five questions were posed to each reference:

1. How satisfied were you with the company's overall performance on your weather station project?
2. Did their team demonstrate a strong understanding of aviation weather systems, regulatory requirements, and operational considerations?
3. Was the project delivered on schedule and within the agreed budget?
4. How effectively did their team communicate and coordinate with airport staff, NAV CANADA, Transport Canada, and other stakeholders?
5. As part of your project, were any regulatory exemptions required? If so, how satisfied were you with the company's approach to securing such exemptions?

For references that were undeliverable by email, one attempt at contact was made through the listed phone number.

Evaluation Findings

On the basis of the evaluation, Campbell Scientific is the preferred proponent that is recommended for contract award. Our Evaluation Criteria scoring of the three proponents is summarized below:

	Approach Navigation Systems	Campbell Scientific	Vaisala
Project Suitability	20.0	25.0	12.5
References	2.5	4.0	2.0
Scope of Services	21.0	28.0	14.0
Pricing – Core Scope of Work	35.0	25.2	10.8
Proponent Score	**78.5**	**82.2**	**39.3**

The main differences between Approach Navigation System and Campbell Scientific center on the depth of their submissions, demonstrated project understanding, maintenance approach, and references. While both were deemed technically capable of delivering the project, Campbell Scientific received higher technical scores and achieved the highest overall evaluation score despite a higher price. A few key points are outlined below:

- **Maintenance & Support:** Campbell Scientific provided a detailed maintenance, calibration, and support program; Approach Navigation Systems provided limited detail
- **Project Understanding:** Campbell Scientific completed a site visit and demonstrated a stronger understanding of site-specific conditions and implementation requirements
- **Project Execution:** Campbell Scientific provided clearer project management, regulatory coordination, and scheduling information
- **References:** Campbell Scientific received stronger and more complete reference feedback
- **Pricing**
    - Approach Navigation Systems was the lower cost option for the Core Scope of Work
    - Both proponents provided pricing for the provisional items that would be of potential interest by the County, with generally comparable costs
    - The major variable with respect to Pricing centres on whether it can be demonstrated to Transport Canada that the current site is suitable or if relocation is required; neither proponent carries costs as part of the Core Scope of Work for the relocation of the site and associated civil and electrical works; nor are costs included for any weather monitoring studies or site suitably evaluation

Proponent	Core Scope of Work ($)	Provisional Scope of Works ($)	Total Cost ($)
Approach Navigation Systems	$122,278.00	$134,119.00	$256,397.00
Cambell Scientific	$170,075.00	$89,249.00	$259,324.00
Vaisala	$397,702.00	$122,819.00	$520,521.00

The provisional scope of work includes:

- Weather observation cameras
- Cloud height / sky conditions sensor
- Thunderstorm Sensor

The estimated cost for this project was originally $100,000.00. Based on the evaluations, Campbell Scientific is the best option to do this work.

Option 1:

Award the RFP to Campbell Scientific for the amount of $259,324.00

Option 2:

Award the RFP to Approach Navigation Systems for the amount of $256,397.00

Option 3:

Award the RFP to Campbell Scientific for the amount of $170,075.00

Option 4:

Award the RFP to Approach Navigation Systems for the amount of $122,278.00

Option 5:

Reject all proposals per section 5.11 of the RFP

RECOMMENDATION

It is recommended that:

1. Council make a motion awarding RFP 26.33.AWOS to _____ in the amount of $_____.

Prepared By:

Charles Schwab
Director of Public Works

Accepted for Council consideration by:

Gerhard Stickling
Chief Administrative Officer

County of Northern Lights Council
Information Items

October 27, 2026

Information Items [INFO ITEMS]

Please note that these items may not be discussed individually during the meeting. If there is an item you would like to review or have considered for discussion at a future meeting, please contact the County's Executive Assistant at ea@countynl.ca. The Information Items section may be received and accepted as presented through a single motion.

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[11] Legislative / Council

A. Resident Correspondence – Residential Driveway Snow Plowing
B. Letter to Alberta Municipal Affairs re: Canada Building Fund

[30] Transportation

A. Letter Regarding Alberta's New Automated Traffic Enforcement (ATE) Pilot Project

11-15-05

RECEIVED
OCT 16 2026
COUNTY OF
NORTHERN LIGHTS

October 9, 2026

County of Northern Lights
#600, 7th Avenue NW
Box 10
Manning AB T0H 2M0

Attention: Council Members

Dear Council of the County of Northern Lights:

I'm writing this letter in response to the cancellation of the residential driveway snow plowing services that have been provided for the last 30 years that we have lived in this county. I have been very disturbed with the coming of winter, not knowing how we will get out of our yard when there is a lot of snow accumulation. We have heavily relied on this service as we do not have the large equipment required to move that quantity of snow.

I have always been under the impression that our tax dollars, that continually increase, are to provide services for the residents in the county that are contributing those tax dollars. It's interesting that the taxes required to pay have increased yearly yet the services offered to residents seem to be decreased.

Last year was the first year in many years that we received so much snow and we realize that put a strain on the resources and employees required to maintain such services as snow plowing however we feel like that has not been the case for many years prior to last year and to make a decision seemingly based on the unusual circumstances of last year seems short-sighted and impacts many of the residents in this county, especially seniors such as myself.

I am aware that you did inquire to other counties about if they provide this service or not and in my opinion that isn't a good enough reason. Other counties are different and have other needs and I don't think decisions should be based on what others are doing but instead on what your residents are needing. Lack of this service will put hardship on myself and on my family.

I feel that a decision that impacts many residents should have, at the very least, given us the opportunity to voice our concerns before the decision was made. I am feeling doubtful that we would be able to find a contractor that would provide a similar service, especially considering the

amount of snow we sometimes have to plow, as we have looked into this service before and found it almost impossible to obtain and the cost was immense. Due to this information we have discovered we do realize the value in what was previously offered in the snow plowing services and would be willing to pay more as that is still more affordable then directly hiring a grader.

Thank you for your time and consideration and we ask that you sincerely reconsider your decision to take away this service and that you would reinstate it, even at a higher cost.

Sincerely,



11.15.30

COUNTY OF
Northern Lights

#600, 7th Ave NW, PO Box 10, Manning AB T0H 2M0
Phone 780-836-3348 Fax 780-836-3663
Toll Free 1-888-525-3481

Alberta Municipal Affairs Attn Mercedes Lincango

Grant Advisor, Federal Programs

Via email Mercedes.lincango@gov.ab.ca

October 7th, 2026

RE: Canada Community Building Fund

To whom it may concern,

The County of Northern Lights currently has an allocated grant amount totaling $1,671,182 spanning fiscal years 2021-2026. For the past number of years, the County, through it's budgets has been focused on the maintenance of existing infrastructure and tangible capital assets. Budget constraints and programming costs, coupled with the desire to minimize taxation increases to residents experiencing continuously increasing cost of living have led to the put off of many potential capital projects which may be eligible through this program.

However, recently the County has begun the process of ending existing agreements that will see the takeover and installation of a new internal fire service. Previously this service was provided through shared funding agreements with multiple urban neighbours in addition to the maintenance of an existing rural volunteer fire hall and workforce.

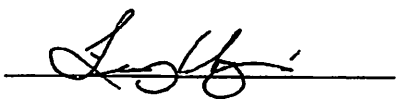
Effective January 1st, 2027 the County will officially take over responsibility of the Manning Regional Fire Service and instate an internal fire chief. This undertaking comes with many capital requirements, two of which will be eligible spends under the CCBF program. These include the expansion of the Weberville Firehall and the purchase of a new Fire Truck. The total of these two projects will be in excess of the total unspent allocation and likely the 2027 allocation.

We are respectfully requesting that administrators of the program consider granting the County of Northern Lights an extension of the timeline to apply and expend the 2021 -2026

allocations. Specifically the request relates to the fiscal year 2021 allocation which is set to expire as of December 31, 2026.

This year was a double up year for the allocation and would be a devastating loss to the County when considering the pending eligible expenditures. While we are aware of the time limit placed on grant allocations, it was by prudent budgeting only that we were unable to pursue potential projects that would have been eligible through this program and had been mindfully saving them for the time when they were truly needed for a project that would benefit the County and its residents.

With this in mind, we respectfully request a one year extension to apply and expend the 2021 fiscal year allocation.



Terry Ungarian

Chief Elected Official

County of Northern Lights

30.01.00

Alberta Transportation and Economic Corridors

Traffic Safety Services Division
4999 – 98 Avenue
Twin Atria Building
Edmonton, AB T6B 2X3
Canada
Telephone: 780-913-7581

Dear Chief Administrative Officer:

I am writing on behalf of Transportation and Economic Corridors to advise municipalities of changes to the administration of Alberta's Automated Traffic Enforcement (ATE) program.

Effective October 15, 2026, program administration and oversight of ATE transferred from the Ministry of Public Safety and Emergency Services to Transportation and Economic Corridors under the new Pilot Project (ATE) Regulation. This five-year pilot project will evaluate the effectiveness of ATE as a traffic safety measure while aligning program administration with the department's traffic safety mandate.

While the department will assume responsibility for program administration and oversight, the Minister of Transportation and Economic Corridors will hold decision-making authority under the regulation. The department, in collaboration with the municipality, will assess each approved ATE site at least once every two years to confirm that it continues to meet the exception requirements.

Day-to-day program requirements remain largely unchanged. Existing approved ATE sites, including approved exemption sites, will automatically carry over under the new regulation and do not require reapplication. Applications under review by Public Safety and Emergency Services prior to October 15, 2026, have been transferred to Transportation and Economic Corridors for consideration. Please note that any ATE site application denied by the Minister will not be eligible for reapplication until one year from the date the municipality receives notice of the decision.

Additional information, including the 2026 ATE Manual and application forms, is available here: www.alberta.ca/photo-radar-alberta. My department, in collaboration with the Ministry of Municipal Affairs, will coordinate meetings with municipalities to provide an overview of the ATE program and address any questions.

Thank you for your continued partnership in supporting traffic safety in communities across Alberta.

Sincerely,

Lynn Varty, MAL, CEC, PMP
Assistant Deputy Minister, Traffic Safety Services