

SMOKY LAKE COUNTY

Minutes of the **County Council meeting** held on Thursday, **February 20, 2014** at 9:00 A.M. in the County Council Chambers.

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

		A T T E N D A N C E
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Thursday, February 20, 2014</u>
1	Dareld Cholak	Present
2	Ron Bobocel	Present
3	Craig Lukinuk	Present
4	Cary Smigerowsky	Present
5	Randy Orichowski	Present
C.A.O.	Cory Ollikka	Present
Asst CAO/R.S	Lydia Cielin	Present
Finance Manager	Brenda Adamson	Present

2 Members of the Public in attendance.

Doug Ponich, Public Works Manager and Paul Miranda, GIS/Communication Director entered the Council Chambers, time 9:00 a.m.

2. Agenda:

Agenda

241-14: Bobocel

That the Agenda for Thursday, February 20, 2014 County Council meeting, be adopted as presented.

Carried Unanimously.

3. Minutes:

Minutes of December 13, 2013 – County and Town Council Joint Meeting

242-14: Cholak

That County Council acknowledge receipt of the minutes of the Smoky Lake County and Town of Smoky Lake Joint Council Meeting held on Friday, December 13, 2013.

Carried.

Action List of December 13, 2013 – County and Town Council Joint Meeting

243-14: Orichowski

That County Council acknowledge receipt of the Action List of the Smoky Lake County and Town of Smoky Lake Joint Council Meeting held on Friday, December 13, 2013.

Carried.

Minutes of December 20, 2013 – County Council Budget Meeting

244-14: Bobocel

That the minutes of the County Council **Budget Meeting** held on Thursday, December 20, 2013 be adopted.

Carried.

Aline Brousseau, Planning and Development Manager; and Brenda Adamson, Finance Manager entered the Council Chambers, time 9:09 a.m.

Minutes of January 16, 2014 – County Council Meeting

245-14: Cholak That the minutes of the County Council Meeting held on Thursday, January 16, 2014, be adopted.

Carried.

Minutes of January 17, 2014 – County Council Committee of the Whole Meeting

246-14: Lukinuk That the minutes of the County Council Committee of the Whole for the purpose of the Planning and Development Workshop Meeting held on Friday, January 17, 2014 be adopted.

Carried.

Minutes of January 17, 2014 – County Council Strategic Plan Meeting

247-14: Bobocel That the minutes of the County Council Strategic Plan Meeting for the 2013 - 4th Quarterly Report October 2013 to December 2013, be adopted.

Carried.

4. Request For Decision(s):

Request of Proposal: Sand – Salt Storage Structure

248-14: Cholak That Smoky Lake County proceed with the Request For Proposal for **Sand – Salt Storage Structure – Project No. C-2014-01: Structure Construction** and the deadline to be March 14, 2014.

Carried.

Policy Statement No. 14-A.01-02: Roadway Inspections

249-14: Orichowski That **Policy Statement No. 14-A.01-02** entitled " Roadway Inspections" be amended:

Title: Roadway Inspections		Policy No.: A.01-02
Section: 14	Code: P-I	Page No.: 1 of 4 E
Purpose:	To undertake a system of inspection of roadways within Smoky Lake County to maintain roads in order to keep them as safe as possible for the driving public, taking into consideration weather and traffic conditions.	
Policy Statement and Guidelines:		
1. OBJECTIVES:		
1.1 The County is committed to maintaining every road subject to its control and management in a reasonable state of repair, having regard to the character of each road and the area of the municipality in which it is located.		
1.2 County being the road authority is responsible to maintain the roadways does recognize the importance to provide within a logical, safety, fiscal capacity, and reasonable basis "to keep roads in a reasonable state of repair".		
1.3 Smoky Lake County will not appoint any official or adopt any specific program for the sole purpose of inspecting the condition of municipal roads because of budgetary reasons. However, Municipal staff and Council are expected to observe the condition of municipal roadways during traveling and report any hazardous conditions observed.		
1.4 The County Council and staff may undertake at least one road tour annually. Additional road tours will be scheduled as circumstances warrant. During the said tour documentation of all sections will be recorded. These records will include date of the inspection and notes regarding any concerns.		
1.5 Smoky Lake County has been working diligently to develop and implement additional policies and procedures to protect and enhance the County's roadways.		

2. DEFINITIONS:

- 2.1 **Roadway Inspection:** Investigation of developed and maintained by the County roadways to identify any safety or roadway structure concerns and to develop effective schedules for management activity.
- 2.2 **Road Maintenance:** Includes road grading, pot hole repair, dust control, sanding, brush control, snow plowing, grass cutting, culverts and sweeping to ensure the safety and usability of approximately 1400 kilometers of developed roads within the County.

3. GUIDELINES:

Smoky Lake County Public Works will perform within the best of its abilities the following:

- 3.1 A drive-by Road Inspection will be conducted once per year to ensure the required level of service is maintained.
- 3.2 The Public Works Department will maintain a record, by grader division, of when the road inspections were carried out (*e.g. time sheets and grader division maps and digital records in accordance with GPS: Global Positioning System*). The Public Works Manager and Public Works Road Foreman will maintain a daily diary **Schedule “A”: Inspection Form** noting date and location of inspections, which will include the nature and severity of defect and the recommended maintenance activity.
- 3.3 Any municipal individual inspecting roads shall document and report immediately any hazards found to the Public Works Manager for evaluation and corrective measures.
- 3.4 The Public Works Manager will undertake to ensure appropriate repairs as soon as practical. In the event that repairs cannot be made as soon as desired, the Public Works Manager will ensure adequate signs and/or barricades are in place to warn the traveling public and direct them safely around or through the hazard area until repairs can be made; if the severity rating is numerical 5.
- 3.5 The Chief Administrative Officer has the authority to stop any activity in a municipal roadway, which is in his opinion, dangerous to the traveling public or damaging to the municipal roadway. The Peace Officer’s services can be utilized to enforce this provision.
- 3.6 Smoky Lake County encourages citizens to call-in and report any problems and will document such calls in accordance with **Policy Statement No. 14.A.09: Public Works Complaint Process Policy**.

4. INSPECTION CRITERIA: IDENTIFICATION STANDARDS

The County implements the following inspection criteria to identify road quality and assessment to assure roads are maintained to reasonable state of repair.


Structure: Crown, Shoulders, Soft Spots, Gravel Conditions – e.g. <i>rough roads</i>
Culvert: Conditions
Drainage: Maintained, ditches clear of obstruction or erosion
Right-of-Ways: Clear of debris/vegetation – e.g. <i>trees, rocks, visibility</i> .
Back Sloping: In place
Signs: Visual, identifiable, and readable.
Sidewalks: Conditions, maintained
Infrastructure: Manholes, catch basins, hydrants, sewer lines
Bridges: deck, curb, rail, joints, caps, piling, columns, beams and end rolls

5. INSPECTION SEVERITY RATING SYSTEM:

A severity rating system has been developed to provide a weighted numerical system for prioritizing improvements and maintenance efforts for roadways.

SEVERITY RATING	RECOMMENDATION
1 - Low	No defects – no action required.
2 - Moderately Low	Very minor defect – action required within 6 years.
3 - Average	Minor defect – action required within 3 years.

4 - Moderately High	Minor to less severe defect – action required within 1 year
5 - High	Severe defect: Road maintenance action required: 1. Public Works Department will repair within a reasonable time period, subject to personnel available and material to correct the defeat. 2. Safety measurements will be undertaken to advise traveling public and direct them safely around or through the hazard area until repairs can be made.



Schedule "A"
ROADWAY INSPECTION FORM

Location of Roadway: _____ File No.: _____
Year- Month-Number
 Date: _____ Time: _____
 Date of Last Inspection: _____ Inspector: Name and Position: _____

Criteria Identification: Current Condition	Rating	Inspection Comments	Recommendation	Corrective Action	Action Completion Date
Road Structure					
Culverts					
Ditches and Drainage					
Right-of-Ways					
Back Sloping					
Signs					
Bridges					
Sidewalks					
Infrastructure: Manholes Hydrants Catch Basins Sewer lines					

Public Works Department: _____ Date: _____
Signature

Carried.

Policy Statement No. 14-A.09-01: Public Works Complaint Process Policy

250-14: Lukinuk

That **Policy Statement No. 14-A.09-01** entitled "Public Works Complaint Process Policy", be adopted

Title: Public Works Complaint Process Policy		Policy No.: A.09-01
Section: 14	Code: P-I	Page No.: 1 of 5 E
Purpose:	To provide a structured complaints process for members of the public and others who wish to complain about matters related to Public Works Department in regards to road maintenance on County road allowances.	
Policy Statement and Guidelines:		
1. STATEMENT:		
1.1	The County is committed to maintaining every road subject to its control and management in a reasonable state of repair, having regard to the character of each road and the area of the municipality in which it is located.	
1.2	The County shall demonstrate a commitment to an effective complaint handling system relating the Public Works Department's operation of municipal roadways in its control and management that reflects the needs, expectations and rights of complainants.	
2. OBJECTIVE:		
2.1	The aim of this policy is to monitor complaints and establish clear guidelines and procedures for a system in dealing with complaints submitted or referred to	

	Public Works Department, as a measure of public accountability in improving operations for public safety on County road allowances.
2.2	To ensure County residents that Public Works Department will respond to the complaints and make every reasonable effort to resolve the matter, where appropriate, in a fair, impartial and consistent manner.
2.3	The Public Works Department personnel shall carry out their duties in accordance with the provisions of Provincial Legislation and Municipal Bylaws and Policies.
2.4	The Public Works Department is committed to quality service and encourages citizens to call-in and report any problems.
3.	GUIDELINES:
3.1	The complaints process shall be guided by the following principles:
3.1.1	Accessibility: Information about the complaints will be documented and an Inspection Process will be conducted, as per <i>Policy Statement No. 14-A.01: Roadway Inspections</i> , to identify (deficiencies) reported.
3.1.2	Timelines: Complaints will be dealt with in reasonable timeframes, at the discretion of the Public Works Manager.
3.1.3	Transparency: The Public Works Manager's decisions relating to the complaint will be communicated to the complainant.
3.2	A <u>centralized</u> (electronic) system as outlined in <i>Schedule "B": Complaint Tracking System – Annual Summary</i> will track complaints, monitor progress and ensure compliance with complaint handling timelines.
3.3	This systematic approach in recording complaints and outcomes will be collected in sufficient detail to allow analysis to guide improvements and to identify, rectify and/or eliminate the causes of existing or potential problems leading to complaints in order to prevent further complaints.
3.4	The Public Works Manager or Public Works Road Foreman will address and visit individual locations to conduct an inspection to identify and validate the nature of the complaint.
4.	PROCEDURES:
4.1	All complaints shall be recorded, even if the complaint is perceived as a trivial or minor issue.
4.2	All complaints received related to non-County roadway damages or issues shall be documented and reported to the external agency of appropriate jurisdiction. Follow-up with external agencies will be requested and shall be documented as it is carried out.
4.3	The process of the complaint will be tracked and recorded from initial receipt to when the complainant is notified of the final decision on the outcome of the complaint is made.
4.4	All complaints submitted or referred shall be documented in detail, as per <i>Schedule "A": Public Works Department – Road Complaint Form</i> .
4.5	The "Road Complaint Form" documentation will include:
4.5.1	Name and phone number of the complainant.
4.5.2	Date, time and location of complaint.
4.5.3	Name of personnel taking the Information.
4.5.4	Inspection date conducted and <i>Policy Statement No. 14-A.01: Roadway Inspections</i> will be attached to the Complaint Form.

- 4.5.5 Date of complainant being notified and name of Public Works Personnel providing outcome of final decision.
- 4.6 **Policy Statement No. 14-A.01: Roadway Inspections** will be used as a mechanism to address every complaint received as a proactive measure to assess the nature of the complaint to identify deficiency (issue) raised through the inspection process and corrective action implemented.
- 4.7 The Safety Officer will ensure that the system works, maintain a record of the complaints and compile numerically by date received and filed according.
- 4.8 The Safety Officer will produce regular updates on the number and kinds of complaints.
- 4.9 A copy of the "Road Complaint Form" and attached "Inspection Form" will be filed at the Public Works Shop Office.



SCHEDULE "A"

**PUBLIC WORK DEPARTMENT
ROAD COMPLAINT FORM**

DETAILS:	File No.: _____ Year- Month-Number
	Date of Complaint: _____ Time: _____
	Complaint: <input type="checkbox"/> Submitted <input type="checkbox"/> Referred <input type="checkbox"/> Non-County Referred
	Name: _____
	Phone Number(s): _____
	Description of Complaint: _____ _____
Information Taken By: _____ Title: _____	

LOCATION DETAILS:	Location: <i>(Descriptive)</i> _____ Division: _____ (Range / Road)
	Location: LEGAL, LAND LOCATION: ¼ _____ SECTION: _____ TOWNSHIP: _____ RANGE: _____ W4M
	Inspected By: Name and Position _____

INSPECTION IDENTIFICATION	Policy Statement No. 14-A.01: Roadway Inspections
Inspection File Number: _____ ATTACHED INSPECTION: _____	

Complainant FOLLOW-UP DATE:	Notified On: _____
SIGNATURE OF Public Works: _____	DATE: _____



**Schedule "B"
COMPLAINT TRACKING SYSTEM
ANNUAL SUMMARY**

Date	Name	Location	Description	Completed	File No.

Carried.

Policy Statement No. 03-26-01: Custom Work

251-14: Cholak

That **Policy Statement No. 03-26-01** entitled "Custom Work", be adopted, as amended:

Title: Custom Work		Policy No.: 26-01
Section: 03	Code: P-1	Page No.: 1 of 3 E
Purpose:	To establish provisions for the responsibility of Smoky Lake County in performing Custom Works to external agencies or organizations and create an understanding between the County and the applicant.	
Policy Statement and Guidelines:		
1. STATEMENT		
1.1	Custom works are not a core function of Smoky Lake County and will not take precedence over Public Works.	
1.2	Smoky Lake County will be compensated for all performance of Custom Work in accordance with the Alberta Road Builders Annual Rate; unless otherwise determined by County Council; and is not to detriment of ongoing municipal operations.#	
1.3	Smoky Lake County will not provide custom work on Private Property. Ratepayers are encouraged to obtain the custom work services from private contractors or equipment to perform the required work. Exceptions may be authorized by Council when circumstance warrant where services or equipment may not be available to perform the requested work.	
1.4	The County may enter into agreements if custom works warrants a long-term requirement with other municipalities and/or provincial / federal agencies for custom work and the rates to be charged will be in accordance with Alberta Road Builder Annual Rates.	
2. OBJECTIVE		
2.1	Establishing a Policy on Custom Works ensures that municipal equipment and resources are used in a fair and equitable manner. It also serves to enhance the overall accountability and transparency of the municipality.	
2.2	As such, it is the intention of Smoky Lake County to support these agencies or organizations through the provisions of maintenance services upon operational requirements and availability of resources.	
2.3	A proactive approach to assist these agencies or organizations and the Municipality is with minimizing risk and claims, controlling insurance costs and ensuring that coverage is available in the future.	
3. DEFINITIONS		
3.1	Custom Work: any work undertaken by the municipality on non-County property other than a public work that is the responsibility of the municipality.	
3.2	Hold Harmless Agreement: Contract by which legal liability for damages of one party is assumed by the other party. One party agrees to hold the other party harmless (and usually indemnify) from the liabilities associated with the hazards of a particular activity or venture.	
4. GUIDELINES		
4.1	The Public Works Manager reserves the right to refuse any requests for custom work if performance of the custom works will interfere with public work projects or lack of equipment or trained operators.	
4.2	No custom work will commence unless the agencies or organizations have signed an Hold Harmless Agreement , as outlined in <i>Schedule "A" – Hold Harmless Agreement – For Use in Connection with Custom Work</i> , which is a requirement to that the County does not expose itself to any unnecessary risk.	
4.3	The County shall be compensated for all performance of Custom Work in accordance with the Alberta Road Builders Annual Rate; unless otherwise determined by County Council.	

- 5. PROCEDURES**
- 5.1 Custom works shall be limited to the scope and abilities of the equipment and staff of the Public Works Department only.
- 5.2 The date for performing the work to be at the discretion of the Public Works Manager with excerpts as detailed below:
- municipal equipment is available.
 - municipal operations are not negatively impacted.
 - those requesting the custom work sign a Hold Harmless Agreement absolving this County for any liability risk.
 - may refuse to perform the work if they deem it unsafe or unnecessary.

Schedule "A"



**HOLD HARMLESS AGREEMENT
FOR USE IN CONNECTION WITH CUSTOM WORK**

This **HOLD HARMLESS AGREEMENT** is made this ___ day of _____, 201_.

BETWEEN:

SMOKY LAKE COUNTY
(hereinafter called "the County")

AND

Name

Mailing Address Phone Numbers: Residence Work Cellular
(hereinafter called "the Party")

LOCATION: **Legal Address:** _____

Date of Custom Work: _____

WHEREAS, the Party requested the following Maintenance Activity: _____ from the County and approves the County the use and access onto the property to undertaken such maintenance activity.

WHEREAS, the County is engaged in the business of providing custom work for maintenance activities and agrees to provide such a service to the Party.

NOW, THEREFORE, the party agrees to the following Terms:

1. **Hold Harmless:**

The Party shall indemnify and hold harmless the County, its Councillors, directors, officers, employees, agents and representatives and each of them from and against, any and all liabilities, claims, suits or actions, costs, damages and expenses (and without limiting the generality of the foregoing, any direct or indirect losses, costs, damages and expenses of the County or such individuals including costs as between solicitor and client) which may be brought or made against the County or such individual or which the County or such individual may pay or incur as a result of or in connection with any breach, violation or non-performance of any covenant, condition or agreement of this Agreement required to be fulfilled, kept, observed or performed by the Party or any negligent act or omission of the Party, its directors, officers, employees, agents and representatives in connection with or arising out of this Agreement or the performance of the Agreement.

2. **Insurance:**

The Party shall have all applicable Insurance Policies current and shall name the County as an additional named insured; and such certificates evidencing such insurance all be provided to the County, when requested.

IN WITNESS WHEREOF has hereunto set their hand and the day and year first above written.

SIGNED _____ } **SMOKY LAKE COUNTY**
_____ } _____
Party Per:

Carried.

Policy Statement No. 14-A.02-02: Incident Reporting

252-14: Bobocel

That Policy Statement No. 14-A.02-02 entitled " Incident Reporting" be amended:

Title: Incident Reporting		Policy No.: A.02-02
Section: 14	Code: P-I	Page No.: 1 of 7 E
Purpose:	To identify the actions to be taken to control losses and determine the cause(s). The process is not to "fix blame" but to assure minimal injuries, collect recent data and determine what corrective action must be made to prevent similar incidents.	
Policy Statement and Guidelines:		
<p>1. OBJECTIVES:</p> <p>1.1 This policy is applicable to all departments and those which result in loss of life, property, or claims of General Liability.</p> <p>1.2 The investigation process should also be practiced for those which result in less serious injuries and/or damage to property.</p> <p>2. DEFINITIONS:</p> <p>2.1 Incident: A category of incidents or losses which may involve property or general liability, and could also involve individuals that were not employees of the County. These types of incidents should be investigated by the supervisory personnel in charge of the specific property or equipment involved in the incident.</p> <p>2.2 Near Miss: An unplanned event that did not result in injury, illness or damage – but had potential to do so. Near misses are warnings of potential incidents and must be reported.</p> <p>2.3 Underlying Causes: The symptoms behind the reason why the immediate incident existed. The underlying causes are not apparent as the immediate causes. Underlying causes can be identified by asking probing questions about the unsafe conditions or actions about the immediate incident which may involve personal and/or work environmental factors.</p> <p>3. CRITERIA:</p> <p>3.1 Employees shall report all incidents to their immediate Manager and Safety Officer.</p> <p>3.2 The Manager and/or Safety Officer shall then report it to the Chief Administrative Officer.</p> <p>3.3 Safety Officer shall conduct initial investigations. The following schedules will be completed to document the incident(s):</p> <p style="padding-left: 40px;">Schedule "A": Incident Reporting To be completed for all incidents.</p> <p style="padding-left: 40px;">Schedule "B": Jubilee Insurance Agencies To be accompanied with Schedule "A" <u>only when Auto Loss occurs.</u></p> <p style="padding-left: 40px;">Schedule "C": Incident Report on Municipal Roads by Third Party To be completed <u>only when Incidents Loss occurs on Municipal Roads by Third Party.</u></p> <p>3.4 The schedule(s) shall be submitted to the Chief Administrative Officer without delay, and shall be reported to the Workers Compensation Board and/or Occupational Health and Safety, as required.</p> <p>4. INVESTIGATION PROCESS:</p> <p>A complete investigation involves the following activities in each of the phases of the investigation process.</p> <p>4.1 Get an Overview: An overview of the incident often uncovers the unsafe acts or conditions which directly contributed to the incident.</p> <p>4.2 Gather Information at the Scene: Make notes of what you observe, and also take photographs and/or draw diagrams and sketches.</p>		

4.3 **Interview Witnesses:** Question the witnesses. The types of questions asked will depend on the circumstances of the incident.



SCHEDULE "A"
SMOKY LAKE COUNTY

INCIDENT REPORT			
Employee Name:	Job Title:	Department:	
Incident Reported To:	Date Reported:	Time Reported:	
Managers Name:	Managers Title:	Signature:	
EVENT DETAILS			
Date of Event:	Time of Event:	<input type="checkbox"/> Incident <input type="checkbox"/> Near Miss	
Type of Event:	Injury Type:	Event Location:	
Primary Body Part Injured: <input type="checkbox"/> N/A		Secondary Body Part Injured: <input type="checkbox"/> N/A	
Detailed Description of Event: _____ _____			
<input type="checkbox"/> <i>Pictures or other information attached</i>			
Underlying Causes: _____ _____			
Recommendations: To prevent re-occurrence of Event? _____ _____			
Action taken: What and by whom? _____ _____			
Safety Officer's Comments: _____ _____			
WITNESSES			
Name:	Phone:	Name:	Phone:
Name:	Phone:	Name:	Phone:
Safety Officer Signature: _____		Date Completed: _____	
Employee Signature: _____		Date Completed: _____	
Investigator Signature: _____		Date Completed: _____	
Chief Administrative Officer Signature: _____		Date Reviewed: _____	

SCHEDULE "B"
JUBILEE INSURANCE AGENCIES LTD.
2510 Sparrow Dive, Nisku, AB. T9E 8N5
PHONE #: 780-955-3639 • FAX #: 780-955-3615

Automobile Policy: 165052A	Heavy Equipment Policy: RSLE1131
AUTO /EQUIPMENT LOSS FORM	
DATE OF LOSS: _____ CERTIFICATE #: _____	
JURISDICTION: _____	
CONTACT PERSON: _____ PHONE # _____	
YEAR: _____ MAKE MODEL: _____ SERIAL #: _____ PLATE #: _____	
DRIVER: _____ DOB: _____	
DRIVER'S LICENCE. #: _____ YRS. EXP.: _____	

PREVIOUS ACCIDENTS/CONVICTIONS: _____
 ADDRESS: _____
 LOSS PAYABLE/LESSOR: _____

THIRD PARTY INFORMATION

YEAR: _____ MAKE MODEL: _____ SERIAL #: _____
 DRIVER: _____ PHONE #: _____ LIC. PLATE #: _____
 OWNER: _____ PHONE #: _____
 DESCRIPTION OF DAMAGES: _____
 NAME OF INSURER: _____ POLICY #: _____
 LOCATION OF ACCIDENT: _____
 POLICE/RCMP AT SCENE: _____
 INJURIES: _____
 WITNESS: _____

REPORTED TO JUBILEE CALL CLAIMS CENTER: 1-800-249-8391
 YES NO

Please fax information directly to: New West Adjusters @ 483-2232



**SCHEDULE "C"
 SMOKY LAKE COUNTY**

INCIDENT REPORT On Municipal Roads by Third Party

Location: _____

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

For Completion By Municipality	For Completion By Person Attending site
Date of Incident _____	Form Completed By: _____
Time of Incident: _____	Title: _____
When did you first learn of the incident (Date / Time)	When were you notified of the incident (Date / Time)
When was the Incident Reported (Date / Time)	When did you attend the Incident site (Date / Time)
Are you aware of any injuries	Date / Time of completion of this checklist
<input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Serious <input type="checkbox"/> Hospitalized <input type="checkbox"/> Death <input type="checkbox"/> Unknown	Have Photographs taken <input type="checkbox"/> Yes <input type="checkbox"/> No (Date / Time)

Signature of person completing this checklist: _____

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

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

- Contact Insurers:**

 - Notify Priddle & Associates to determine whether an insurance investigation should begin
 - Toll Free: 1-855-459-7703 - E-mail: jubileeclaims@telus.net
 - Date and time reported _____

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

Photographs:

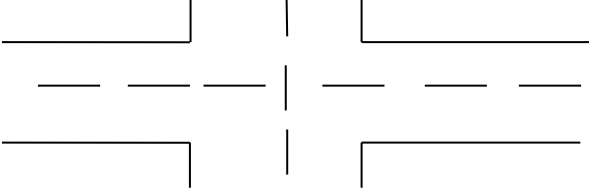
- Path taken by both vehicles prior and after losing control
- Final resting position of vehicles
- If vehicles have been removed, remaining as evidence
- General road conditions
- Anything on road surface that may have contributed to possible losing control
- Road signs on scene

Information:

General road conditions _____

Weather conditions: _____

Evidence of impairment: _____

INCIDENT REPORT On Municipal Roads by Third Party - Page Two	
Other Information	
Detailed Description of Event:	
<hr/> <hr/> <hr/> <hr/>	
Witness? _____	
Was a Fire Department there? _____	
Were the Police there? _____	
	
* show all skid marks and the resting spots of all vehicles involved * show road number when possible	
THIRD PARTY INFORMATION	THIRD PARTY INFORMATION
Vehicle # 1	Vehicle # 2
YEAR: _____ MAKE MODEL: _____	YEAR: _____ MAKE MODEL: _____
SERIAL #: _____	SERIAL #: _____
DRIVER: _____	DRIVER: _____
LIC. PLATE #: _____	LIC. PLATE #: _____
OWNER: _____	OWNER: _____
PHONE #: _____	PHONE #: _____
NUMBER OF PASSENGERS: _____	NUMBER OF PASSENGERS: _____
DESCRIPTION OF DAMAGES: _____	DESCRIPTION OF DAMAGES: _____
NAME OF INSURER: _____	NAME OF INSURER: _____
POLICY #: _____	POLICY #: _____

Carried.

Policy Statement No. 02-11-07: Peace Officer Annual Reporting

253-14: Orichowski

That **Policy Statement No. 02-11-07** entitled " Peace Officer: Annual Reporting" be amended:

Title: Peace Officer: Annual Reporting	Policy No.: 11-07
Section: 02	Code: P-I
Page No.: 1 of 6 E	
Purpose:	To submit a written report to the Alberta Solicitor General on an annual basis on the Peace Officer Program.
Policy Statement and Guidelines:	
<p>PREAMBLE</p> <p>The annual report is a new requirement designed to facilitate communication with the Director of the Alberta Solicitor General.</p> <p>The annual report includes areas such as the service provided, operational practices of the Peace Officer and enforcement related activities.</p> <p>ANNUAL REPORT</p> <p>The Annual report must include:</p> <ol style="list-style-type: none"> 1. The general nature of the services provided by the peace officer. 2. Operational practices of the peace officer. 3. Enforcement and enforcement-related activities of the peace officer. 4. Name of the agency contact person in a senior management position. 5. Statistical data required by the director. 6. An updated list of peace officers employed and their positions in the agency. <ul style="list-style-type: none"> ■ The following format Schedule "A": Peace Officer Annual Report will be completed by January 31 each year and submit to the Director of Public Security Peace Officer Program. 	



Schedule "A"

SMOKY LAKE COUNTY

ENFORCEMENT SERVICES

**ANNUAL REPORT
2013**

Submitted to:
Sean Bonneteau
Manager
Public Security Peace Officer Program

PEACE OFFICER PROGRAM

PEACE OFFICER: ANNUAL REPORT

EMPLOYEE FILE NUMBER:
APPOINTMENT NO: 12013

1. General Nature of the Services provided by the Peace Officer:

Program Overview:

1. The Peace Officer is responsible for the enforcement and investigation of Municipal Bylaw and Provincial Statutes for Smoky Lake County.
2. As a Peace Officer, the overall duty is to protect and educate people property; and to preserve and maintain the public peace.
3. The Peace Officer reports to the Smoky Lake County, Chief Administrative Officer (C.A.O.)

2. Operational Practices of the Peace Officer:

Key Areas:

- Ensuring public compliance with various County bylaws.
- Provide information and interpretation of Municipal bylaws and Provincial Statutes requirements to the Smoky Lake County residents and community groups.
- Develop and implement to educate on public awareness programs and maintain positive public relations.
- Conducts highly visible mobile patrols of the County for the purpose of preventing and detecting violations of Municipal Bylaws and selected Provincial statutes.

3. Enforcement and Enforcement-related activities of the Peace Officer:

ENFORCEMENT:

Responsibilities: Public Safety:

- 3.1 As a Peace Officer appointed under the *Peace Officer Act*, enforce the following Provincial Statutes and Regulations, including:
 - The Animal Protection Act
 - The Dangerous Dogs Act.
 - The Environmental Protection and Enhancement Act.
 - The Fuel Tax Act.
 - The Petty Trespass Act.
 - The Provincial Offences Procedure Act.
 - The Stray Animals Act.
 - The Tobacco Reduction Act.
 - The Traffic Safety Act.
- 3.2 As the Enforcement Officer appointed under the *Municipal Government Act*, enforce Municipal Bylaws, including:
 - The Animal Control Bylaw.
 - The Corridor Regulation Bylaw.
 - The Land Use Bylaw.
 - The Off Highway Vehicles Bylaw.
 - The Parks Control Bylaw.
 - The Fire Bylaw.
 - The Road Right of Way Bylaw.
 - The Nuisance and Unsightly Premises Bylaw.
 - The Weight Restrictions For Vehicles Bylaw.

3.3 In accordance with the *Municipal Government Act*, the Bylaw Enforcement Officer is a Designated Officer. The Enforcement Officer time is to be equally divided between patrolling and enforcing.

ENFORCEMENT-RELATED ACTIVITIES:

Enforcing Duties:

- 3.4 ■ Receiving complaints and inquires.
- Investigation of complaints.
- Advising responsible parties of infractions, and taking remedial actions and/or following enforcement procedures.
- Advising responsible parties of infractions and laying of charges if founded.
- Educating and/or prosecuting violators.
- Conducts patrols of the trail systems, roads and hamlets within the corporate limits of Smoky Lake County.
- Receives and documents evidence relating to investigation and ensures that continuity of such evidence is maintained, stored, and destroyed accordance with Provincial County Regulations and/or County policies.
- Prepares prosecutor information sheets and court briefs concerning a charge or ticket.

Other Duties:

- Assist R.C.M.P., as required.
- Prepare Monthly reports and distribute to Council, Chief Administrative Officer.
- Report at weekly Management meetings.
- To be familiar with the Policies of the Smoky Lake County and the mandate of the Peace Officer Program.
- Personnel conduct to enhance the image of Peace Officer in the Smoky Lake County.
- Attendance at conference and training programs that are pre-approved by the Chief Administrative Officer.
- Preparation and revision of Municipal Bylaws.
- Issue various letters of Permission and Permits relating to Municipal Bylaws.
- Participation with community interest groups as requested.
- Develop and/or take part in public awareness programs and maintain positive public relations.
- Conducts other related duties as required.

Working Relationship:

- To be accessible, approachable and helpful to the residents and public who require information or assistance.
- To establish and maintain a positive working relationship with Smoky Lake County employees.
- To continue and enhance communication to the Chief Administrative Officer to be informed on all issues or concerns that could affect the Peace Officer Program.

Decision Making: Independence of Action:

- Works under minimal supervision while on patrol.
- Deals with the public in confrontational situations and must use own judgment to resolve them, based on instant decisions relating to knowledge of laws and regulations.

4 Name of the Agency Contact Person in a Senior Management Position:

Smoky Lake County: Cory Ollikka, Chief Administrative Officer
 Box 310
 4612 McDougall Drive Phone: 780-656-3730
 Smoky Lake, Alberta Fax: 780-656-3768
 T0A 3C0 E-Mail:
 collikka@smokylakecounty.ab.ca

5. Statistical Data Required by the Director:

Types of Incidents	2013
Animal Control:	48
Off-Highway Vehicle:	Numerous Education Conversations
Unightly Premises	1
Land Use Issues	21

Action List(s):↳ **Action List(s):**

- County Council **Budget Meeting**: December 20, 2013.
- County **Council Meeting**: January 16, 2014.

Industry Liaison Meeting

255-14: Orichowski That County Council schedule an **Industry Liaison Meeting** for Tuesday, **February 25, 2014** at 1:00 p.m. to be held at the County Council Chambers.

Carried.

Northern Leaders' Summit

256-14: Bobocel That County Council who can attend – attend the Northern Leaders' Summit on March 14, 2014 at 7:30 a.m. at the Athabasca Multiplex (2 University Drive) in Athabasca, Alberta; as per correspondence received from Honourable Frank Oberle, Minister, Alberta Aboriginal Relations, dated February 13, 2014.

Carried.

Brian Storseth, MP

257-14: Cholak That Administration research grant options for future projects eligible for Smoky Lake County in regards to the News Release received from Brian Storseth, MP, dated February 13, 2014 in regards to MP Brian Storseth Announces \$53 Billion New Building Canada Plan; and provide information to a future County Council Meeting.

Carried.

Smoky Lake County Truckfill Stations: Programming Update

258-14: Bobocel That Smoky Lake County approve the 2014 unbudgeted expenditure not to exceed in the amount of **\$25,232.62** to upgrade five (5) PLCs (Programmable Logic Controllers), Modems and other related hardware for the County automated Truckfill Stations.

Carried.

Welcome: GIS/Communication Director

County Council welcomed **Paul Miranda, GIS/ Communication Director** to Smoky Lake County.

259-14: Lukinuk

That the updated report for the period of January 16, 2014 to February 19, 2014 by the Chief Administrative Officer, be accepted and filed for information.

Carried.

Finance Manager's: Report

Brenda Adamson, Finance Manager provided an updated Finance report for the period of January 10, 2014 to February 11, 2014.

260-14: Cholak

That the Finance Manager's Report received by Brenda Adamson for the period of January 10, 2014 to February 11, 2014, be accepted and filed for information.

Carried.

Management Reports

Safety Codes Accreditation

Safety Codes Agency

261-14: Cholak

That Smoky Lake County Council continue the Joint Safety Codes Accreditation (in partnership with the Town of Smoky Lake, Village of Vilna, and the Village of Waskatenau) to administer the Safety Codes Act, in conjunction with the Uniform Quality Management Plan, including all pursuant regulations applicable to the Building, Electrical, Plumbing and Gas Discipline; and approve the Safety Codes Agency to be for a five-year term ending December 31, 2019; and subject to confirmation received from the partnering municipalities, proceed to develop with a Request For Proposal for a Safety Codes Agency for Contract term for five-years.

Carried.

2014 Community Planning Association of Alberta Conference

262-14: Bobocel

That County Council and administration who can attend – attend the 2014 CPAA: Community Planning Association of Alberta Conference: “Planning For Resilience” on April 14 to April 16, 2014 at the Black Knight Inn in Red Deer, Alberta.

Carried.

263-14: Orichowski

That the management reports received for the period of January 17, 2014 to February 13, 2014 from Doug Ponich, Public Works Manager; Bob Novosiwsky, Public Works Foreman; Dave Kully, Public Works Shop Foreman; Ed English, Peace Officer; Aline Brousseau, Planning and Development Manager; and Trevor Tychkowsky, Safety Officer, be accepted and filed for information.

Carried.

4. Request For Decision:

2014 – 2016 Gravel Crushing Tender

Executive Session:

264-14: Bobocel

That County Council go into Executive Session to discuss a legal issue in regards to the procurement on the 2014-2016 Gravel Crushing Tenders, time 10:05 a.m.

Carried.

265-14: Bobocel

That County Council go out of Executive Session, time 10:24 a.m.

Carried.

Tenders

Companies		Hopkins Construction (Lacombe) Ltd.			Westridge Rock Ventures Ltd.			Ferbey Sand and Gravel Ltd.		
		Unit Price								
Item No.	Item Description	2014	2015	2016	2014	2015	2016	2014	2015	2016
1	Designation 4, Class 20 (3/4") material	\$ 5.45	\$ 5.72	\$ 6.00	\$ 3.65	\$ 3.72	\$ 3.80	\$ 3.93	\$ 3.93	\$ 3.98
2	Designation 4, Class 25 (1") material	\$ 5.35	\$ 5.62	\$ 5.90	\$ 3.55	\$ 3.62	\$ 3.69	\$ 3.90	\$ 3.90	\$ 3.95
3	Designation 4, Class 40 (1 1/2") material	\$ 5.30	\$ 5.56	\$ 5.84	\$ 3.55	\$ 3.62	\$ 3.69	\$ 3.85	\$ 3.85	\$ 3.90
4	Designation 3, Class 12.5c (1/2") material	\$ 9.85	\$ 10.34	\$ 10.86	\$ 7.00	\$ 7.14	\$ 7.28	\$ 4.20	\$ 4.20	\$ 4.25
5	Sand Elimination	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.05	\$ 3.62	\$ 3.69	\$ 1.00	\$ 1.00	\$ 1.15
	Total Bid for 2014	\$ 600,700.00			\$ 396,200.00			\$ 399,800.00		

266-14: Bobocel

That Smoky Lake County award the 2014-2016 Gravel Crushing to **Ferbey Sand and Gravel Ltd.**, Vermilion, Alberta to Stockpile at the White Earth Creek Gravel Pit – NW ¼ Section 2-61-18-W4 with the **Year 2014** Gravel Crushing of approximately 100,000 tonnes consisting for the following product designation at the following rates:

- Designation 4 Class 20 (3/4") material - 30,000 tonnes at Unit Price of \$3.93.
- Designation 4 Class 25 (1") material - 60,000 tonnes at Unit Price of \$3.90.
- Designation 4 Class 40 (1 ½") material - 6,000 tonnes at Unit Price of \$3.85.
- Designation 3, Class 12.5c (½") material - 4,000 tonnes at Unit Price of \$4.20.
- Sand Elimination based on 8,000 to 15,000 tonnes at Unit Price of \$.1.00; and

For **Year 2015** no less than 85,000 tonnes of granular material for the following rates:

- Designation 4 Class 20 (3/4") material - Unit Price of \$3.93.
- Designation 4 Class 25 (1") material - Unit Price of \$3.90.
- Designation 4 Class 40 (1 ½") material - Unit Price of \$3.85.
- Designation 3, Class 12.5c (½") material - Unit Price of \$4.20.
- Sand Elimination - Unit Price of \$1.00; and

For **Year 2016** no less than 85,000 tonnes of granular material for the following rates:

- Designation 4 Class 20 (3/4") material - Unit Price of \$3.98.
- Designation 4 Class 25 (1") material - Unit Price of \$3.95.
- Designation 4 Class 40 (1 ½") material - Unit Price of \$3.90.
- Designation 3, Class 12.5c (½") material - Unit Price of \$4.25.
- Sand Elimination - Unit Price of \$1.15.

Carried.

Aline Brousseau, Planning and Development Manager left the Council Chambers, time 10:35 a.m.

Task Forces and Boards: Reports

Alberta Care

- No report.

Corridor Communications Incorporated

- **Letter:** Amir Bigloo, Returning Officer, CCI Wireless, dated March 24, 2014 – RE: 2014 Election Procedures, Nomination Form, Consent to act as a Director, Authorized Representative Form and a Proxy Form.

Corridor Communications Incorporated: Proxy

267-14: Orichowski

That Smoky Lake County appoint and constitute Joe Kutanzi, be named as Proxy Holder with full power and authority to attend and vote for Smoky Lake County, if necessary at the Corridor Communications Incorporated 2014 Annual General Meeting scheduled for March 24, 2014 in Calgary, Alberta.

Carried.

Doctor Retention & Recruitment Committee

- **Summary:** As per Joint Council Meeting between Smoky Lake County and Town of Smoky Lake held on December 13, 2013 – Reply to Smoky Lake County Motion 128-12 made on November 16, 2012: **Town of Smoky Lake:** Motion 898-12 and Letter written to Dr. Fatokun Johnson in regards to the **Doctor House – Counter-Offer Price.**

268-14: Bobocel That Smoky Lake County accept the Counter-Offer purchase price in the amount of \$230,000.00 plus GST, as is where is, as agreed with the Town of Smoky Lake from Doctor Fatokun Johnson for the house on the property: Lot 8, Block 7, Plan 852 1480) located on 4514 – 55th Avenue in Smoky Lake, Alberta.

Carried.

Evergreen Regional Waste Management Commission

- No report.

Family Community Support Services Committee

- No report.

Family-School Liaison Committee

- No report.

Fire and Rescue Committee

Smoky Lake:

- Smoky Lake Fire Department Annual General Meeting held on February 17, 2014.
- New Fire Chief: Juanita Cozicar.

Vilna:

- No report.

Waskatenau:

- No report.

Government Liaison Committee

- 2014 AAMDC Spring Convention – Re: Meeting with Alberta Transportation.
- **Summary:** Letter from Michael Botros, Regional Director, Alberta Transportation, dated December 9, 2013 – Re: Reply to 2013 AAMDC Convention Meeting on County issues.

2014/2015 to Alberta Transportation: Transportation Priorities

269-14: Lukinuk That Smoky Lake County prepare a Presentation for the meeting with Alberta Transportation – North Central Transportation Region at the Alberta Association of Municipal Districts and Counties Spring 2014 Convention scheduled for March 18, 2014 at 11:00 a.m. to 11:30 a.m. in Salon 15 at the Shaw Convention Centre to address the following 2014/2015 Transportation priorities and project status update:

1. **Status of Project(s): Thank you again for your correspondence dated December 9, 2013 from the discussion held during our meeting at the 2013 Alberta Association of municipal Districts and Counties Fall Convention on November 14, 2013 in Edmonton.**

Smoky Lake County would appreciate an update on the following:

- 1.1 **Highway 28:** Status on timeframe of the re-surfacing (overlay) on the highway. Understand it is not in the current Three-Year Construction Program; please provide an update as to when this project will be put into the 3-year business plan – increased traffic impact has made the road surface condition on Highway 28 to be deteriorating rapidly.
- 1.2 **Highway 28 and Highway 831: Intersection Amendment.** Status on the department's three-year construction Program to anticipate the intersection changes to be implemented sooner.
 - Very active on increase for Motor Vehicle Collisions and several near-misses have raised serious concerns in our community.
- 1.3 **Highway Intersection Lighting:** Enhanced lighting required at the intersections of Highways:
 1. Highway 28 and North on Highway 855.
 - Please advise of the status on Alberta Transportation's plans as to the timeframe on the regional lighting upgrades?
- 1.4 **Approach Removals:**

- Peppers/Petro Canada at Waskatenau.
- Spedden proposed new gas station.
- Vilna – Mr. McKenzie

Thank you for assistance to the above listed approach issues and for meeting with us at Pepper's on February 5, 2014.

Specifically, regarding Peppers, please advise of any update on the proposal for a detailed traffic study at that location.

1.5 Highway 831:

- Current increase in number of wide loads on Highway 831 – Please provide clarity on the appropriate standards, (i.e., wide loads allowed on specific highways)? These wide loads are a safety concern.

1.6 Awareness: Highway Heavy-Truck Traffic:

- Highway 652; Highway 857; and Highway 859 have an increase of Heavy-Truck Traffic which is impacting the road surface on these highways and can these highways handle such heavy traffic? Does Alberta Transportation's plans have upgrades for overlay on these Highways?

Carried.

Highway 28/63 Regional Water Services Commission

- **Minutes:** December 6, 2013.
- Regional Water is flowing for use by residents in the Hamlet of Warspite for two-weeks now.
- Regional Water Line flows all the way to Spedden.
- County of St. Paul is looking at connecting to the Regional Water Line.

In-House Safety Committee

- Meeting: January 19, 2014.
- 2014 County Annual Safety Meeting: Tentative dates: March 14, 2014 or April 4, 2014. Potential speakers: Bob Layden and Ian Fox.
- Smoky Lake County Interim Safety Audit: Received 94%.
- Alberta Transportation Audit: Received 12.8% = 85%.
- Next meeting is scheduled for March 14, 2014 at 8:00 a.m.

Certificate of Commendation

270-14: Bobocel

That Smoky Lake County send a **“Letter of Commendation”** to all the staff to extend congratulations and appreciation in recognition for their contributions in achieving a 94% on the 2013 County Internal Safety Audit and for their continued dedication towards an excellent County Safety Program.

Carried.

Aline Brousseau, Planning and Development Manager entered the Council Chambers, time 11:00 a.m.

Municipal Planning Commission

- No report.

Committee of the Whole: Planning

271-14: Cholak

That the Committee of the Whole Meeting for the purpose of Planning: Land Use Bylaw/Municipal Development Plan be scheduled for Tuesday, April 1, 2014 at 10:00 a.m. to be held at the County Council Chambers.

Carried.

North East Muni-Corr. Ltd.

- Minutes: January 13, 2014.
- Controller’s Report: January 31, 2014.
- Beaver River Trestle Replacement Project: Milestones in the Project.
- Elk Point and Cold Lake committed funding to the rebuilding of the Trestle.
- Beaver River Trestle committed funding to date: \$ 256,000.00.
- Waiting for more information on other municipalities contributing towards the rebuilding of the Trestle.
- Next meeting scheduled for March 10, 2014.

Northern Lights Library System

- Meeting scheduled for March 1, 2014 at 10:00 a.m. in Elk Point.

Policy Committee

- Meeting scheduled for February 24, 2014.

R.C.M.P. Liaison Committee

- No report.

Regional Community Development Committee

- Meet with Oil Sands Community Alliance (OSCA) in regards to Highway 855. Looks positive.
- RCDC Meeting on February 12, 2104: Delegation in regards to the Bio-Diesel Project still in the works – looking at a different strategy.
- Regional Community Development Committee (RCDC): **Draft Terms of Reference.**
- Regional Community Development Committee (RCDC): **Cost-Sharing Funding Formula and Choice of an Economic Development Officer Position.**

RCDC: Draft Terms of Reference

272-14: Lukinuk

That Smoky Lake County approve the additional amendments and revisions to be incorporated into the **”Draft”** Terms of Reference for the **RCDC – Regional Community Development Committee**, dated January 2014 as prepared by Consultant Shane Pospisil; as highlighted in “Red”; with an amendment to the Terms of Reference: Membership for Smoky Lake County be increased to Four (4) members (serving throughout their term) from current proposed Three (3) members from Smoky Lake County (serving throughout their term);

<p>Smoky Lake Region Regional Community Development Committee (RCDC)</p> <hr/> <p style="text-align: center;"><i>Draft</i> TERMS OF REFERENCE (Revised) Amendments highlighted in “RED”</p> <p><i>January 2014</i></p> <hr/> <p style="text-align: right;">Page 2</p> <p style="text-align: center;">SMOKY LAKE REGIONAL COMMUNITY DEVELOPMENT COMMITTEE (RCDC)</p> <hr/> <p style="text-align: center;">TERMS OF REFERENCE (Revised)</p> <p>1. PURPOSE OF COMMITTEE</p> <p>One of the Committee’s key roles and responsibilities is to recommend an annual Economic and community Development Strategic Plan to the four member Councils (Smoky Lake County, Town of Smoky Lake, Village of Waskatenau and Village of Vilna) and, upon approval, to monitor and assist in the implementation and execution of that plan.</p> <p>Whether a multi-year or annual update to the Economic and Community development Strategic Plan, the Committee is responsible for overseeing its development and for bringing the plan forward of approval of the four member Councils.</p>

The Economic and Community Development Strategic Plan to be recommended for Council approval should include, but not be limited to:

- 1.1 A review of the performance measures and targets established in the previous plan. What was actually achieved in delivering on the key economic and community development goals and objectives?
- 1.2 An assessment of the region's / individual municipalities' current economic situation and overall business climate. How competitive is the business and investment climate relative to other comparable or competitor regions/municipalities?
- 1.3 Recommended actions to ensure the region / municipalities are proactive in responding to emerging economic challenges.
- 1.4 Recommended actions that ensure the region / municipalities are well-positioned to take full advantage of new and emerging business development opportunities.
- 1.5 Specific actions items which further promote and enhance business retention, growth and new business attraction.
- 1.6 An outline of the updated plan's specific goals/objectives and related performance measures and targets.
- 1.7 A proposed action plan responding to specific issues the four member Councils have asked be reviewed and explored in more detail. This may also involve stakeholder or even broader public consultations, but this will likely depend on the specific issue(s) the Committee has been asked to address.

2. FUNCTIONAL RESPONSIBILITIES OF COMMITTEE

- Provides broad-based community leadership, experience and expertise in helping build and effectively implement the region's Economic and Community Development Strategic Plan.
- Facilitates an informed multi-stakeholder discussion of the region's /municipalities' key economic strengths, challenges and opportunities – and the future direction and vision for economic and community development.
- Oversees and is responsible (accountable) for recommending an Economic and Community Development Strategic Plan, or an annual update to the plan, to the four member Councils.
- Monitors, assists and helps guide in the implementation and execution of the plan.
- Identifies specific goals/objectives, corresponding performance measures and targets, and makes recommendations for fine-tuning the Economic and Community Development Strategic Plan, as required.
- Responds to specific requests by the four Councils to review, further consider, advise and/or undertake consultations around a particular economic and/or community development issue.
- Promotes and advances sustainable economic and community development.
- Visibility conveys the ongoing importance of partnerships and alliances in achieving the region's /municipalities' key economic development goals and objectives.
- Consults with and maintains ongoing and regular contact with regional business, volunteer and community leaders and other stakeholders to ensure that the full range of views and perspectives are considered in the various economic, business and community development initiatives and strategies being discussed.

The Regional Community Development Committee (RCDC) initiative is intended to reflect the diversity of interests and wide range of business-, community- and volunteer-related experience and expertise available within the region. This is the primary reason for the strong, ongoing commitment of RCDC to community engagement and seeking out the views and perspectives of all regional stakeholders on the various issues being discussed.

RCDC is intended to serve as both a strategic advisory committee to the four member municipalities and as a senior-level, multi-stakeholder oversight committee.

This governance model may be somewhat new to Alberta, but it does reflect a growing sense that partnerships, alliances and the active participation of all stakeholders is essential. It is a reflection that this is not just the four member municipalities' economic and community development strategy; it is ultimately a community-wide, community-developed strategy.

**4. REGIONAL COMMUNITY DEVELOPMENT COMMITTEE (RCDC):
A DUAL MANDATE**

MANDATE 1: Strategic Advisory Committee
▶ Recommends Economic and Community Development Strategic Plan
▶ Advises Municipalities on Economic and Community Development Issues
MANDATE 2: Multi-Stakeholder Oversight Committee
▶ Monitors and Advises on Plan Implementation / Execution
▶ Reports on Goals / Objectives and Related Performance Measures

5. MEMBERSHIP

The Regional Community Development Committee (RCDC) shall be comprised of seven (7) members, appointed by a resolution of **each respective Council** Smoky Lake Region Joint Municipalities Committee. The membership shall include:

- ~~☐ Three (3) members from Smoky Lake County (serving throughout their term);~~
- ☐ Four (4) members from Smoky Lake County (serving throughout their term);**
- ☐ Two (2) members from the Town of Smoky Lake (serving throughout their term);
- ☐ One (1) member from the Village of Waskatenau (serving throughout their term);
- ☐ One (1) member from the Village of Vilna (serving throughout their term);

Each respective Council shall ensure that an Alternate member to the Regional Community Development Committee is in place.

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Terms and Conditions

- ~~■ No person shall serve more than two (2) consecutive terms; however, such person may re-apply after an absence of one (1) year.~~
- ~~■ Where a vacancy occurs other than through the expiration of a term for which the member was appointed, the Smoky Lake Region Joint Municipalities Committee shall upon the recommendation of the partnering municipality and RCDC appoint a successor to fill the vacancy for the remainder of the term.~~
- ~~■ If any member is absent from three (3) consecutive meetings, the Smoky Lake Region Joint Municipalities Committee may, upon recommendation of RCDC, declare the position vacant and appoint a successor to fill the vacancy for the remainder of the term.~~
- ~~■ Where a vacancy occurs in the last year of a member's term, the Smoky Lake Region Joint Municipalities Committee shall exercise its discretion on whether to appoint a successor to fill the vacancy or await the regularly-scheduled Committee applications / appointments process.~~
- ~~■ The Smoky Lake Region Joint Municipalities Committee Council may terminate the appointment of any member at any time, primarily upon the recommendation of RCDC and where reasonable cause is demonstrated.~~

6. Governance and Procedures

- Annually, during the month of **November** ~~January~~, the Committee shall hold a meeting at which time a Chair and Vice-Chair shall be elected from its membership for the ensuing year.
- The Chair and Vice-Chair, with the approval of the Committee, shall establish (or reconfirm) the operating ground rules for Committee meetings and ensure that these are in accordance with generally-accepted standards and practices.
- Regular meetings are to be held monthly, on a date and time agreed to by the Committee, and a other such times as the Committee determines necessary.
- Special meetings of the Committee may be called by the Chair or Vice-Chair provided that not less than two (2) full business days notice is given to each member of the committee.
- No regular or special meeting of the Committee shall be convened unless the Chair or Vice-Chair is present.
- A quorum for regular and special meetings of the Committee shall be not less than four (4) members.
- All members shall have equal voting privileges on issues / items where a vote is called, with a simple majority (with quorum) deciding any vote.

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7. Mandate Letter

- At its discretion, the Smoky Lake Region Joint Municipalities Committee may choose to provide the Committee with an annual mandate letter **by the end of each calendar year for the following year** outlining any specific or additional tasks or work it would like the Committee to undertake.
- The mandate letter would be developed in consultation with the Committee. It would acknowledge the **budgetary and staff** resources available to the Committee, the time constraints facing individual Committee members, and be for a fixed period of time.
- The presence of a mandate letter would not preclude the Smoky Lake Region Joint Municipalities Committee from making additional requests of the Committee at any time during the year. However, an in-year request would also have to acknowledge the capacity of the Committee to undertake or oversee this additional work.

8. Roles of Municipal Administration

- **The four member municipalities' Chief Administrative Officers and the regional Community Economic Development Officer (CEDO) are both deemed to be ex-officio and non-voting participants in Committee meetings.**
Should be included under Membership: As support staff or resource.
- If the Committee determines that it wishes to pursue an in-camera discussion, it may request that all municipal administration (ex-officio and non-voting) participants be excused from the discussion. **(Not really required – each respective municipality is governed by the MGA (and respective Procedural Bylaw) – specifies the regulations relating to "Committees").**
- More specifically, the CAOs and CEDO shall:
 - a. assist the Committee in carrying out its primary purpose, role and responsibilities related to economic and community development and the promotion and advancement of economic development within the region/individual municipalities.

<p>b. refer economic development matters to the Committee for its information, review , consideration and/or recommendations.</p> <p>c. assist the Committee in responding to specific issues that the Smoky Lake Region Joint Municipalities Committee Council has requested be reviewed or considered in more detail.</p> <p>d. prepare agendas, maintain minutes and records, as well as correspondence related to the Committee’s ongoing activities. (actions lists)</p> <p>e. prepare, oversee and advise the Committee on its operating budget – which must also be approved by the four member Councils.</p>	<p>Page 7</p>
<p>f. present interim budgetary updates as requested, or required, by the Committee.</p> <p>g. assist the Committee in preparing an annual year-end report to the four member Councils, and the Smoky Lake Region Joint Municipalities Committee, on the various initiatives and activities it has undertaken.</p> <p>Recommendations: (Factors to consider)</p> <ol style="list-style-type: none"> 1. Who the managing partner should be indicated to ensure Administration and Budget preparations are done, as well as housing the office space of the CEDO: Contract or employee? 2. Funding Formula: Should be indicated? 3. Recreation Component needs to be addressed, if the RCDC is to undertake this? <p>Appendix A – Vision Should follow after the “Purpose Heading”, as its own Heading or not be included at all it’s already in the Strategic Plan (which also can change when Plan is amended).</p> <p>Toward 2020: A Suggested Vision for Economic and Community Development in Smoky Lake Region</p> <p><i>Smoky Lake Region has a growing and diversified economy – together with an attractive business climate that supports entrepreneurship, business retention and growth, and new business attraction. Smoky Lake Region is a sustainable community of communities, with a strong commitment to environmentally-sound economic development and long-term fiscal sustainability. This enables regional municipalities to maintain the quality services, programs and infrastructure that residents have come to expect.</i></p> <p><i>The quality of life that Smoky Lake Region offers its citizens is ultimately what makes the region a recognized community of choice for residents, businesses and new investment.</i></p> <p>Appendix B – RCDC Members (Not to included – as it will change and bylaw will have to be amended).</p>	

Carried.

RCDC: Cost-Sharing Funding Formula

273-14: Lukinuk That Smoky Lake County recommend that the Regional Community Development Committee (RCDC) **Cost-Sharing Funding Formula** be **Option 3: Based on Population.**

Carried.

RCDC: Budgetary Choice of an Economic Development Officer Position.

274-14: Cholak That Smoky Lake County recommend the choice of an Economic Development Officer Position – as per Budget Option Scenarios discussed at the Joint Municipalities Meeting on February 3, 2014 to be **Option : 1.** Higher Level CEDO with Administration Support.

Carried.

Regional Disaster Services Agency Committee

- No report.

Risk Pro Control Management Committee

- **Minutes: Risk Pro Control Management Committee:** February 10, 2014.
- **Added Named Insured:**
 - Redwater Review Ad dated January 4, 2014 regarding **Friends of the Vilna Pool Hall and Senior Citizens’ Recreation Board.**
 - **Note:** Provided for awareness purpose as County’s ANI and the contract work that will be undertaken.

275-14: Cholak That Smoky Lake County acknowledge receipt of the Risk Pro Control Management Committee Meeting Minutes held on February 10, 2014.

Carried.

Smoky Lake Agricultural Society

- Agricultural Society 2014 Raffle is in process.
- Maintenance: Upgrades continues - new windows installed.
- Purchasing: New Ice Cube Making Machine.
- Established Full-Time Custodian for Events held at the Complex.
- Brenda Adamson has submitted her resignation from the Book-Keeping Position.

Smoky Lake Foundation

- Minutes: January 22, 2014.
- Continuing with the Alberta Seniors and Community Supports Affordable Supportive Living Initiative – Project.
 - Smoky Lake Foundation held a meeting with on February 19, 2014 with extended invitation to adjacent municipalities.
 - Delegations: Mike Leathwood, Assistant Deputy Minister, **Alberta Municipal Affairs**; Barb Panich, Senior Program Advisor; Capital Initiatives & Stakeholder Relations; **Alberta Municipal Affairs**; Terri Watamanuk, Housing Advisor, **Alberta Housing and Urban Affairs**; Paul Bury, Director, Supportive Living Programs Unit, **Alberta Health – Seniors Services and Continuing Care Division,**
 - Project Grant discussed and clarified: Any Funding short-fall is not a burden on the Municipalities.
 - Next Step: Proceed to work on an Agreement with Alberta Health Services.

Smoky Lake Heritage Board

- No Minutes.

Joint Municipalities

- Next Joint Municipalities Meeting hosted by Smoky Lake County.

276-14: Bobocel That Smoky Lake County host the Joint Municipalities Meeting on **April 7, 2014** in the **Hamlet of Spedden.**

Carried.

277-14: Bobocel That the Committee Task Force and Board Reports presented by Councillors be accepted.

Carried.

Aline Brousseau, Planning and Development Manager left the Council Chambers, time 11:30 a.m.

9. Public Question and Answer Period:

11:30 a.m.

No Questions.

6. Correspondence:

AAMDC

No correspondence received from the Alberta Association of Municipal Districts and Counties.

Lakeland Roman Catholic Separate School Division No. 150

278-14: Orichowski That Smoky Lake County acknowledge receipt of the letter received from Glen Gamble, Education Manager, Business Operations and Stakeholder Support Branch, Government of Alberta Education, dated December 18, 2013 in regards to the Ministerial Orders 069/2013 and 070/2013 for the Lakeland Roman Catholic Separate School District No. 150.

Carried.

Wheatland County: Letter of Support

279-14: Cholak That Smoky Lake County acknowledge receipt of the letter received from Glenn Koester, Reeve, Wheatland County, dated January 10, 2014; and write a letter of support to Wheatland County expressing support for the Province to reinstate funding for replacement, repair and maintenance of bridge and culverts.

Carried.

Sustainable Resource Development

Grazing Lease No. GRL 38353

280-14: Bobocel That the c.c. letter received from Connie Gagne, Disposition Services Section, Government of Alberta Environment and Sustainable Resource Development, dated January 27, 2014 in regards to the Grazing Lease No. GRL 38353 registered to Matthew Graham Harty and Jenniefer Lee Harty “as Joint Tenants” from David Cherniwchan effective January 27, 2014 for 418 AUMs grazing annually, be filed for information.

Carried.

Vilna Fish and Game

281-14: Cholak That Smoky Lake County donate 10 yards of 1” gravel (cash value of \$325.00) delivered within the boundaries of Smoky Lake County to the Vilna Fish and Game Association- Silent Auction Event to be held on March 30, 2014 in celebration of 72nd year of aiding the preservation and conservation of wildlife in the Community.

Carried.

Town of Smoky Lake FCSS

282-14: Lukinuk That County Council approve action taken by the Chief Administrative Officer for the donation in the amount of **\$200.00** to the Town of Smoky Lake (FCSS) Family and Community Support Services to assist in hosting the Family Fun Day on February 16, 2014; as per letter received from Marianne Prockiw-Zarusky, FCSS Coordinator, Town of Smoky Lake, dated January 30, 2014.

Carried.

Athabasca County: Letter of Support

283-14: Orichowski That Smoky Lake County acknowledge receipt of the letter received from Doris Splane, Reeve, Athabasca County, dated January 24, 2014 in regards to the Province to reinstate funding for replacement, repair and maintenance of bridge and culverts, and file for information.

Carried.

TRAVIS-MJ

284-14: Bobocel

That Smoky Lake County acknowledge receipt of letter received from Honourable Wayne Drysdale, Minister, Alberta Transportation, dated January 28, 2014 in regards to the TRAVIS (Transportation Routing and Vehicle Information System – Overview of the TRAVIS-MJ (Multi-Jurisdiction) Permitting System.

Carried.

Vilna COPS

285-14: Cholak

That Smoky Lake County approve action taken by the Chief Administrative Officer for the donation in the amount of **\$200.00** to the Vilna (COPS) Citizen on Patrol Association to assist in hosting the Family Fun Day; as per letter received from Roy Dyck, President, Vilna Citizens On Patrol; and donate in the amount of **\$1,500.00** to the Vilna (COPS) Citizen on Patrol Association to support in financial assistance to the Vilna COPS Program for 2014.

Carried.

Sustainable Resource Development**Grazing Lease No. GRL 40295**

286-14: Bobocel

That the c.c. letter received from Connie Gagne, Disposition Services Section, Government of Alberta Environment and Sustainable Resource Development, dated January 30, 2014 in regards to the Grazing Lease No. GRL 40295 registered to Victor Sorokan and Ronald Sorokan for a ten-year lease for 180.17 Acres increase from 160.00 areas for 17 AUMs annually - therefore Grazing Lease No.GRL 070029 is cancelled effective January 27, 2012, be filed for information.

Carried.

Access Pipeline Inc.

287-14: Bobocel

That the correspondence received from Access Pipeline Inc. in regards to an invitation to the Open House - "Northeast Expansion Thank you to the Community" on February 26, 2014 from 6:30 p.m. to 8:30 p.m. at Pembina Place Cultural Centre in Redwater, Alberta, be filed for information.

Carried.

Reynolds Mirth Richards & Farmer: Law Seminar

288-14: Lukinuk

That the correspondence received from Reynolds Mirth Richards & Farmer – 2014 - 29th Annual Municipal Law Seminar on February 21, 2014 at the Edmonton Petroleum Club in Edmonton, Alberta, be filed for information.

Carried.

NRCB - Natural Resources Conservation Board

289-14: Cholak

That Smoky Lake County extend an invitation to the NRCB – Natural Resources Conservation Board to be a delegation to a future Agricultural Service Board Meeting; as per letter received from Andy Cumming, Director, Field Services, Natural Resources Conservation Board, dated February 4, 2014.

Carried.

Portage College
290-14: Cholak

That the letter received from Dr. Trent Keough, President/CEO, Portage College, dated February 7, 2014 in regards to the 1st Food Sciences Spring Gala held on May 10, 2014, be filed for information.

Carried.

Ukrainian Cultural Heritage Village

291-14: Lukinuk

That the correspondence received from the Ukrainian Cultural Heritage Village entitled, “Experience Alberta’s History – Group Programs at the Ukrainian Cultural Heritage Village” be posted on the Smoky Lake County and the Smoky Lake Region Web-sites to promote for public awareness.

Carried.

Thank You: Summary Listing

292-14: Bobocel

That Smoky Lake County acknowledge no information for the Month of February 2014 - Summary Listing of Thank You received from organizations extending appreciation of support.

Carried.

Information Releases

293-14: Bobocel

That the Information Releases for the Month of February 2014, be accepted and filed for Information.

Carried.

Reading File

No correspondences in the Reading File.

Doug Ponich, Public Works Manager; Brenda Adamson, Finance Manager; and Paul Miranda, GIS/Communication Director left the Council Chambers, time 12:00 p.m.

8. Executive Session:

Smoky Lake Foundation

Executive Session: Legal

294-14: Bobocel

That County Council go into Executive Session to discuss a legal issue relating to the Smoky Lake Foundation, time 12:00 p.m.

Carried.

295-14: Orichowski

That County Council go out of Executive Session, time 12:22 p.m.

Carried.

10. Bills & Accounts:

296-14: Orichowski

That all the Bills and Accounts approved for payment, including the bills and accounts recommended for payment by the Natural Gas Council, including transfers to the Payroll Account be filed for information:

Batch #	Cheque Numbers	Total of Batch
28492	35202 to 35244	\$ 341,701.34
28504	35245 to 35250	\$ 7,501.78
28542	35251 to 35287	\$ 109,160.55
28561	35288 to 35294	\$ 26,665.28
28634	35295 to 35330	\$ 314,728.93
28638	35331	\$ 42,346.76
28677	35332 to 35351	\$ 111,098.44
28739	35352 to 35388	\$ 86,111.48
Total Cheques		\$ 1,039,314.56

Direct Debit Register	
Total Direct Debits	\$ 0.00
Grand Total Bills and Accounts	\$ 1,039,314.56

Carried.

11. Date and Time of Next Meeting(s):

County Council Meeting: March 2014

297-14: Cholak That County Council re-schedule the County Council Meeting from Thursday, March 13, 2014 to Thursday, **March 28, 2014** at 9:00 a.m. to be held at the County Council Chambers.

Carried.

County Council Meeting(s)

298-14: Cholak That the next County Council Meeting(s) be scheduled for Thursday, **April 24, 2014**; Thursday, **May 22, 2014**; and for Thursday, **June 26, 2014** at 9:00 a.m. to be held at the County Council Chambers.

Carried.

5. Issues for Information:

Reeve's Report

Reeve Cary Smigerowsky presented the following report:

- Shared-Services: 8 Preferred Areas were discussed at the RCDC: Regional Community Development Committee held on February 12, 2014:
 - Administration is to review the 8 preferred areas, e.g., Bylaw Enforcement and prepare a report back to the Smoky Lake Regional Community Development Committee .
 - Working on trying to facilitate a Job Fair in Smoky Lake.
- Issues addressed during the Committee Task Forces and Boards.

299-14: Orichowski That the Reeve's report received, be accepted.

Carried.

ADJOURNMENT:

300-14: Cholak That this meeting be adjourned, time 12:25 p.m.

Carried.

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER