

SMOKY LAKE COUNTY

Minutes of the **County Council Budget Meeting** held on Thursday, **September 27, 2012** at 2:30 P.M. in the County Council Chambers.

The meeting was called to Order by the Reeve Mr. Dareld Cholak in the presence of the following persons:

A T T E N D A N C E		
<u>Div. No.</u>	<u>Councilors(s)</u>	<u>Thursday, September 27, 2012</u>
1	Dareld Cholak	Present
2	Ron Bobocel	Present
3	Rick Cherniwchan	Present
4	Lori Danyluk	Present
5	Randy Orichowski	Present
C.A.O.	Cory Ollikka	Present
Asst CAO/R.S	Lydia Cielin	Present
Finance Manager	Brenda Adamson	Present

Member of the Administrative Staff in attendance:

No Administrative Staff in attendance.

Agenda:

Agenda

889-12: Orichowski That the Agenda for Thursday, September 27, 2012 County Council Budget Meeting, be adopted, as presented.

Carried Unanimously.

4. Request for Decision:

**Strategic Plan 2012 – 2014:
2012 Strategic Action Plan**

890-12: Danyluk That County Council adopt the Year **2012 Strategic Action Plan**; as per Policy Statement 01-38-01: "Smoky Lake County Strategic Plan: 2012 - 2014" – Schedule "B" for Smoky Lake County:

SCHEDULE "B"				
STRATEGIC PLAN 2012-2014				
<u>2012 STRATEGIC ACTION PLAN</u>				
Date of Meeting: <u>September 27, 2012</u>				
1. GOVERNANCE				
Initiative/Project	Scheduled Completion Date	Details	Lead Role	
1.1	MUNICIPAL SERVICE DELIVERY			
C	Explore Grant Funding Opportunities.	2012, 2013, 2014 Every Fall	<ul style="list-style-type: none"> ▪ Finance looks for new funding opportunities. ▪ Assists departments with new application. ▪ Ensures that ongoing municipal grants are applied for and reported on as required. 	Council Department Heads Finance
C	Ensure that staffing levels are appropriate to meet the expected levels of service.	Annually, 2012, 2013, 2014		Council CAO
C	Maximize the utilization of staff and equipment.	Annually, 2012, 2013, 2014		Department Heads
C	Maintain equal service fee provisions within the County's service fee policies.	Annually, 2012, 2013, 2014	<ul style="list-style-type: none"> ▪ Review fees Policy. 	Senior Administration

C	Develop and maintain action lists to distribute to managers after each Council Meeting.	As required – 2012, 2013, 2014	<ul style="list-style-type: none"> Completed and distributed two days after each meeting. No more than three days following each meeting. 	Senior Administration
C	Department heads will provide monthly reports to Council.	2012, 2013, 2014 Monthly	<ul style="list-style-type: none"> Submit a week before agenda package deadline. 	Department Heads
C	Hold weekly management meetings to review ongoing projects and the utilization of manpower and equipment.	2012, 2013, 2014 Weekly	<ul style="list-style-type: none"> Weekly managers meeting. Notes to Council and staff (email and file). 	Senior Administration
N	Develop and implement an annual service delivery survey.	Annually 2013, 2014		Communications
N	Utilize cross-training throughout the organization to improve employee efficiency.	2012, 2013, 2014 Ongoing	<ul style="list-style-type: none"> Include updates in monthly departmental reports. 	Department Heads
N	Hold departmental operations meeting every 2 months.	2012, 2013, 2014		Council Department Heads
N	Refer development applications for comments within the organization.	As required – 2012, 2013, 2014		Planning & Development
1.2	HUMAN RESOURCES			
C	Review employee workloads annually to ensure that workloads are balanced.	Annually, 2012, 2013, 2014		CAO Department Heads
C	Regularly review OH&S (Occupational Health & Safety) Policies.	Annually, 2012, 2013, 2014	<ul style="list-style-type: none"> Verify online for updates from the Provincial OH&S Manual. Subsequently, changes are updated in to the County's Safety Manual. Perform yearly audits with PIR (Partners in Reduction) Program. Every 3rd year is an external audit. 2012 – External Audit. Perform or coordinate training for all County Staff / Fire and external agencies. Coordinate with the Safety Committee for performing monthly meetings. Responsible for overseeing the annual safety meetings. 	Safety Officer
N	Develop policies and procedures for hiring.	4thQuarter 2013, 2014 Implement		CAO
N	Improve new employee orientation programs and processes.	2014		CAO
N	Provide apprenticeship opportunities for employees.	1 st Quarter 2013 Develop Strategy	<ul style="list-style-type: none"> Policy is being drafted. 	Department Heads
N	Investigate programs to put in place for stress management and ensure that employees are made aware of available programs and services.	1 st Quarter 2013	<ul style="list-style-type: none"> Investigating programs will begin first quarter 2013. Options will be presented (and costs) to be included in 2014 budget. 	Finance
1.3	COMMUNICATIONS, MARKETING & PARTNERSHIPS			
C	Cooperate with regional partners and explore opportunities for regional services.	Quarterly, Joint Municipality Meeting, 2012, 2013, 2014	<ul style="list-style-type: none"> Bring forward into as required (ex. Fires). Continue to send representatives to Joint Municipalities Meeting. 	Council Senior Administration
C	Continue regional partnership such as JEDI (Joint Economic Development Initiatives), Regional Water Commission, and ASB Environmental Stream Partnership.	2012, 2013, 2014	<ul style="list-style-type: none"> Attend meetings as required. Monitor bylaws and agreements to ensure they are current. 	Council Senior Administration
C	Utilize innovative communication tools to improve name recognition, the distribution of information and opportunities for communicating with residents.	2012, 2013, 2014		Communications

N	Improve the County's capacity for developing and implementing a communication strategy by hiring a communication coordinator.	2 nd Quarter 2012	<ul style="list-style-type: none"> Coordinator hired in April 2012 and a communication audit is underway. 	Council Senior Administration
N	Develop a communications plan	2013		Communications Senior Administration
1.4	LAND MANAGEMENT			
N	Establish a balance of commercial, industrial, residential and recreational land uses in the County.	2012	<ul style="list-style-type: none"> Complete LUB/MDP Review 2012. 	Planning & Development
N	Focus growth around current or planned infrastructure.	2012, 2013, 2014	<ul style="list-style-type: none"> 2012 LUB/MDP review complete. 2012, 2013, 2014 ongoing department referrals. 	Planning & Development
C	Explore government grants available for planning related initiatives.	Ongoing 2012, 2013 2014	<ul style="list-style-type: none"> Conduct review for new grants each year. 	Planning & Development
C	Review the County's MDP (Municipal Development Plan) and LUB (Land Use Bylaw).	2012 Complete	<ul style="list-style-type: none"> Land Use Bylaw and Municipal Development Plan are currently in review. Next Committee of the Whole Meeting scheduled for August 2012. 	Council Planning & Development
C	Review the needs of ASPs (Area Structure Plans) within the County.	Annual 2012, 2013, 2014	<ul style="list-style-type: none"> Review each year at budget preparation and deliberations. 	Council Planning & Development
N	Explore opportunities for developing IDPs (Inter-municipal Development Plan) with neighboring municipalities.	2014	<ul style="list-style-type: none"> Send a letter to adjacent municipalities to verify if interested in conducting same. 	Planning & Development
N	Create a Planning and Development Handbook to aid in land development within the County.	2013 – Develop 2014 – Review	<ul style="list-style-type: none"> Research other handbook / brochures of municipalities across Alberta / Canada in 2013, Safety Codes Council and other related agencies to provide most up to date information. Prepare handbook in 2013. Review in 2014 to ensure practices are current. 	Planning & Development
N	Explore opportunities to expand access to GIS (Geographic Information System) Webmap and make available to the public via the County's website.	2012 – Explore 2013 – Implement	<ul style="list-style-type: none"> Cost: \$ 10,000.00 to \$14,000.00 Budget for the 2013 year for implementing same. Information has been gathered to implement same. 	Planning & Development
C	Assess and identify heritage resources and opportunities for compatible future development adjacent to recognized heritage assets within the County by preparing an ASP (Area Structure Plan) for the Victoria Trail Area.	2013 – Continue Work 2014 – Complete	<ul style="list-style-type: none"> Work with MPS to ensure project is kept on track with the anticipated adoption date of 2013/2014. 	Council Planning & Development
C	Monitor number of applications for development, subdivision, land use bylaw amendments, statutory plan amendments and variances in the County.	Ongoing 2012, 2013, 2014		Planning & Development
N	Track planning related applications digitally.	2012 – Implemented 2013 – Ongoing 2014- Ongoing	<ul style="list-style-type: none"> Upload information into GIS quarterly. Applications are being scanned and saved electronically for ease of reference. 	Planning & Development
C	Bring forward amendments to statutory and non-statutory plans for Council's consideration as new applications are received.	Ongoing 2012, 2013, 2014	<ul style="list-style-type: none"> Prepare amendments as applications are received for Council review and consideration. 	Planning & Development

1.5 FINANCIAL RESOURCES				
C	Review fees and mill rates on a regular basis to ensure that the County's fees and rates are competitive with other rural Alberta municipalities.	Annually 2012, 2013, 2014	<ul style="list-style-type: none"> Finance will look at the mill rate and provide comparisons annually. Finance will evaluate a minimum of 3 different user fees annually and provide comparison information and recommendations regarding changes to the rates as required. 	Finance
C	Maximize sources of revenue (taxes, grants, service fees).	Annually 2012, 2013, 2014	<ul style="list-style-type: none"> As an ongoing part of the budget process, finance will provide management and Council with recommendations as to how revenues can be maximized. 	Finance
C	Monthly reports of actual costs vs. budgeted costs are prepared for Council to help identify fluctuations.	Monthly 2012, 2013, 2014		Finance
N	Implement and regularly review a 15 year capital and infrastructure plan as well as a 3 year financial plan in order to help structure budget decisions and ensure that the County incurs minimal debt.	2013 – Prep 1 st 15 year capital plan 2013 2014	<ul style="list-style-type: none"> The plans will be started upon completion of the strategic plan and will be prepared for Council approval as part of the following budget cycle. Software will be modified to meet the new budgeting timelines. 	Council Senior Administration Finance
N	Improve communication with ratepayers regarding meeting dates and budget highlights.	Ongoing 2012, 2013, 2014 2012 – Research 2013 & 2014 – develop	<ul style="list-style-type: none"> Finance will produce a budget highlights brochure. Will be addressed via work plan and communication audit. 	Council Finance Communications

2. SOCIAL SERVICES, ARTS & CULTURE

Initiative/Project				
		Scheduled Completion Date	Details	Lead Role
2.1 FAMILY AND COMMUNITY SUPPORT SERVICES				
C	Continue working collaboratively with regional partners on the doctor retention and recruitment committee.	Ongoing 2012, 2013, 2014		Council
C	Support and value the Family School Liaison Committee (FSLC) through the provision of grant contributions to Family and Community Support Services (FCSS).	Ongoing 2012, 2013, 2014	<ul style="list-style-type: none"> Talk about outcomes and measures. 	Council
C	Collaborate with community groups, organizations and the provincial government to improve community social service opportunities within the region.	Ongoing 2012, 2013, 2014		Council FCSS
N	Recognize and celebrate community volunteers and volunteer organizations.	Annual 2012, 2013, 2014	<ul style="list-style-type: none"> Annual Donations included in budget. Draft FCSS Granting Policy for Council to review in Fall 2012. 	Senior Administration
N	Develop policies for allocation of grant funding, administrative support and advertising opportunities for community groups.	4 th Quarter 2013	<ul style="list-style-type: none"> As a result of the FCSS audit, this is required before 2013. Policies and applications are being developed now. 	Council Finance Senior Administration
N	Encourage County youth to be civic minded, contributing members of the community by providing opportunities for youth within the County to learn about governance and municipal administration.	Ongoing 2012, 2013, 2014	<ul style="list-style-type: none"> STEP Program Council invite delegation of students annually to council meetings. Registered Apprenticeship Program (RAP). 	Council Senior Administration
C	Continue to support the Foundation Board in their efforts to provide housing throughout the region.	Ongoing 2012, 2013, 2014		Council
C	Advocate on behalf of County residents to ensure the provision of high quality, provincially subsidized health and community services for all community members within the region.	Ongoing 2012, 2013, 2014	<ul style="list-style-type: none"> Lobby higher government. 	Council Senior Administration

N	Ensure flexibility in Land Use Bylaw to provide diversity and affordability in the range of housing types within the County.	2012 – Complete	<ul style="list-style-type: none"> Adoption of MDP/LUB 2012 	Council CAO Planning & Development
2.2 PROTECTIVE SERVICES AND FIRE SERVICES				
C	Regularly Communicate with the RCMP and the RCMP Liaison.	Quarterly Meetings 2012, 2013, 2014	<ul style="list-style-type: none"> Council representative for meetings as required. Communicate as required to report incidents and issues. 	Council Protective Services
C	Ensure that the fire department has reliable up-to-date equipment and training opportunities.	Ongoing 2012, 2013, 2014	<ul style="list-style-type: none"> Follow Policy 05-15: Fire Department Standard Operating Guidelines. Research concerns and calls. Volumes to tailor training to fire department needs. Amend Policy 02-15 as needed to keep fire departments current. 	Council Fire Chief
C	Ensure that protective services department has reliable up-to-date equipment and training opportunities.	Ongoing 2012, 2013, 2014		Council Protective Services
C	Conduct an assessment of the County's enforcement capacity to determine the level of service that can be reasonably be provided and inform budgeting decisions.	Ongoing 2012, 2013, 2014	<ul style="list-style-type: none"> Report annually to Solicitor General and Council. 	Council Protective Services Fire Chief
N	Encourage succession planning and mentorship programs within protective services department to maintain a high, consistent level of service.	Ongoing 2012, 2013, 2014	<ul style="list-style-type: none"> Crossing-training is in place for animal control. 	Protective Services
N	Encourage the incorporation of FireSmart practices in new developments.	1 st Quarter- 2013	<ul style="list-style-type: none"> Review options with Fire Chief. Include pamphlets and brochures on behalf of the Fire Department when new Development Permits are issued. Include FireSmart information on County website. 	Fire Chief Planning & Development
C & N	Regularly review the regional Disaster Plan.	2012, 2013, 2014	<ul style="list-style-type: none"> Disaster plan is currently being compiled and updated for 2012. Mock disasters are performed when required. Work with Disaster Services Coordinator to create a disaster plan for all recreational areas and resorts within the County. 	Director of Emergency Management
2.3 PARKS AND RECREATION				
C	Support the Iron Horse Trail through the County's involvement in Muni Corr.	Ongoing 2012, 2013, 2014		Council
C	Maintain, expand, and improve parks and recreation resources with the County on a regular basis.	Ongoing 2012, 2013, 2014	<ul style="list-style-type: none"> Grass Cutting, painting, and general maintenance within areas. Construct playgrounds. Inspect playgrounds 	Parks & Recreation Agricultural Department
C	Work with user groups to promote as well as to provide and maintain staging areas, trails, campgrounds and other recreation facilities throughout the County.	Ongoing 2012, 2013, 2014	<ul style="list-style-type: none"> Assist with grass cutting for ball tournaments. Cut and maintain staging areas. Maintain beach signage. Assist event setup and take down for festivals in the region (Parks & Recreation). 	Council Parks & Recreation
C	Encourage the development of motorized, non-motorized and multi-mode trail networks throughout the County.	Ongoing 2012, 2013, 2014	<ul style="list-style-type: none"> Member of Muni-Corr. Meet visitors and residents to educate on designated trails (JEDI). 	Council Parks & Recreation

C	Encourage developers to incorporate trail systems and open space areas into multi-lot country residential developments.	Ongoing 2012, 2013, 2014	<ul style="list-style-type: none"> 2012 LUB review. Discuss same with the Parks & Recreation department as new multi-lot Country residential subdivision applications are received. Set-up a pre-construction meeting of same with developer and staff. 	Council Parks & Recreation Planning & Development
N	Work with user groups to survey user needs.	Ongoing 2012, 2013, 2014		Communications
N	Prepare a Recreation Master Plan.	2012- Begin 2013- Complete	<ul style="list-style-type: none"> Assist as needed of development of the plan 	Parks & Recreation CAO Council Planning & Development
N	Consider the impact of new recreational developments on adjacent land uses and adjacent land owners.	Ongoing 2012 – LUB/MDP Review Complete 2013 – As Required. 2014- As Required.	<ul style="list-style-type: none"> Parks & Recreation department and Planning & Development review new recreational and multi-lot Country residential subdivision applications as received. Set up a pre-construction meeting of same with developer and staff. 	Council Parks & Recreation Planning & Development
N	Explore opportunities for the development of specialized accommodations to target users of the County's extensive trail networks to encourage visitors to prolong their visit to the County.	Ongoing 2012 – Annual Campground Users report 2013 – Annual Campground User Report 2014 – Annual Campground User Report.		Council Parks & Recreation Economic Development
N	Encourage awareness of County's recreation facilities to increase utilization.	Ongoing 2012, 2013, 2014		Parks & Recreation Communications
N	Implement disaster planning assessments and practices for the recreation and recreation resort areas within the County.			Fire Chief Safety Officer Environmental Operations
2.4	HERITAGE RESOURCES			
C	Work collaboratively and cooperatively with the Smoky Lake County Regional Heritage Board to promote heritage resources.	Ongoing 2012, 2013, 2014	<ul style="list-style-type: none"> Attend the SLCRHB meetings as needed to update board on various initiatives / projects. 	Planning & Development Council
C	Assess and identify heritage assets and opportunities for compatible future development.	2012 – 2013 – Victoria ASP 2013 – 4 th Quarter Finalize	<ul style="list-style-type: none"> Work with MPS to ensure project is kept on track with the anticipated adoption date of 2013/2014. 	Council Planning & Development
N	Create an inventory listing for public viewing of the County's historical sites that may be used to promote awareness of the Count's rich cultural history.	Complete included in the Survey/Inventory and HMP – 2012	<ul style="list-style-type: none"> Bring forward sites to be municipally designated once the HMP, Inventory, and Survey have been adopted by respective municipalities. Update and publish bylaws on website as new sites are designated. 	Planning & Development
N	Work with Smoky Lake County Regional Heritage Board and its consultant to create and implement the Heritage Management Plan.	1 st Quarter – 2012 Draft 4 th Quarter – 2012 Adopt. 2013 – 2014 Implement a Follow-up Action List.	<ul style="list-style-type: none"> Work with respective municipalities to have the HMP adopt. Forward a copy of motions to the Government for the grant application. Upload same to County website and Smoky Lake Region website once adopted. 	Planning & Development

3. ECONOMIC DEVELOPMENT				
Initiative/Project		Scheduled Completion Date	Details	Lead Role
3.1	RETENTION			
C	Promote the County's competitive business fundamentals and advantages relative to other rural municipal jurisdictions within the Alberta Capital Regional and Northeastern Alberta.	Ongoing 2012, 2013, 2014	<ul style="list-style-type: none"> Smoky Lake Region Municipal Competitiveness Workshop to be held with JEDI members on August 10, 2012. Focus on promoting / leveraging Smoky Lake Region's high quality of life; outdoor and indoor recreational amenities; relatively low costs for services and un-serviced industrial, commercial and residential land; proximity to major industrial job sites., etc. 	JEDI Committee CEDO
C	Maintain a competitive tax and regulatory framework and high-quality infrastructure that supports business retention and growth of existing businesses and industry.	Ongoing 2012, 2013, 2014	<ul style="list-style-type: none"> Smoky Lake Region Municipal Competitiveness Workshop to be held with JEDI members on August 10, 2012. 	Council CAO Finance CEDO
C	Through its active participation in JEDI, the County provides business counseling, mentoring and capacity-building services to local businesses and entrepreneurs.	Ongoing 2012, 2013, 2014	<ul style="list-style-type: none"> Capacity-building and entrepreneurial / small business mentoring are seen as key business development building blocks. These services are provided either upon request or by referral 	JEDI Committee CEDO
C	Participate in key regional trade shows and conferences to promote and showcase local businesses and industry.	Ongoing 2012, 2013,2014	<ul style="list-style-type: none"> Trade shows and conferences effective in building awareness and regional brand, as well as networking with potential visitors (tourism) and/or investors (business development). 	JEDI Committee CEDO
C	Improve the awareness of local business capabilities and opportunities to help grow local businesses and support youth entrepreneurship.	Ongoing 2012, 2013, 2014	<ul style="list-style-type: none"> Bringing opportunities and local entrepreneurs together with the right business partners or business supports essential. 	JEDI Committee CEDO
C	Ensure that JEDI/County economic development programming is well-targeted in the current and emerging needs of businesses.	Ongoing 2012, 2013, 2014	<ul style="list-style-type: none"> CEDO activities fully reflect business needs, both current and evolving. Business development needs assessments updated annually. 	JEDI Committee CEDO
N	Explore additional opportunities for buy local programs and initiatives and for developing cost-competitive vendor/service provider capacity within the County.	Ongoing 2012, 2013, 2014	<ul style="list-style-type: none"> Opportunities to leverage County procurement will continue to be actively pursued, when cost-competitive and fully consistent with existing interprovincial and international obligations 	CAO CEDO
N	Support small and medium scale family farms that represent the strong agricultural history of the area through land uses policies and regulations.	Ongoing		Council CEDO JEDI Committee Planning & Development

3.2 ATTRACTION				
C	The County will continue to be an active participant in JEDI and other regional partnership and alliances where the relationship provides direct and tangible benefits for the time and financial resources committed.	Ongoing 2012, 2013, 2014	<ul style="list-style-type: none"> ▪ Regularly attend JEDI Committee Meetings. ▪ Strive to build relationships between committee members and the Community Economic Development Officer. ▪ The Smoky Lake Region JEDI Committee meets monthly, with the next meeting being an all-day Municipal Competitiveness Workshop to be held on August 10, 2012. ▪ Three (3) County Councillors sit on the inter-municipal JEDI Committee and the CAO provides secretariat services to this committee. 	JEDI Committee CEDO Council
C	Regularly attend JEDI Committee meetings and strive to build relationships between committee members and the Community Economic Development Officer.	Ongoing 2012, 2013, 2014	<ul style="list-style-type: none"> ▪ County participation in all JEDI meetings / events has been upwards of 100%. ▪ The County (Randy Orichowski) chairs JEDI and two (2) other County Councillors also sit on the committee. 	Council CAO CEDO
C	The County will continue to promote opportunities for new business attraction.	Ongoing 2012, 2013, 2014	<ul style="list-style-type: none"> ▪ Will attend trade shows and through targeted business attraction initiatives and strategies. 	CAO CEDO
C	Work with regional economic and community development partnerships and alliances to encourage and attract new businesses.	Ongoing 2012, 2013, 2014	<ul style="list-style-type: none"> ▪ Time and financial resources committed must, however, be justified by results. 	JEDI Committee CEDO
C	Aggressively promote available land base in order to showcase the County's many affordable and desirable locations for new development.	Ongoing 2012, 2013, 2014	<ul style="list-style-type: none"> ▪ Affordability aspect a key component of the County's overall business development brand. 	JEDI Committee CEDO Communications
C	Utilize social media to further promote Smoky Lake Region as a place with a lot to offer new businesses.	Ongoing 2012, 2013, 2014	<ul style="list-style-type: none"> ▪ Awareness and promotion activities must continue to embrace new evolving forms of social media. ▪ Increased attention will continue to be given to social medial "delivery vehicles" which are often extremely cost-effective mass media outlets for the dissemination of information. 	JEDI Committee CEDO Communications
3.3 EXPANSION				
C	Increase awareness and promote the range of business and industrial development opportunities within the County and across Smoky Lake Region.	Ongoing 2012, 2013, 2014	<ul style="list-style-type: none"> ▪ Bringing opportunities and local entrepreneurs together with the right business partners or business supports essential. 	JEDI Committee CEDO
C	Promote and increase awareness of the County's overall affordability and proximity to the Alberta Capital Region and other major Northern Alberta industrial centers.	Complete for 2012	<ul style="list-style-type: none"> ▪ Trade show attended. ▪ Not sure what role finance would play except to provide financial information as requested by departments and Council. ▪ Affordability and "strategic location" now key components of the County's overall business development brand. 	JEDI Committee Council CAO Finance CEDO
C	Promote the County's competitive business fundamentals and advantages relative to other rural municipal jurisdictions within the Alberta Capital Region and Northeastern Alberta.	Ongoing 2012, 2013, 2014	<ul style="list-style-type: none"> ▪ Trade show attended. ▪ Potential developers as required. 	Council CAO CEDO

C	Increase Smoky Lake Region's overall brand awareness to better complement and support JEDI's economic and tourism development initiatives and longer term economic / industrial development strategies.	Ongoing 2012, 2013, 2014	<ul style="list-style-type: none"> Trade shows and conferences effective in building awareness and regional brand, as well as networking with potential visitors (tourism) and / or investors (business development). 	JEDI Committee CEDO
3.4	GROWTH MANAGEMENT			
C	Ensure that appropriate infrastructure and community / business services are in place to support new and existing development.	Ongoing 2012, 2013, 2014	<ul style="list-style-type: none"> Will assess the needs of new and existing development as needed. "Full Services Communities" essential to business retention and new business attraction. Continue to monitor regional community infrastructure and services profile. 	Council JEDI Committee CAO CEDO
C	Support and manage growth through careful and prudent planning processes, including: separating and directing land uses, in addition to identifying opportunities for growth.	Ongoing 2012, 2013, 2014		JEDI Committee CEDO Planning & Development
C	Encourage operation of the rail line to support existing and future business / industry activity across Smoky Lake Region.	Ongoing 2012, 2013, 2014	<ul style="list-style-type: none"> Status of rail remains unchanged. "Go, No-Go" decision on proposed biodiesel plant likely to come in late 2012. 	Council JEDI Committee CAO CEDO
C	Smoky Lake Region JEDI Committee will continue to promote opportunities, bringing the key players together, identifying barriers to residential, business and industrial development, and manage and mitigate potential land use conflicts.	Ongoing 2012, 2013, 2014		JEDI Committee CEDO CAO
N	Proactively engage potential developers / investors / project proponents in identified opportunity areas. Promote awareness that Smoky Lake Region is open for business, and facilitate the initial exchange of information and introductions to allow for joint evaluation of the potential "match.	Ongoing 2012, 2013, 2014	<ul style="list-style-type: none"> Bringing opportunities and local entrepreneurs together with the right business partners or business supports essential (JEDI). Set up meetings as required promoting and educating developers on development within the County with staff and any potential developer (Planning & Development). 	JEDI Committee CEDO Planning & Development
C	Continue to pursue technological and communications advances to make the County more desirable for home- and farm-based businesses.	Ongoing 2012, 2013, 2014	<ul style="list-style-type: none"> Many new services have been installed on new network in 2012. "Full Services Communities" essential to business retention and new business attraction. Planning micro-tower roll-out for 2013. 	Council JEDI Committee CAO CEDO
3.5	TOURISM			
N	Complete Regional Heritage Survey and Plan to document existing heritage assets and to prepare a long-term plan for ensuring the future vitality of identified heritage assets and related tourism destinations.	2012 – 4 th Quarter	<ul style="list-style-type: none"> Will provide useful baseline information for heritage-based tourism promotion / development. 	Council JEDI Committee CEDO Planning & Development

N	Encourage the identification and designation of national, provincial and municipal historic sites located within the County.	2012, 2013, 2014	<ul style="list-style-type: none"> ▪ Survey inventory and Heritage Management Plan (HMP) ordered in 2012. ▪ Implementation of HMP to begin in 2013 & 2014. ▪ Meet as needed to promote awareness to designate sites. ▪ Complete of listing sites to designate municipally in order of priority and submit same to Smoky Lake County – Planning & Development Manager for review. ▪ Significant tourist attraction potential exists around heritage and historic sites found within Smoky Lake Region. 	Council JEDI Committee CAO CEDO Heritage Board Planning & Development
N	Increase tourism and outdoor recreation activities across Smoky Lake Region in order to increase the County's share of the overall Albert Capital Region tourism market.	Ongoing 2012, 2013, 2014	<ul style="list-style-type: none"> ▪ Recreation Master Plan to be completed in 2013. ▪ Implementation steps to follow in 2013, 2014. ▪ Significant tourist attraction potential exist around heritage and historic sites found within Smoky Lake Region. ▪ Inter-municipal Regional Recreation Master Plan to be completed in the First Quarter of 2013. ▪ Regional Recreation Master Plan survey has identified outdoor recreation activities as a major opportunity area for the County (Smoky Lake Region) March 2013 completion date. 	Council JEDI Committee CAO CEDO
N	Utilize the County's tourism website to promote tourism opportunities within Smoky Lake Region to encourage more in-bound tourism and recreation activity and the development of more tourism-related business services.	Ongoing 2012, 2013, 2014	<ul style="list-style-type: none"> ▪ Significant tourist attraction potential exists around heritage / historic sites and outdoor recreation amenities found within Smoky Lake Region. 	JEDI Committee CEDO Communications
N	Improve way finding throughout the County to increase awareness of the County's recreation and heritage resources.	Ongoing 2012, 2013, 2014	<ul style="list-style-type: none"> ▪ Necessary infrastructure to facilitate ongoing tourism development. 	JEDI Committee CEDO
C	Encourage tourism in the region through continued involvement in the Iron Horse Trail and by supporting other regional trail organizations.	Ongoing 2012, 2013, 2014		JEDI Committee CEDO
N	Encourage high-quality recreation and tourism opportunities to locate in areas with excellent views and compatible "synergies" with (and along) the North Saskatchewan River.	2013, 2014		JEDI Committee CEDO Planning & Development Agricultural Department
N	To encourage the development of recreational opportunities, in appropriate locations, that utilize and leverage the vistas and natural attributes of the North Saskatchewan River.			JEDI Committee CEDO

4. PHYSICAL ENVIRONMENT				
Initiative/Project		Scheduled Completion Date	Details	Lead Role
4.1	GROUND & SURFACE WATER			
C	Work collaboratively with the Department of Agriculture to monitor the quality of groundwater in order to establish benchmarks for water quality.	Ongoing 2012, 2013, 2014	<ul style="list-style-type: none"> Document situations and have culvert drainage crew maintain these areas. 	Agricultural Department
C	Maintain a list of problem areas and implement programs to manage obstructions to the flow and quality of surface water.	Ongoing 2012, 2013, 2014		Agricultural Department Public Works
C	Work collaboratively with Alberta Environment and the community to monitor the quality, and health of riparian areas as well as the water level of lakes within the County.	Ongoing 2012, 2013, 2014	<ul style="list-style-type: none"> Report to Alberta Environment and Sustainable Resources Development of disturbances to bed shores, and environmental reserve lands. Monitor water and test regularly. 	Parks & Recreation Agricultural Department
C	Provide education and awareness opportunities directed towards preserving the integrity of riparian areas, ground and surface water.	Ongoing 2012, 2013, 2014		Agricultural Department
C	Encourage environmentally sustainable agricultural practices and the incorporation of innovative methods for managing the flow and quality of surface water.	Ongoing 2012, 2013, 2014		Agricultural Department
C	Incorporate Watershed Planning into the County's planning documents.	Ongoing As required 2012 – Complete LUB/MDP Review	<ul style="list-style-type: none"> Land Use Bylaw and Municipal Development Plan are currently in review. Next Committee of the Whole Meeting scheduled for August 2012. 	Planning & Development
4.2	ECOSYSTEMS HEALTH			
C	Regularly review and revise practices that support ecosystems health to reflect new legislation and available data.	Ongoing – 2012 Complete LUB/MDP Review 2013, 2014 – as required.	<ul style="list-style-type: none"> Land Use Bylaw and Municipal Development Plan are currently in review. Next Committee of the Whole Meeting scheduled for August 2012. 	Council Department Heads Senior Administration
C	Encourage public awareness of managed grazing practices and other mitigation measures for ensuring continued and/or improved ecosystem health through public education.	Ongoing 2012, 2013, 2014		Agricultural Department Agricultural Service Board
4.3	WORKING LANDSCAPES			
C	Continue to utilize planning and regulatory tools as well as communication and educational tools to minimize conflicts between land uses.	Ongoing- 2012- LUB/MDP Review 2013, 2014 – as required.	<ul style="list-style-type: none"> Land Use Bylaw and Municipal Development Plan are currently in review. Next Committee of the Whole Meeting scheduled for August 2012. 	Council Planning & Development Senior Administration
C	Engage in pest and noxious weed management practices to support the continued productivity in working landscapes.	Ongoing 2012, 2013, 2014		Agricultural Department
N	Act as an advocate on behalf of agricultural producers and share information with the agricultural community regarding innovations in agriculture, forestry and other land management practices.	Ongoing 2012, 2013, 2014		Agricultural Department Agricultural Service Board

5. BUILT ENVIRONMENT				
Initiative/Project		Scheduled Completion Date	Details	Lead Role
5.1	ROADS, SEWAGE DISPOSAL & STORM WATER MANAGEMENT			
C	Utilize three (3) year road plans to improve communication and prioritize project funding.	Ongoing 2012, 2013, 2014	<ul style="list-style-type: none"> Continue road plan budget as is. Include in budget process annually. Ensure road plans are in place for funding. 	Council Public Works Finance
C	Review the County's capital plan on a regular basis to ensure that the Plan reflects the County's infrastructure goals and objectives.	Ongoing 2012, 2013, 2014	<ul style="list-style-type: none"> Will review the capital plan (budget) with management annually in preparation of budget. 	Council Public Works Finance
C	Ensure that equipment utilized for road and storm water management is high quality and well maintained.	Ongoing 2012, 2013, 2014	<ul style="list-style-type: none"> Mechanics and assistants maintain a schedule for service, inspections, and repair. 	Council Public Works
C	Continue to engage in and improve practices for maintaining ditches and shoulders as well as programs for addressing storm water management.	Ongoing 2012, 2013, 2014	<ul style="list-style-type: none"> Maintain regular inspections and keep lines of communications open with municipalities for ideas and improvement. 	Public Works
C	Prepare long range plans for roadway and storm water management projects.	Ongoing 2012, 2013, 2014	<ul style="list-style-type: none"> Part of the three (3) year road plan. 	Council Public Works
C	Ensure long range capital and infrastructure plan includes provisions for storm water management and roadway maintenance.	Ongoing 2012, 2013, 2014	<ul style="list-style-type: none"> Finance will accumulate information and report cost for council consideration. "Look in to". 	Council Public Works Finance
C	Conduct regular assessments and maintenance of existing sewage disposal systems to ensure that sewage treatment facilities and infrastructure meet and exceed the requirements of County residents.	Ongoing 2012, 2013, 2014	<ul style="list-style-type: none"> Grant has been applied for possible feasibility study for the Hamlets of Bellis and Spedden. 	Environmental Operations
N	Ensure that the County has a known supply of gravel to meet the needs for road maintenance.	Review 2013	<ul style="list-style-type: none"> Continue exploration 	Public Works
N	Implement a dust control plan.	2013 – Draft & Implement 2014 - Review	<ul style="list-style-type: none"> Research different methods of dust control. 	Public Works
C	Conduct assessment and maintenance of existing facilities.	Ongoing 2012, 2013, 2014	<ul style="list-style-type: none"> Lagoons are being monitored monthly. Information will be collected to pinpoint the approximate date of the next contract cleaning required. 	Environmental Operations
5.2	POTABLE WATER			
C	Work collaboratively with the Highway 28/63 Regional Water Services Commission to ensure that the County's current and future water needs are met.	Ongoing 2012, 2013, 2014	<ul style="list-style-type: none"> Technical meetings on the construction are attached on a bi-monthly basis. 	Council Environmental Operations
C	Engage in groundwater monitoring practices to ensure the quality of potable water.	Ongoing 2012, 2013, 2104	<ul style="list-style-type: none"> Every well is being measured on a monthly basis. Samples are being collected weekly for bacterial analysis and total coliforms. Annual water samples are collected for total analysis for metals content. 	Environmental Operations Environmental Services.
C	Monitor potable water consumption to ensure that the supply of potable water matches the demands for potable water in the higher density areas.	Ongoing 2012, 2013, 2014	<ul style="list-style-type: none"> All records are collected and sent off annually to Alberta Environment as per each water treatment plants approval to operate. 	Council Environmental Operations
C	Implement development policies and regulations to ensure that growth does not exceed the availability of high quality potable water.	2012-Complete LUB/MDP Review 2013-Review Policies	<ul style="list-style-type: none"> We have started to collect data of daily water consumption. 	Environmental Operations
C	Ensure that all potable water infrastructure is well maintained and well managed.	Ongoing 2012, 2013, 2014	<ul style="list-style-type: none"> Repairs and maintenance are being conducted daily. 	Environmental Operations

5.3 HAMLET INFRASTRUCTURE				
C	Monitor the use of hamlet infrastructure and implement regulatory measures to ensure that hamlet infrastructure will consistently meet and / or exceed opportunities for future hamlet expansion.	Ongoing 2012, 2013, 2014	<ul style="list-style-type: none"> Inspect hamlets annually and document deficiencies. 	Council Public Works Department Heads
C	Work towards improving pedestrian connectivity within hamlet areas.	Ongoing 2012, 2013, 2014	<ul style="list-style-type: none"> Inspections and documentation. 	Public Works
C	Work with the community to decrease the number of unsightly private and public sites within hamlet areas.	Ongoing 2012, 2013, 2014	<ul style="list-style-type: none"> Letters and orders issued to residents. Educate and meet with ratepayers as needed. Monitor bylaws and enforce as required. 	Protective Services
N	Review waste management practices and consider innovations and / or improvements.	2013 – Review 2014-Report on recommendations	<ul style="list-style-type: none"> A study is being conducted by Associated Engineering and is approximately 50% complete. 	Council Environmental Operations
N	Conduct a feasibility study of water/sewer distribution systems within Hamlet areas.	2013, 2014	<ul style="list-style-type: none"> A FCM grant has been applied for. 	Environmental Operations Public Works
N	Develop an infrastructure plan for the hamlets to prepare for infrastructure improvements and maintenance.	2013 – Prepare Assessment 2014 - Prepare Report.		Public Works
5.4 GAS UTILITY				
C	Continue to explore opportunities for expanding the County's odorant and CNG (Compressed Natural Gas) programs.	Ongoing 2012, 2013, 2014	<ul style="list-style-type: none"> Complete two CNG jobs. Odorant runs. 	Natural Gas
C	Continue strong relationship with Gas Alberta Inc. and the Federation of Alberta Gas Co-ops Ltd.	Ongoing 2012, 2013, 2014	<ul style="list-style-type: none"> Attend meetings as needed. Continue membership. 	Natural Gas
C	Expand the County's gas utility service and invest in the maintenance of existing older lines to ensure a high and consistent level of service to County residents.	Ongoing 2012, 2013 2014	<ul style="list-style-type: none"> Review each year at budget deliberations. Consult with Campbell Ryder, engineers. 	Natural Gas
N	Investigate opportunities for implementing the AMR (Automated Meter Reading) installation program.	Ongoing 2012, 2013, 2014	<ul style="list-style-type: none"> Research in 2012. Implement partially in 2012 and continue to 2014. 	Natural Gas
5.5 TELECOMMUNICATIONS				
C	Maintain involvement with Corridor to provide marketing and promotional assistance and technical support to the board.	Ongoing 2012, 2013, 2014	<ul style="list-style-type: none"> Site Assessments have been done in 2012. Further requests for assistance will be analyzed on a case-by-case basis. 	Council CAO
N	Work collaboratively with protective services to determine the feasibility of utilizing tower infrastructure to enhance and / or expand communications opportunities.	2013	<ul style="list-style-type: none"> First contact to explore opportunities 2013. 	Council CAO

Carried.

Strategic Plan 2012 – 2014:

2013 Strategic Action Plan - Priorities

891-12: Bobocel

That Administration prepare a draft Year **2013 Strategic Action Plan**; as per Policy Statement 01-38-01: "Smoky Lake County Strategic Plan: 2012 - 2104" – Schedule "B" for County Council's recommendation of priorities for Smoky Lake County for Year 2013.

Carried.

**Policy Statement No. 08-11-01:
Budget Guidelines**

Finance Manager distributed to County Council for information the
Consumer Price Index – August 2012.

2012 Surplus Funding

892-12: Danyluk

That County Council recommend to Administration that Year 2012 Surplus funding indicated on the Financial Year-End Report be transferred into Year 2013 Operating Budget.

MOTION DEFEATED.

893-12: Bobocel

That County Council recommend to Administration that Year 2012 Surplus funding indicated on the Financial Year-End Report be transferred to reserves entitled “General Capital”.

Carried.

Municipal Tax Rate

894-12: Danyluk

That County Council recommend to Administration as a guideline for the Proposed 2013 Budget in regards to the 2013 Millrate to remain the same as in 2012.

Carried.

Capital Expenditures

895-12: Cherniwchan

That County Council recommend to Administration to propose Capital Expenditures as only necessarily required purchases for Year 2013 Budget.

Carried.

Three-Year Road Plan

896-12: Bobocel

That County Council allot budgetary funding not to exceed the amount of 1.9 Million to the Three-Year Road Plan for Year 2013 Road Projects: Paving, Oil Treatment, Base Stabilization and Rehabilitation.

Carried.

Street Improvement Grant

897-12: Bobocel

That County Council allot the 2013/2014 Street Improvement Grant to projects in the Hamlet of Spedden.

Carried.

8. Executive Session:

898-12: Bobocel

That County Council go into Executive Session to discuss a Labour Budgetary Issues, time 3:50 p.m.

Carried.

899-12: Orichowski

That County Council go out of Executive Session, time 4:03 p.m.

Carried.

ADJOURNMENT:

900-12: Cholak

That this meeting be adjourned, time 4:05 p.m.

Carried.

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER