

**SMOKY LAKE COUNTY**

Minutes of the **County Council meeting** held on Wednesday, **August 22, 2012** at 9:10 A.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:

		<u>A T T E N D A N C E</u>
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Wednesday, August 22, 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

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2 Members of the Public in attendance.

Arlene Shwetz, Communication Services Coordinator entered the Council Chambers, time 9:10 a.m.

Doug Ponich, Public Works Manager entered the Council Chambers, time 9:10 a.m.

**2. Agenda:**

**Agenda**

715-12: Orichowski

That the Agenda for Wednesday, August 22, 2012 County Council meeting, be adopted as amended:

**Addition(s):**

1. Executive Session: Legal
2. Smoky Lake Foundation: Request Letter.

Carried Unanimously.

**3. Minutes:**

**Minutes of June 21, 2012 – County Council Meeting**

716-12: Bobocel

That the minutes of the County Council Meeting held on Thursday, June 21, 2012 be adopted.

Carried.

**Minutes of July 27, 2012 – County Council Committee of the Whole Meeting**

717-12: Cherniwchan

That the minutes of the County Council Committee of the Whole for the purpose of **Legislation** Meeting held on Friday, July 27, 2012, be adopted.


Carried.

**4. Request For Decision(s):**

**Policy Statement No. 08-17-01: Family and Community Support Services (FCSS) Grant**  
 718-12: Danyluk That **Policy Statement No. 08-17-01** entitled "Family and Community Support Services (FCSS) Grant ", be adopted:

<b>Purpose:</b>	To provide a consistent method for Smoky Lake County to award Family and Community Services (FCSS) Grant funding to various non-profit volunteer service organizations that support preventive social initiatives within the community.
<b>Policy Statement and Guidelines:</b>	
<b>1. STATEMENT:</b>	
1.1	Smoky Lake County will manage its FCSS program in compliance with statutory requirements and operate in accordance with the Act and regulations thereto.
1.2	The County recognizes investments made in organizations that provide preventive social initiatives under the <i>Family and Community Social Services</i> program will benefit the entire community.
1.3	The County will establish an annual budget to assist non-profit organizations to operate their program or services providing these are within the FCSS Act and regulations.
1.4	The County has the authority to set funding deadlines.
<b>2. DEFINITIONS:</b>	
2.1	“Act”: means the <i>Family and Community Support Services Act</i> (RSA 2000).
2.2	“County”: means the Smoky Lake County Council or the Family and Community Services (FCSS) Committee.
<b>3. GUIDELINES:</b>	
3.1	Organizations must be non-profit and must operate within the Smoky Lake County region.
3.2	Services and programs provided by the organization must fall within the mandate of preventive social services as outlined in the Provincial FCSS Act and Regulations.
3.3	The applicant must demonstrate that the funds will be used to:
3.3.1	help individuals develop independence and strengthen coping skills.
3.3.2	develop awareness with regards to social needs.
3.3.3	develop interpersonal and group skills.
3.3.4	help communities assume responsibilities and actions which affect them.
3.3.5	provide supports that help sustain people as active participants in the community.
3.4	Granted funds <b>must be used</b> prior to December 31 of the granting year or returned to Smoky Lake County.
3.5	Unexpected or returned FCSS program funds shall be made available to other programs or projects.
<b>4. PROCEDURES:</b>	
4.1	Each non-profit organization must apply for funding by submitting <b>Schedule “A”: Smoky Lake County - FCSS Grant Application.</b>
4.2	The Finance Manager shall review the application to ensure that it meets the criteria established by the FCSS Act and FCSS Regulations.
4.2.1	Incomplete applications will be returned to the applicants and shall be reconsidered by County administration if funds are available and time allows before the deadline.





**SCHEDULE "B"**

**SMOKY LAKE COUNTY – FCSS FINAL GRANT REPORT**

LEGAL REGISTERED NAME OF ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Box                      City or Town                      Postal Code

PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**▶ COMPLETE THIS APPLICATION IN ITS ENTIRETY**

1. What were the outcomes of the project? (Include number of people who benefited and how)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Were all funds spent this calendar year?    Yes    No

3. **Financial Report:**

REVENUES (please detail all actual revenues related to the project).	
FCSS Grant	
<b>Total Revenue</b>	<b>\$</b>
EXPENSES (please detail all actual revenues related to the project).	
<b>Total Expenses</b>	<b>\$</b>

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Carried.

**Bylaw No. 1245-12: Surface Lease of Municipal Owned Properties**

719-12: Bobocel

That **Bylaw No. 1245-12:** authorize the Municipal Council of Smoky Lake County to authorize the **Surface Lease of Municipal Owned Properties** pursuant to the provisions of Section 61 of the *Municipal Government Act*, Chapter M-26, be given **FIRST READING.**

Carried.

Moved by Councillor Orichowski that **Bylaw No. 1245-12:** authorize the Municipal Council of Smoky Lake County to authorize the **Surface Lease of Municipal Owned Properties** pursuant to the provisions of Section 61 of the *Municipal Government Act*, Chapter M-26, be given **SECOND READING.**

Carried.

Moved by Councillor Cherniwchan that **Bylaw No. 1245-12:** authorize the Municipal Council of Smoky Lake County to authorize the **Surface Lease of Municipal Owned Properties** pursuant to the provisions of Section 61 of the *Municipal Government Act*, Chapter M-26, be given **PERMISSION FOR THIRD AND FINAL READING.**

Carried Unanimously.

Moved by Councillor Danyluk that **Bylaw No. 1245-12:** authorize the Municipal Council of Smoky Lake County to authorize the **Surface Lease of Municipal Owned Properties** pursuant to the provisions of Section 61 of the Municipal Government Act, Chapter M-26, be given the **THIRD and FINAL READING** and that the Reeve and the Chief Administrative Officer are hereby authorized to fix their signatures to all necessary documents and that the corporate seal also be fastened where it is deemed to be necessary.

Carried.

**Starski Contracting Ltd.: 2012 Gravel Crushing**

720-12: Bobocel That Smoky Lake County Council waive the Liquidated Damages of \$1,000.00 per day as outlined in the Contract – 2012 Gravel Crushing to Stockpile to Contractor Starski Contracting Ltd for the 2012 Gravel Crushing and Stockpiling Project.

Carried.

**Corridor Communication Inc.**

721-12: Bobocel That the letter received from Honourable Doug Griffiths, Minister, Alberta Municipal Affairs, dated August 3, 2012 and the Ministerial Order No. L:200/12 approving Smoky Lake County's request to invest 200,000 Class "B" shares at \$1.00 per share of Corridor Communication Inc. to facilitate access to broadband internet services for the County, be filed for information.

Carried.

722-12: Bobocel That Smoky Lake County execute the "Share Subscription in Corridor Communications Inc" for the additional 200,000 Class "B" Common Voting Shares at \$1.00 per share for the amount of \$200,000.00 effective August 3, 2012; and submit to Brownlee LLP.

Carried.

**Smoky Lake County Regional Heritage Board Appointment**

723-12: Orichowski That Smoky Lake County appoint Christine Hansen as a public-at-large member to the Smoky Lake County Regional Heritage Board.

Carried.

**2012 Public Land for Sale: County Owned****SW 4-58-13-W4 – 3.60Acres**

724-12: Danyluk

That Smoky Lake County accept the bid from Walter and Lois Malysh in the amount of \$3,000.00 plus G.S.T. for “the 2012 public land for sale” of property SW 4-58-13-W4 – 3.60 Acres, Roll Number 13580421, subject to conditions that property is sold “as is”, permanent improvement(s) must be assessed at no less than \$100,000.00 value within two (2) years and title to parcel will only be transferred upon confirmation by the County Assessor of improvement(s) assessed value.

Carried.

**Addition to the Agenda:****Smoky Lake Foundation: Letter of Support**

725-12: Cholak

That Smoky Lake County write a letter to the Smoky Lake Foundation in support of the Smoky Lake Foundation to borrow funding in the amount up to \$3.7 Million for a 25 year period towards the Initiative project of the Alberta Seniors and Community Supports Grant for the development of Affordable Supportive Living Units; at no cost to the County of the supportive living (Health Services) for Capital or Operational Costs by Debenture, Requisition or Bank Guarantees.

Carried.

**5. Issues for Information:****Chief Administrative Officer’s Report**

The Chief Administrative Officer gave an updated report to Council for the period of June 22, 2012 to August 21, 2012.

**Legislative / Governance:**

- Completed Municipal Affairs (Resinnova) Dissolution Survey on July 6, 2012 via internet. Also raised the issue of transition money with the Special Assistant to Municipal Affairs Minister on August 16, 2012.
- The Lease Agreement on the Library building has expired. If Council wishes to keep leasing it out, then a new Lease Agreement will need to be drafted, and its legal host determined (As the old bylaw names the town but the corresponding Lease Agreement names the Library Board).

**Administration:**

- The Recreation Master Plan agreement with contractor, Shane Posposil is now ready for execution.
- Reeve and CAO executed Distribution Line Right-of-Way Agreements with ATCO Electric for maintenance space as well as additional temporary work space on August 9, 2012.
- ATCO Electric has sent another easement for Execution at Bodgan’s Pit as an addendum to the one Council Executed above. It is for the anchor wires which already exist, but were left out of the original easement.
- Administration has completed the requested Gravel Hauling Cost-Analysis. It was done on the basis of a 20-year amortization with NO residual value in order to keep the analysis straightforward was distributed to Council via email and in mailboxes. The addition of any residual value along with any shorter amortization period would not impact the overall picture/bottom line.
- Completed a site visit of proposed site for a waste transfer site in Bellis on July 5 along with Alan Lui of Associate Engineering, and three County Managers. The additional issue of a potable

water truck fill site has since arisen, and the proposed site would be useful for that purpose as well. Alan Lui of Associate Engineering will be at the Council Meeting today to answer any questions about the needs at the site.

**Financial:**

- Received a memo from LAPP (Local Authorities Pension Plan) that pension contributions will be going up. This will be reflected in the 2013 budget.
- Received Ministerial approval/confirmation for the additional Corridor Shares previously approved by Council.
- The old-time threshing bee that the County has traditionally sponsored at the Pumpkin Fair is now in new hands. The Museum Group (Smoky Lake and District Cultural Heritage Society) will now be undertaking the threshing bee and asked that the County approved sponsorship of the event now under their continuing care.

**Human Resources:**

- Have begun the 2012 Evaluation Cycle for management.

**Community:**

- As per Agenda Item 6.26, the Town of Smoky Lake Interim CAO has sent me some additional information as to the Town's endeavour to provide dust control near the County shop on 50<sup>th</sup> Avenue.
- Donated 2.5mT of premixed cold mix to George McDougall Hospital for them to patch some pot holes. Value of the material is at a cost of \$150.00.
- Donated one tandem load (11.8mT) of gravel to the Museum (Smoky Lake and District Cultural Heritage Society).

**Training:**

- Completed Alberta Emergency Alert Training Exercises and received confirmation of authorization to issue Alerts on the AEA System.

**Financial Update:**

As annexed to the minutes:

- ↳ Financial Statement for the Month: May 2012 and June 2012.

**Action List(s):**

- ↳ **Action List(s):**
  - **County Council Meeting: June 21, 2012.**

**Old County Office: Lease Agreement**

726-12: Orichowski That Administration prepare a Bylaw and Agreement to lease the Old County Office building located at 5010 – 50 Street – portion of NE 21-59-17-W4 containing two (2) acres more or less, currently the Smoky Lake Library; and continue with the present arrangement with the Smoky Lake Library Board until a new agreement is executed.

Carried.

**Regional Recreation Master Plan: Consultant Services**

727-12: Danyluk That Smoky Lake County, as the managing partner for the Joint Economic Development Initiative, on behalf of the Town of Smoky Lake, Village of Waskatenau and Village of Vilna execute the Memorandum of Agreement and 2012 Work Plan and Deliverables with Shane Pospisil for Consultant Services from March 1, 2012 to March 31, 2013 to undertake and complete the Regional Recreation Master Plan Project under the 2011/12 Regional Collaboration Program Grant funding in the amount not to exceed \$50,000.00.

Carried.

**ATCO Electric Ltd.**

728-12: Cherniwchan

That Smoky Lake County approve action taken by the Reeve and Chief Administrative Officer to execute the “Distribution Line Right-of-Way” Agreement with ATCO Electric Ltd. in regards to the Maintenance Easement Right-of-Way as well as additional Temporary Construction Easement work space to upgrade existing electric distribution power line located on SE ¼ 22-59-16-W4M.

Carried.

**ATCO Electric Ltd.**

729-12: Cherniwchan

That Smoky Lake County execute the “Distribution Line Right-of-Way” Addendum Agreement with ATCO Electric Ltd. in regards to the maintenance of Powerline Right-of-Way Easement at Bogdan’s Pit to upgrade existing electric distribution power line located on SE ¼ 22-59-16-W4M.

Carried.

**LAPP: Local Authorities Pension Plan**

730-12: Bobocel

That the letter received from Grant Howell, Chair, Local Authorities Pension Plan Board of Trustees, dated August 7, 2012 in regards to the Local Authorities Pension Plan (LAPP) Contribution Rates Increase for 2013, be filed for information.

Carried.

**Smoky Lake and District Cultural and Heritage Society****Threshing Bee Event**

731-12: Orichowski

That Smoky Lake County donate in the amount of **\$1,500.00 annually** to the Smoky Lake and District Cultural and Heritage Society in support of sponsorship for the Threshing Bee Event as part of the Smoky Lake Pumpkin Fair Festivities scheduled for October 6, 2012.

Carried.

**Town of Smoky Lake: 50<sup>th</sup> Avenue Dust Suppressant**

732-12: Cherniwchan

That Smoky Lake County cost-share with the Town of Smoky Lake for the work of oiling of the road 345 feet in the Town of Smoky Lake on 4913- 50<sup>th</sup> Avenue (50<sup>th</sup> Avenue) for Dust Suppressant Project totaling the amount of \$10,700.00; and contribute the amount of 50% - not to exceed **\$5,350.00**; as per email received from Loretta Thompson, Interim CAO, Town of Smoky Lake, dated August 21, 2012.

Carried.

**George McDougall Health Care Centre**

733-12: Bobocel

That Smoky Lake County approve the action taken by the Chief Administrative Officer for the “in-kind” donation of 2.5 tonnes of pre-mixed cold mix material in the value of \$150.00 to the George McDougall Health Care Centre.

Carried.



**Smoky Lake and District Cultural and Heritage Society**

734-12: Orichowski That Smoky Lake County approve the action taken by the Chief Administrative Officer for the “in-kind” donation of 11.8 tonnes of Gravel to the Smoky Lake and District Cultural and Heritage Society.

Carried.

735-12: Danyluk That the updated report for the period of June 22, 2012 to August 21, 2012 by the Chief Administrative Officer, be accepted and filed for information.

Carried.

**7. Delegation(s):****Riverland Recreational Trail Society**

Present before County Council at 10:15 a.m. to 11:00 a.m. were Marvin Bjornstad, Treasurer, Elk Point; Marrice Dargis, President, St. Paul; and Hector Dalpe, Director, Smoky Lake, representatives from Riverland Recreational Trail Society to update Council on current activities and financial issues in regards to the Iron Horse Trail.

- Financial assistance request in the amount of \$5,320.00.

**Finance Manager’s Report**

Brenda Adamson, Finance Manager provided an updated Finance report for the period of June 13, 2012 to August 15, 2012.

**Property Tax: Cancellation**

736-12: Bobocel That Smoky Lake County cancel the Property Tax Levy Charges for Tax Roll Account Number 19583521 in the amount of \$50.07.

Carried.

**Property Tax: Penalties Cancellation**

737-12: Cherniwchan That Smoky Lake County deny the request to cancel the Property Tax Levy Penalties Charges and Tax Notification Fee for Tax Roll Account Number 24100406 in the amount of \$713.76.

Carried.

**Alberta Sand and Gravel Association**

738-12: Danyluk That Smoky Lake County become a member of the Alberta Sand and Gravel Association (ASGA) and purchase a membership in the amount of **\$250.00**, entitling the County to receive more involvement from the communities that aggregate operations represent.

Carried.

**County Council Budget Meeting(s)**

739-12: Bobocel That County Council schedule the next **County Council Budget Meeting(s)** for Thursday, **September 27, 2012**, following the County Council meeting; Thursday, **October 18, 2012** at 10:00 a.m.; and for Friday, **November 16, 2012** at 10:00 a.m. to be held at the County Council Chambers.

Carried.

**Outstanding Accounts Receivables: Gravel**

- 740-12: Orichowski That Smoky Lake County forward to Wiggins Adjustment for collection on the following Outstanding Accounts Receivable:
- Account 3601: Gravel = \$ 162.92 plus penalties \$59.73.
  - Account 1397: Gravel = \$ 745.67 plus penalties \$132.51.
  - Account 3269: Gravel = \$1,011.57 plus penalties \$1,010.65 less \$ 130.48 paid on Account.
  - Account 2090: Gravel = \$1,469.92 plus penalties \$1,958.17 less \$2,500.00 paid on Account.
  - Account 3667: Landfill = \$40.00 plus penalties \$8.57.

Carried.

**Outstanding Accounts Receivable: Gravel**

- 741-12: Bobocel That Smoky Lake County write-off the outstanding Account Receivable on gravel purchases balance owing in the amount of \$2,195.91 and penalties in the amount of \$717.30 for the total amount of **\$2,913.21** for Account Number 3635.

Carried.

- 742-12: Cherniwchan That the Finance Manager's Report received by Brenda Adamson for the period of June 13, 2012 to August 15, 2012, be accepted and filed for information.

Carried.

**9. Public Question and Answer Period:****11:30 a.m.**

No Questions.

**5. Issues for Information:****Reeve's Report**

Reeve Dareld Cholak presented the following report:

- Northern Alberta Mayors' and Reeves' Caucus Meeting #52 Minutes: June 8, 2012.
- Bio-diesel Initiative: On-going – following protocol.
- Received an email from the Mayor, Village of Waskatenau in regards to Highway 831 and 28. Department of Transportation put out a Request For Proposal – Project: Turn-A-About re-design for the Intersection 831 and 28. Successful Engineers are Associated Engineering of Alberta. Associate Engineering of Alberta are in the process of creating the re-design and will be submitting to Alberta Transportation. More information will be received in November.
- Also to consider passing lanes on Highway 831 – South of the Bridge and North of Highway 28.
- CAO Evaluation: Evaluation format distributed. Council to submit the completed Evaluation by the next County Council Meeting.
- 2012 Fall Alberta Association of Municipal District and Counties: Mayors and Reeves Liaison Committee Meeting scheduled for Monday, November 12, 2012 at 5:15 to 6:15 p.m. in Salon 4 at the Shaw Conference Centre.
- Issues will be addressed during the Committee Task Force and Board reporting.

**Alberta Transportation: Meeting**

743-12: Orichowski That County Council schedule a meeting with Alberta Transportation during the 2012 Fall Alberta Association of Municipal District and Counties Convention held on November 12 – 15, 2012 to discuss 2012-2013 Transportation priorities for Smoky Lake County.

Carried.

744-12: Danyluk That the Reeve's report received, be accepted.

Carried.

**Management Reports**

**Public Works Department**

Copies distributed for Council information – received by Doug Ponich, Public Works Manager the following:

- 2012 Road Projects as of August 8, 2012.

**Dust Control Application**

745-12: Danyluk That Smoky Lake County reimburse the amount of \$1,000.00 to the residence located on #23, Willow Road, Mons Lake for the Dust Control Application of 600 feet applied on Twp 602 – east of RR 164.

MOTION DEFEATED.

**Letter: Wilbert Danyluk – Vehicle Damage**

746-12: Bobocel That Smoky Lake County deny the request from Wilbert Danyluk for the reimbursement of vehicle damages in the amount of \$585.35, as per letter received from Wilbert Danyluk, dated July 4, 2012.

Carried.

Doug Ponich, Public Works Manager left the Council Chambers, time 12:00 p.m.

**Meeting Recessed**

Meeting recessed for Lunch, time 12:00 p.m.

**Meeting Reconvene**

The meeting reconvened on a call to order by Reeve Dareld Cholak at 1:00 p.m. in the presence of all Council members, and the Chief Administrative Officer, Assistant Chief Administrative Officer/Recording Secretary and the Finance Manager.

Two members of the public in attendance.

**7. Delegation(s):**

**Associate Engineering**

Present before County Council at 1:01 p.m. to 1:38 p.m. was Mr. Allan Lui, Engineer, Associated Engineering of Alberta Ltd. to discuss the Bellis Truckfill / Waste Site on the Muni-Corr land.

747-12: Bobocel

That Smoky Lake County write a Letter of Intent to North East Muni-Corr. Ltd. to purchase land located on SE 34-59-15-W4 – 2562BSRLY59 – Roll Number 15593417 on the North side of the Trail approximately two (2) acres to develop a Mini Transfer Station and a Water/Wastewater facility for a Bellis Truckfill in the Hamlet of Bellis; and proceed with the survey of the said land.

Carried.

Aline Brousseau, Planning and Development Manager entered the Council Chambers, time 1:30 p.m.

Kurt Holdis, Agricultural Fieldman and Scott Franchuk, Fire Chief entered the Council Chambers, time 1:40 p.m.

**5. Issues for Information:**

**Agricultural Service Board**

Discussion

County Council held discussion in regards to the Pest Infestation of the Bertha Army Worm.

Dave Franchuk, Environmental Operations Manager entered the Council Chambers, time 1:44 p.m.

Kurt Holdis, Agricultural Fieldman and Scott Franchuk, Fire Chief left the Council Chambers, time 1:50 p.m.

**Environmental Operations Manager**

Discussion

County Council held discussion in regards to Water/Wastewater facility and further research to be obtained.

Dave Franchuk, Environmental Operations Manager left the Council Chambers, time 1:53 p.m.

**Planning and Development Department**

**Planning and Development Manager - 2012 Work Plan**

**Management Policy Statement: 61M-01-01: Planning and Development Department 2012 Work Plan**

748-12: Danyluk

That County Council accept the received Work Plan for 2012 as a Management Policy: 61M-01-01 entitled “Planning and Development Manager Work Plan”, for information.

<b>Purpose:</b>	To establish a Planning and Development Work Plan for the Smoky Lake County Planning and Development Department Program.
<b>Policy Statement and Guidelines:</b>	
<p><b>STATEMENT:</b> The <b>Planning and Development Department Work Plan, <i>Schedule “A”</i></b> outlines the Work Schedule of Projects and duties on a daily, weekly, monthly, and periodic time frame which provides detailed work to be undertaken in the Planning and Development Department Program.</p> <p><b>BENEFITS:</b> The Planning and Development Department Work Plan will provide the following benefits:</p> <ul style="list-style-type: none"> <li>■ Broaden the portfolio of the Planning and Development Department.</li> <li>■ Good understanding of the process of the Planning and Development Department.</li> <li>■ Increase efficiency and strengthen timeframe of deadlines.</li> <li>■ Establishes accountability of the Program.</li> <li>■ Communication and Cross-Training Tool.</li> </ul>	

**REVIEW:**

The Planning and Development Department Work Plan will be reviewed and presented to Council on an annual basis beginning of each year.

**SCHEDULE "A": PLANNING AND DEVELOPMENT DEPARTMENT WORK PLAN 2012**

Time	Work Schedule Projects	Work Description and Element Tasks/Duties Projects	Verified Outcome
<b>REACTIVE WORK</b>			
<b>DAILY</b>			
1 Hour	Emails <sup>1</sup>	Review and respond to emails.	Ensure that customer inquires are responded to within 1-3 days.
2 Hours	Inquires <sup>1</sup>	Receive and respond to telephone and counter inquires	Ensure that cross training is completed so there is an individual in the office able to aid customers with basic Planning and Development inquires.  Ensure that customers inquires are responded to within 1-3 days.
.5 Hours	Organization <sup>1</sup>	Organize and prioritize daily work tasks as per discussions at the weekly Manager's Meeting and any other emergent issues that may arise.	At the end of the week, ensure all tasks are completed as set out at the beginning of the week. If not completed, add the tasks to complete the following week.
1 Hour	Meetings <sup>2</sup>	Meet with staff, external agencies, and consultants as required for current projects.	Ensure that all projects are proceeding in a timely manner.
10 Minutes	Administrative Tasks <sup>3</sup>	Update timesheets, update calendar with upcoming meetings, and organize work space.	Ensure that departments is organized to work efficiently.
<b>WEEKLY</b>			
2 – 4 Hours/ Application  **Projected number of permitted use permits to be received in 2012 = 60. Time = 32 days.	Development Permits: Permitted Use <sup>4</sup>	<ul style="list-style-type: none"> <li>▪ Prepare mapping.</li> <li>▪ Enter application into ePAD/eSITE.</li> <li>▪ Review application to ensure it meets County's</li> <li>▪ Update Development Permit Listing with same.</li> <li>▪ Prepare external agency referral as required.</li> <li>▪ Send internal referral sheet and consult with department heads on new development applications.</li> <li>▪ Prepare Notice of Decision for approved Development Permit.</li> <li>▪ Send copy of issued permit to the County's Assessor, Safety Codes Agency, Natural Gas Department and County's Peace Officer.</li> </ul>	<u>Legislative Requirement:</u> Issue decision for Development Permits within the 40 timeframe according to the Land Use Bylaw.
2 – 6 Hours / Application  **Projected number of discretionary use permits to be received in 2012 = 20.	Development Permits: Discretionary Use or Variances <sup>5</sup>	<ul style="list-style-type: none"> <li>▪ Prepare Mapping.</li> <li>▪ Enter application into ePAD/eSITE.</li> <li>▪ Review application to ensure it meets County's planning documents.</li> <li>▪ Update Development Permit Listing with same.</li> <li>▪ Prepare referrals as required (internal / external agencies).</li> <li>▪ Prepare development report for Municipal Planning Commission (MPC) review and consideration.</li> <li>▪ Prepare Notice of Decision to applicant in</li> </ul>	<u>Legislative Requirement:</u> Issue decision for Development Permit within the 40 timeframe according to Land Use Bylaw. Not including advertising and appeal period.

		<p>follow-up with the Municipal Planning Commission's Decision.</p> <ul style="list-style-type: none"> <li>▪ Prepare Public Notice for website and advertise in the local newspapers.</li> <li>▪ Prepare letters to adjacent landowners in follow-up with Municipal Planning Commission's decision.</li> <li>▪ After 14 days if no appeals are received, issue development permit.</li> <li>▪ Send copy of issued permit to the County's Assessor, Safety Codes Agency, Natural Gas Department, and County's Peace Officer.</li> </ul>	
2 – 3 Days/ Application  ** Projected number of Amendments to be received in 2012 = 3.	Amendments to Land Use Bylaw and Area Structure Plan and Municipal Development Plan <b>6</b>	<ul style="list-style-type: none"> <li>▪ Prepare Mapping.</li> <li>▪ Consult with department heads on new amendment applications.</li> <li>▪ Prepare proposed bylaw.</li> <li>▪ Prepare Request For Decision to accompany, bylaw and mapping for 1<sup>st</sup> reading.</li> <li>▪ Prepare agency and adjacent landowner letters.</li> <li>▪ Prepare advertisement for public hearing.</li> <li>▪ Post a public notice on the website regarding upcoming public hearing.</li> <li>▪ Prepare public hearing background for public hearing date.</li> <li>▪ Prepare Request For Decision for 2<sup>nd</sup> and 3<sup>rd</sup> readings of the proposed bylaw.</li> </ul>	<p>Ensure all applications are processed in a timely manner.</p> <p>Post a copy of the bylaw once passed by County Council on the website.</p>
3.5 – 5 Hours	Field Work <b>7</b>	<p>Conduct site inspection as required on newly received applications.</p> <p><b>Development:</b> Review is done to ensure lands aren't subject to flooding, proposed development is setback appropriately from a steep slope, approach is acceptable to County standards (Public Works), rural address assigned if needed (Protective Services) sufficient gas is available to meet needs of the proposed development if not, ensure condition is placed on permit that any gas servicing costs shall be borne by the developer.</p> <p><b>Subdivision:</b> Review is done to ensure lands aren't subject to flooding, any undevelopable areas in the tentative plan of subdivision are dedicated as Environment Reserve, any lands to be dedicated as Municipal Reserve are able to be developed as Parks / Playground / School, approaches are to County Standards (Public Works), and sufficient gas is available to meet the future needs of a multi-lot subdivision and any costs should be borne by the developer. Site Inspection conducted as per consultation with Municipal Planning Services.</p> <p>** Purpose of site inspection from Planning and Development is to gather information to help aid with drafting any proposed conditions on the file.</p> <p>** Enforcement related site inspections are conducted by Protection Services.</p>	<p>Advise landowner in advance of conducting a site inspection on their property.</p>
.5 Hours	Accounting <b>8</b>	Coding of Purchased Goods / Advertising / Invoices.	<p>Monitor and control expenditures of funds in accordance with the approved budget set by County Council.</p>
3 – 4 Hours	Manager's Meetings <b>10</b>	Prepare report and attend weekly Manager's Meetings.	<p>Keep informed on the current County initiatives.</p>
2 – 3 Hours	Strategic Plan <b>11</b>	<ul style="list-style-type: none"> <li>▪ Review assigned tasks to Planning and Development and ensure follow-up.</li> <li>▪ Assist as required with the CAO and ACAO in ensuring that Department Heads update the goals, objectives, and strategic action items of the Strategic Plan.</li> </ul>	<p>Communicate.</p>
1 – 2 Hours	Heritage <b>12</b>	Meet and / or respond to inquiries relating to heritage / historic resources.	<p>Ensure inquires are responded to in a timely manner.</p>

<p>4 – 5 Hours / Application</p> <p>** Projected number of Subdivision Applications to be received in 2012 = 18.</p>	<p>Subdivision Application referrals from Subdivision Authority: Municipal Planning Services. 13</p>	<ul style="list-style-type: none"> <li>▪ Prepare referral sheet to managers as needed.</li> <li>▪ Compile adjacent landowners list.</li> <li>▪ Review application and provide comment to ensure compliance with Statutory and Non-Statutory plans.</li> <li>▪ Complete referral pages and scan to Subdivision Authority.</li> <li>▪ Coordinate approach inspections with the Public Works Department once subdivision application is conditionally approved.</li> <li>▪ Drafting, printing, and execution of Development Agreement for each respective subdivision file.</li> <li>▪ Follow-up meeting and phone calls with applicant as required to aid with the facilitation of completing conditions of subdivision approval.</li> <li>▪ Conduct final review of file to ensure all conditions have been completed.</li> <li>▪ Prepare letter of endorsement and send to Subdivision Authority.</li> </ul>	<p>Ensure subdivision applications are being processed within the 60 day timeframe.</p> <p>Track approach inspections and ensured same is completed.</p> <p>Track received securities on a spreadsheet.</p> <p>Ensure each Development Agreement is scanned and saved in the electronic subdivision file folder. File hard copy with subdivision file.</p>
<p>1 Hour</p>	<p>Safety Codes Permits 14</p>	<ul style="list-style-type: none"> <li>▪ Refer customers to website or office for copies of permit applications.</li> <li>▪ Serve as a liaison between The Inspections Group Inc., office staff and safety codes officers for processing of safety codes permits with ratepayers and natural gas department.</li> </ul>	<p>Ensure that the safety codes agency is fulfilling their contractual obligations.</p>
<p>1 Hour</p>	<p>Enforcement 16</p>	<ul style="list-style-type: none"> <li>▪ Responsible for advising CAO / Protective Services of any enforcement actions necessary to achieve compliance with the Land Use Bylaw or the conditions of a development approval.</li> <li>▪ Review previously issued Development Permits to ensure compliance.</li> </ul>	<p>Ensure appropriate documentation is tracked and filed appropriately for any enforcement related issue or issued Stop Order.</p>
<b>MONTHLY</b>			
<p>3 – 4 Hours</p>	<p>Heritage 12</p>	<ul style="list-style-type: none"> <li>▪ Attend Smoky Lake County Regional Heritage Board (SLCRHB) Meeting as required to provide updates.</li> <li>▪ Preparation of Municipal Heritage Designation Bylaws and development of Heritage Policies.</li> <li>▪ Liaison with Provincial Heritage ranch and SLCRHB regarding heritage issues.</li> <li>▪ Record management of Municipal Heritage Designation Bylaws into the Provincial HERMIS (Heritage Resource Management Information System).</li> </ul>	<p>Ensure that all SLCRHB members are informed in a timely manner of ongoing projects.</p>
<p>3 – 5 / Mtg .5 hour/mtg.  2-5 hours/ mtg. 3-6 hours/ mtg.</p>	<p>Municipal Planning Commission 17</p>	<ul style="list-style-type: none"> <li>▪ Photocopy packages for MPC's review and consideration.</li> <li>▪ Notify appropriate members when agenda packages is released and deliver as necessary.</li> <li>▪ Attend meetings and present as required.</li> <li>▪ Recording Secretary at MPC meetings.</li> <li>▪ Send follow-up letter to applicant regarding MPC's (Development Authority) decision.</li> </ul>	<p>Ensure packages are released to appropriate Council members in a timely manner to allow sufficient time to review.</p>
<p>2 hours</p>	<p>Office Supplies 18</p>	<p>Review and order office supplies as needed for department. Research best quality and prices.</p>	<p>Ensure tools are available for future use.</p>
<p>2 – 4 hours</p>	<p>Safety Codes Permits 14</p>	<ul style="list-style-type: none"> <li>▪ Monitor and update UQMP (Uniform Quality Management Plan). Ensure agency under contract is completing their obligations.</li> <li>▪ Code invoices as permits are closed by agency.</li> <li>▪ File closed permit in order to prepare for Safety Codes Audit. (Internal Audit: Yearly and Municipal Affairs Audit: Every 3 years.</li> <li>▪ File closed permits every 3 years into the land file.</li> </ul>	<p>Ensure audits are performed to ensure compliance monitoring is being conducted to the Municipal Affairs / Safety codes Council standards.</p>

2 – 3 hours	Monthly Council Reports <b>20</b>	Update Monthly Council Report.	Maintain electronic record of each Council report.
1 hour	Council Action Lists <b>21</b>	Update Action List as required.	Maintain electronic record of Planning and Development Action List.
2 hours / file  **Projected number of Compliance to be received in 2012 = 14.	Compliance Certificates <b>22</b>	<ul style="list-style-type: none"> <li>▪ Ensure Real Property Report (Original) – Date of Survey within the last 30 days.</li> <li>▪ Verify the zoning of the property.</li> <li>▪ Review Land Use Bylaw setbacks to ensure the existing building meet the Land Use Bylaw.</li> <li>▪ Ensure that signed Compliance Certificates is filed in appropriate land file.</li> </ul>	Main electronic record of each signed Compliance Certificate.
3 hours / file  ** Projected No. of Meetings = 10	Pre-Application and Pre-Construction Meetings <b>23</b>	<ul style="list-style-type: none"> <li>▪ Coordinate meetings as required between developers and staff to ensure communication from the County is conducted professionally and efficiently.</li> </ul>	This approach is conducive to the County being opened for business and aids developers with developing in our community.
3 – 4 days  (Time may vary from month to month).	Strategic Plan <b>11</b>	<ul style="list-style-type: none"> <li>▪ Monitor and update County Strategic Plan documents, in conjunction with the CAO/ ACAO.</li> <li>▪ Assist with the facilitation of strategic planning sessions as required.</li> <li>▪ Prepare the Quarterly Reports to Council for review by CAO/ACAO regarding the Strategic Plan.</li> <li>▪ Assist as necessary with the Annual Report to Council regarding the Strategic Plan.</li> </ul>	Discuss action items with CAO/ACAO as necessary.
<b>ANNUALLY</b>			
7 – 10 Hours	Accounting <b>9</b>	<ul style="list-style-type: none"> <li>▪ Ensure that all Planning and Development Invoices are received and coded prior to the County's year end.</li> <li>▪ Ensure that Smoky Lake County Regional Heritage Board has prepared and submitted their financial statements and send same to Finance Manager.</li> <li>▪ Answer any Planning and Development related audit questions from the County's auditors.</li> </ul>	Ensure that proper financial reporting is completed according to County's policy and practice.
2 - 3 days  2 - 3 hours  4 – 5 hours  1 day	Public Sale of Land	<ul style="list-style-type: none"> <li>▪ Research properties and prepare Request For Decision ("RFD") for Council's review and consideration.</li> <li>▪ Advertise selected properties for two consecutive weeks in the newspaper, website and grapevine.</li> <li>▪ Bring bids to Council for review and consideration.</li> <li>▪ Follow up letters to bidders regarding Council's decision.</li> <li>▪ Update binder for Public Sale of Land as it tracks Council related motions and/or pending sales of property.</li> </ul>	Ensure proper tracking is in place to follow up with land sales.
.5 day	Membership	Renew membership to ADOA and CPAA and other related memberships as required.	Obtain confirmation letter in application with membership.
2 days	Work Plan	<ul style="list-style-type: none"> <li>▪ Review the previous year's work and update work plan to ensure it accurately reflects the departments work.</li> <li>▪ Present same to CAO/ACAO for review.</li> <li>▪ Present same to Council as a management policy.</li> </ul>	If the work plan is current, it should accurately reflect workload, demands, and priorities of the department.
5 – 7 days	Budget Planning	Research and prepare the department's budget needs for the following year.	Attend Budget Meetings and present same as required.
2 – 4 days	Grants	<ul style="list-style-type: none"> <li>▪ Research and make application to applicable Planning and Development related grants.</li> <li>▪ Prepare reports as required for approved grants.</li> </ul>	Ensure grants are applied for within the appropriate timelines.
2 – 4 hours	Business	<ul style="list-style-type: none"> <li>▪ Review listing to ensure it's current.</li> </ul>	Ensure business



1 hour 2 – 3 hours  1 – 2 days	Licence	<ul style="list-style-type: none"> <li>▪ Prepare letter to accompany business licence.</li> <li>▪ Prepare mail merge for delivery of the following years Business Licence in December.</li> <li>▪ Issue new business licences throughout the year as needed.</li> <li>▪ ** Review the purpose of business licences and practices of various rural municipalities for business licences.</li> </ul>	licence listing is up to date.
1 day	Safety Meeting	Prepare a presentation for safety meeting. Attend annual safety meeting.	Keep informed on safety practices / policies of the County.
2 – 3 days	Land Filing	<ul style="list-style-type: none"> <li>▪ File Development Permits which all conditions have been complied with from the previous calendar year.</li> <li>▪ Ensure electronic copy has been scanned to appropriate electronic file.</li> </ul>	Ensure land filing is up to date.
2 days	Land Filing	<ul style="list-style-type: none"> <li>▪ File closed subdivision Applications and Approvals as required.</li> <li>▪ Ensure electronic copy has been scanned to appropriate electronic file.</li> </ul>	Ensure land filing is up to date.
1 – 2 days / file. ** Projected No. of Appeals to SDAB = 1	Municipal Government Board	Review, prepare, and/or present to Municipal Government Board, when necessary.	Ensure County is represented professionally at the Municipal Government Board Hearing.
1 – 2 days / file. ** Projected No. of appeals this year = 3.	Subdivision and Development Appeal Board.	Review, prepare, and/or present to Subdivision and Development Appeal Board, when necessary.  Secretary to Subdivision and Development Appeal Board. (Note: Time varies due to nature of the proposed subdivision or development).	Ensure Development Authority is Represented professionally at the SDAB Hearing.  Ensure agenda packages are prepared and distributed for the hearing. Notify all affected parties.
<b>PERIODIC</b>			
7 – 9 days/ file  ** Projected number of Road Closures/ Cancellations to be received in 2012 = 2.	Road Closures and Cancellations	<ul style="list-style-type: none"> <li>▪ Preparation and monitoring of appropriate road closure resolutions, bylaws, and files.</li> <li>▪ Follow road cancellations and closures package provided by Alberta Transportation for all files.</li> <li>▪ Send in a copy of the resolutions / bylaw to Alberta Land Titles Office for review prior to moving forward with the file.</li> <li>▪ Prepare required referrals as needed with the applications.</li> <li>▪ Meet with landowners as needed ensure they are informed of status and proceedings.</li> </ul>	Ensure that proper procedures are followed by Alberta Transportation and Alberta Land Titles Office.
10 minutes / day	Commissioner for Oaths	<ul style="list-style-type: none"> <li>▪ Meet with staff (internal) as needed to sign documents.</li> <li>▪ Review and sign documents as required.</li> </ul>	Monitor the expiry date of my appointment from Alberta Justice.
2 days/ file  ** Projected number of Land Tiles transfer to prepare in 2012 = 2.	Land Title Transfer	<ul style="list-style-type: none"> <li>▪ Meet with the proponent to review process and timelines to have title transferred.</li> <li>▪ Prepare agreements have same executed.</li> <li>▪ Prepare appropriate documentations for land title transfers as required by Council resolution.</li> <li>▪ Ensure that improvements have been completed as per agreement (i.e., Hamlet of Warspite).</li> <li>▪ Follow up on Spin II, Alberta Land Titles System to ensure titles has been transferred accordingly.</li> <li>▪ File land transfer documents in the respective land file.</li> </ul>	Monitor and ensure title is being transferred in a timely manner.
1 – 2 hours/ file  ** Follow up from Development Permits issued in 2011 = 82.	Development Permits	<ul style="list-style-type: none"> <li>▪ Follow up to ensure all previously issued permits are being complied with and that all outstanding conditions have been completed if not ongoing with the proposed development. (Obtaining and providing a copy of the proper government approvals, haul road agreement, security, approach construction approvals, drafting development agreements).</li> </ul>	Ensure developer has complied with all conditions as set out to the Development Permit.

1 – 2 hours/ Policy	Policies	<ul style="list-style-type: none"> <li>▪ Review all Planning and Development related policies annually to ensure current related policies annually to ensure current with the up-to-date practices in the Planning field.</li> <li>▪ Ensure all policies are being followed as passed by Council.</li> </ul>	Discuss policy with CAO/ACAO should policies need to be updated.
2 hours/ week.  Note: The amount of time varies week to week depending on amount of requests for mapping received, ongoing projects, etc.	Geographical Information Systems (GIS)	<ul style="list-style-type: none"> <li>▪ Meet with management team and Accurate Assessment Group (AAG) as required to ensure that information in GIS system is accurate and up to date.</li> <li>▪ Ensure new data is being submitted by contractors/ engineers in a format that is compatible to upload into GIS.</li> <li>▪ Work with AAG to input existing gas infrastructure,</li> <li>▪ Report on new or ongoing GIS initiatives at the weekly Management Meetings.</li> <li>▪ Update and produce landownership map and subdivision inset map in-house map each year.</li> <li>▪ Monitor agreement with AAG.</li> <li>▪ Work with AAG to make available web map to the public and industry via the County's website.</li> </ul>	Remain current.
1 – 2 hours/ month.	Website	Review and update website as required.	Ensure the County's website remain current.
2 hours/ Document	Review current Planning Documents	Conduct a review every couple of years to ensure all planning documents remain consistent as per requirement of Section 638 of the <i>Municipal Government Act</i> .	Budget as necessary to ensure updates to planning document.
<b>PROACTIVE WORK: PROJECTS</b>			
3 – 4 days/ year	CPAA Conference	Attend annual Community Planning Association Conference in April of each year.	Attend and take notes at conference for future reference. Networking.
3 – 4 days/ year	ADOA Conference	Attend annual Alberta Development Officer's Association Conference.	Attend and take notes at conference for future reference. Networking.
3 – 5 days/ year	Training	Attend training and educational sessions at applicable to Planning and Development.	Attend and take notes at training session for future reference.
TBD	Municipal Development Plan	Work with Municipal Planning Services (MPS) to adopt the draft the Municipal Development Plan (MDP).	The MDP is adopted by Council in 2012.
TBD	Land Use Bylaw	Work with Municipal Planning Services (MPS) to adopt the draft Land Use Bylaw (LUB).	The LUB is adopted by Council in 2012.
TBD	Victoria District Area Structure Plan	Work with Municipal Planning Services (MPS) to adopt the draft Victoria District Area Structure Plan.	The Victoria District ASP in adopted by Council in 2013/2014.
TBD	Heritage Management Plan (HMP) / Survey / Inventory	<p>Work with the Council / Administration / Heritage Board to implement a follow up action list for the Heritage Management Plan.</p> <p>Upload documents to the Smoky Lake Region webpage and the County's website for public viewing. Ensure hard copy of same is available in the reception area for public viewing.</p>	The Survey, Inventory, and Heritage Management Plan area adopted in 2012.
2 – 5 days to research and draft policy	Policy Development	<p>Research and analyze best practices and prepare policies:</p> <ul style="list-style-type: none"> <li>▪ New – Sale of Municipally Owned Land Policy.</li> <li>▪ New – Multi-Lot Development Agreement for Subdivisions Policy.</li> <li>▪ New – Development Agreements for Development Permits (larger scale developments).</li> <li>▪ New – Develop, coordinate and implement a long-term GIS Plan including both personnel and technology resources.</li> <li>▪ New – Encroachment Policy.</li> <li>▪ New – Environment and Municipal Reserve</li> </ul>	Ensure that Planning and Development is working efficiently with current practices.

		Demarcation Policy. ▪ New – Road Widening for Subdivision Policy.		
TBD	Planning and Development: Guide and Handbook	Research and develop a Planning and Development handbook to assist developers, ratepayers with developing lands in Smoky Lake County.	Initiative Planning.	
<b>WORK CARRIED OVER FROM PREVIOUS YEAR(S): PROJECTS</b>				
TBD	Road Closure Files	Approximately 16 files.		
TBD	Land Titles Transfers	Approximately 5 files.		
TBD	Minutes	Prepare 2011 Municipal Planning Commission minutes for Chair and CAO's signature.		
TBD	Hanmore Lake PSDS Inspection Files	Continue with obtaining compliance for the respective properties at Hanmore Lake.		
TBD	Land Filing	Organize and file backlog of road closure files with original bylaws in the vault. Approximately: 20 files.		
TBD	Land Filing	File backlog of Development Permits and Safety Codes Permits into the land files.		
<b>Analysis of time required to complete Reactive Projects:</b>				
1	Inquiries (Emails / Phone / Counter Inquires), Organization	3 hours per day	5 days in a week x 3 hours	15 hours
2	Meetings	1 hour per day	5 days in a week x 1 hour	5 hours
3	Administrative Tasks	10 minutes per day	5 days in a week x 10 minutes	1 hour
4	Development Permits: Permitted Use	4.5 hours per application	60 applications x 4 hours = 240 hours. 240 hours divided by 52 weeks per year = +/- 4.5 hours per week	4.5 hours
5	Development Permit: Discretionary Use	6 hours per application	20 applications x 6 hours = 120 hours. 120 hours divided by 52 weeks per year = +/- 2.5 hours per week.	2.5 hours.
6	Amendments to Land Use Bylaw / Area Structure Plan and Municipal Development Plan	Periodic	3 days per application x 3 files anticipated this year = 67.5 hours. 67.5 hours divided by 52 weeks in one year = +/- 1 hour per week	1 hour
7	Field Work – Site Inspections	5 hours per week	5 hours per week	5 hours
8	Accounting – Coding	.5 hour per week	.5 hours per week	.5 hours
9	Accounting – Budget	10 hours per year	10 hours per year divided by 52 weeks in one year = .25 hours per week.	.25 hour
10	Manager's Meetings	4 hours per week	4 hours per week	4 hours
11	Strategic Plan	2 – 3 hours per week 3 - 4 hours days per month	3 hours per week 4 days x 7.5 hours = 22.5 hours divided by 4.3 weeks per month = 5.2	8 hours (variable)
12	Heritage	2 hours per week 3 – 4 hours per month	2 hours per week 3 – 4 hours per month	2 hours 1 hour
13	Subdivision Applications	5 days per application	18 applications x 37.5 hours per week = 675 hours. 675 hours divided by 52 weeks per year	13 hours
14	Safety Codes Permits	1 hour per week 2 – 4 hours per month	5 days in a week x 1 4 hours divide by 4.3 per month	5 hours 1 hour
15	Road Closures	1 hour per week	5 days in a week x 1 hour	5 hours
16	Enforcement	1 hour per week	5 days in a week x 1 hour	5 hours
17	Municipal Planning Commission	16.5 hours per month	16.5 hours divided by 4.3 weeks per month	3.8 hours
18	Office Supplies	2 hours per month	2 hours divided by 4.3 weeks per month	.5 hour
19	Website	1 – 2 hours per month	2 hours divided by 4.3 weeks per month	.5 hour
20	Monthly Report to Council	2 - 3 hours per month	3 hours divided by 4.3 weeks per month	.25 hour

21	Council Action List	1 hour per month	1 hour divided by 4.3 weeks per month	.25 hour
22	Compliance Certificates	2 hours per file	1 file per month	2 hours
23	Pre-Application and Pre-Construction Meetings	3 hours per file	1 file per month	3 hours
Reactive Work: Projects – DAILY AND MONTHLY				+/- 90 hours per week.
Reactive Work: Projects – ANNUALLY (Combined Monthly Tasks)		247 hours per year	20 hours per month	4.5 hours per week
Reactive Work: Projects - PERIODIC (Combined Periodic Tasks)		319 hours per year	26 hours per month	6 hours per week
<b>TOTAL</b>				<b>+/- 100 hours per week</b>
<b>Note:</b> The above noted time analysis does not include time for the “Proactive Work” and “Work carried over from previous year” as described on page 10-11. As the Planning and Development Manager’s position is a newly created position, administration wanted to reflect how much time is involved in completed any tasks and project.				

Carried.

**Committee of the Whole Meeting: Planning – Land Use Bylaw**

749-12: Bobocel

That County Council cancel the **Committee of the Whole Planning Meeting for the purpose Land Use Bylaw** scheduled for Tuesday, **September 4, 2012** at 10:00 a.m. to be held at the County Council Chambers.

Carried.

Aline Brousseau, Planning and Development Manager left the Council Chambers, time 2:05 p.m.

**Communication Services Coordinator  
County Quick Facts Pamphlet**

750-12: Danyluk

That Smoky Lake County adopt the “County Quick Facts Pamphlet” as a County Communication Tool.

Carried.

751-12: Cherniwchan

That the management reports received for the period of July 31, 2012 to August 15, 2012 from Doug Ponich, Public Works Manager; Bob Novosiwsky, Public Works Road Foreman; Dave Kully, Public Works Shop Foreman; Ed English, Peace Officer; John Malysh, Natural Gas Manager; Dave Franchuk, Environmental Operations Manager; Kurt Holdis, Agricultural Fieldman; Aline Brousseau, Planning and Development Manager; Trevor Tychkowsky, Safety Officer; Scott Franchuk, Fire Chief; and Arlene Shwetz, Communication Services Coordinator, be accepted and filed for information.

Carried.

**Committee Task Forces and Boards: Reports**

**Alberta Care**

- Information: Propane Cylinders and Crystal Meth – Safety Alert.
- Information: SMUD Safety Alert – Environmental Health and Safety Services.

**Corridor Communications Incorporated**

- Receiving positive feedback from the residents that have signed and are received CCI Internet.
- Email from a resident received by the Reeve: Smoky Lake IT Technician provided excellent service for the County.

**Doctor Retention & Recruitment Committee**

- No report.

**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:**

- Meeting held on July 31, 2012.
- Committee is recommending that the issue of Regionalization of Fire Department be referred for discussion to a Joint Municipalities Meeting.
- Discussion about dissolving Committee until Bylaw is created that given specific and distinct decision making powers and functions of the Committee. This was defeated by the members of the Committee.
- Town of Smoky Lake representatives are preparing a “Terms of Reference” on the Joint Fire and Rescue Committee.
- Town of Smoky Lake will post the Joint Fire Truck on Alberta Purchasing Connection when the Smoky Lake Fire Department, Town Fire Chief and County Fire Chief prepare the Request For Proposal on the Fire Truck for the Smoky Lake Fire Department.
- The issue on the Joint Emergency Services – Associated Ambulance was deferred for discussion to the Joint Municipalities Meeting.

**Smoky Lake County and Town Joint Committee Meeting:**

- Minutes: For the Purpose of Fire and Rescue – August 7, 2012.  
Discussion: Joint Operation Agreement for Fire Protection Services.

752-12: Bobocel

That Administration proceed to prepare a Bylaw for the Joint Operation Agreement for Fire Protection Services between Smoky Lake County and the Town of Smoky Lake for the next County Council Meeting; upon receiving confirmation from the Town of Smoky Lake.

Carried.

**Vilna:**

- No report.

**Waskatenau:**

- Email: August 15, 2012 received from Bernice Macyk, Administrator, Village of Waskatenau – Re: Joint Fire Services Agreement.

753-12: Orichowski

That Smoky Lake County schedule a Joint Council Committee Meeting on Friday, **October 19, 2012** at 1:00 p.m. with the Village of Waskatenau for the purpose of Fire and Rescue to discuss the Joint Operation Agreement for Fire Protection Services between Smoky Lake County and the Village of Waskatenau.

Carried.

**Government Liaison Committee**

- No report.

**Highway 28/63 Regional Water Group Steering Committee**

- No report.

**In-House Safety Committee**

- Meeting was held on July 18, 2012.
- First Aid Training: On-going.
- Flagman Training: All new staff – Completed.
- Scissor Lift: On-going.
- Orientation: All staff trained.
- Forklift Training: On-going.
- ATV / UTV Training: On-going.
- External Audit: Safety Officer completed the Audit Re-certification Course. Will be conducting an external audit for the Town of Barrhead and Town of Barrhead will be doing an external audit for Smoky Lake County. County Safety Officer will be assisting the City of St. Albert in their Audit in September.
- Security Camera's – Installed at the Public Works Shop.
- Three Incidents reported this week.
- Next In-House Safety Meeting is scheduled for August 29, 2012 at 8:00 a.m.

**Joint Economic Development Initiative (JEDI) Committee**

- Email: Economic Developers Alberta, dated June 18, 2012 – Re: Partner News: Farm on Foundation Provides Help for Farmers.
- Meeting held on August 21, 2012.
- Peppers Highway Service is working in conjunction with Access Pipeline and ATCO Electric – Re: Agreement - Pipeline Yard.
- Distribution Site Opportunity: Rig Mat Manufacturing.
- JEDI Workshop: September 17, 2012 at 9:00 a.m.
- Next scheduled meeting for September 20, 2012 at 7:00 p.m..

**Lakeland DMO: Destination Marketing Organization**

- No report.

**Municipal Planning Commission**

- No report.

**North East Muni-Corr. Ltd.**

- Meeting held on August 13, 2012.
- Delegations: Stantec, Genivar, Travel Alberta; and Highway 63/28 Regional Water Commission - Jerry Bidulock: Danyluk Hill – Erosion.
- Travel Alberta: Cooperative Marketing Funding Opportunities.
- Trail Maintenance: Signs and weed control.
- 10 License Occupation: Renewal.
- Next Meeting scheduled for September 10, 2012.

**Riverland Recreational Trail Society**

754-12: Orichowski That Smoky Lake County deny the request to the Riverland Recreational Trail Society of financial support in the amount of **\$5,320.00** for the Iron Horse Trail.

Carried.

755-12: Bobocel That Smoky Lake County will not fund any portion of the Beaver River Trestle located in the M.D. of Bonnyville; as it is the responsibility of North East Muni- Corr. Ltd.

Carried.

#### **Northern Lights Library System**

- No report.

#### **Policy Committee**

- No report.

756-12: Danyluk That the Policy Committee Meeting be scheduled for Tuesday, **September 4, 2012** at 1:00 p.m. to be held in the County Council Chambers.

Carried.

#### **R.C.M.P. Liaison Committee**

- RCMP and Fish and Wildlife: Quad Patrol on long week-end.
- Boat Checks at the Lakes.

#### **Risk Pro Control Management Committee**

- **Minutes:** Added Named Insured:
  - No minutes.

#### **Smoky Lake Agricultural Society**

- UFA Small Town Hero: Ed Boychuk made to 10 Top Finalists. Judging will be held on August 23, 2012 at 3:00 p.m. at the Complex.
- Offer put-in for Chad Brownlee/Dallas Smith Concert for November 23, 2012.
- STEP Students assisted in the mailing of the Raffle.
- CFIP Grant: re-submitted.

#### **Smoky Lake Foundation**

- Hired Part-time Administrative support to assist with the Alberta Seniors and Community Supports Affordable Supportive Living Initiative – Project.

#### **Smoky Lake Heritage Board**

- Minutes: March 20, 2012.
- Minutes: April 30, 2012.

#### **Joint Municipalities**

- Next Joint Municipalities Meeting is scheduled for **September 24, 2012** hosted by the Village of Waskatenau.

757-12: Orichowski That the Committee Task Force and Board Reports presented by Councillors be accepted.

Carried.

**6. Correspondence:**

- 758-12: Bobocel That the following correspondence received from the Alberta Association of Municipal Districts and Counties, be filed for information:
- a. Contact Newsletter:
    - June 20, 2012.
  - b. Contact Newsletter:
    - June 28, 2012.
  - c. Contact Newsletter:
    - July 5, 2012.
  - d. Contact Newsletter:
    - July 11 2012.
  - e. Contact Newsletter:
    - July 25, 2012.
  - f. Contact Newsletter:
    - August 1, 2012.
  - g. Contact Newsletter:
    - August 8, 2012.

Carried.

**Alberta Human Services**

- 759-12: Danyluk That the letter received from Honourable Dave Hancock, Minister of Alberta Human Services, dated June 6, 2012 in regards to the development of a Social Policy Framework for Alberta, be filed for information.

Carried.

**Government of Alberta: Green Municipal Fund**

- 760-12: Chernwchan That the letter received from Michael Merritt, Assistant Deputy Minister, Government of Alberta, Municipal Affairs, dated June 12, 2012 in regards to the Green Municipal Fund of the County's application for the Water and Wastewater System Feasibility Study for the Hamlets of Bellis and Spedden presents no conflicts with any of the grants, programs, or policies of Municipal Affairs, be filed for information.

Carried.

**MSI 2012 Conditional Operating Funding**

- 761-12: Danyluk That Smoky Lake County acknowledge receipt to the letter received from Doug Griffiths, Minister of Alberta Municipal Affairs, dated June 8, 2012 in regards to the approved 2012 conditional operating funding component of the Municipal Sustainability Initiative (MSI).

Carried.

**Sustainable Resource Development****Grazing Lease No. GRL 35794**

- 762-12: Orichowski That the c.c. letter received from Carol Lundgard, Disposition Section, Government of Alberta Sustainable Resource Development, dated June 21, 2012 in regards to Grazing Lease No. GRL 35794 for John Kozma and Janice Kozma, as Joint Tenants from Darrell Derewianko and Karen Derewianko for 185 AUM's of Grazing annually expiring April 30, 2022, be filed for information.

Carried.



**Town of Smoky Lake**

763-12: Bobocel

That Smoky Lake County forward to the Joint Economic Development Initiative (JEDI) Committee for recommendation the letter received from Dean Pickering, Chief Administrative Officer, Town of Smoky Lake, dated June 26, 2012 in regards to the termination as participating partner on the JEDI Committee, effective December 31, 2012.

Carried.

**TransCanada: Nova Gas Transmission Ltd.**

764-12: Cherniwchan

That the letter received from Andrea Charke, Land Analyst, Nova Gas Transmission Ltd., dated July 6, 2012 in regards to Nova Gas Transmission Ltd – Cathodic Protection Program Road Use Notification for Waskatenau GB Number 218 – Project Legal: NE 29-59-19-W4, TCPL File: TCPL-0560, be filed for information.

Carried.

**Recycling Council of Alberta**

765-12: Danyluk

That the correspondence received from Recycling Council of Alberta, dated June 28, 2012 in regards to the 2012 Recycling Council of Alberta Conference – “Announcing Wide World of Waste” in Jasper on October 3 to 5, 2012, be filed for information.

Carried.

**AAMDC: Aggregated Energy Program**

766-12: Bobocel

That the letter received from Bob Barss, President, Alberta Association of Municipal Districts and Counties (AAMD&C), dated May 2012 in regards to the Aggregated Energy Program, be filed for information.

Carried.

**AAMD&C District 5 Meeting**

767-12: Bobocel

That County Council and Senior Administration who can attend – attend the Alberta Association of Municipal District & Counties (AAMD&C) District 5 Meeting on September 28, 2012 at the Shorncliffe Hall, hosted by the M.D. of Provost.

Carried.

**Kikino Metis Settlement**

768-12: Cherniwchan

That the letter received from Kikino Metis Settlement Council dated June 29, 2012 in regards to sponsorship support for the 23<sup>rd</sup> – 2012 Kikino Silver Birch Rodeo on August 16 – 19, 2012, be filed for information.

Carried.

**Northern Alberta Development Council**

769-12: Danyluk

That the letter received from Cathy Goulet, Executive Director, Northern Alberta Development Council, dated June 19, 2012 in regards to the Opportunity North Brand materials and resources, be filed for information.

Carried.

**Critic for Transportation and Infrastructure**

770-12: Bobocel That the letter received from Drew Barnes, MLA, Critic for Transportation and Infrastructure, dated July 2012 in regards to the appointment as the member of the Legislative Assembly for the resident of Cypress – Medicine Hat, be filed for information.

Carried.

**Federal Gas Tax Fund**

771-12: Orichowski That Smoky Lake County acknowledge receipt of the Project funding for the 2012 Application for Program Acceptance (APA) 55706 under the Federal Gas Tax Fund (FGTF), formerly New Deal for Cities and Communities for the following Range Road 183 – RR 183 between Twp 600-602 for Asphalt Paving – 2 miles in the amount of **\$384,557.00**.

Carried.

**Government of Alberta**

772-12: Danyluk That the letter received from Paul Whittaker, Deputy Minister, Government of Alberta, Municipal Affairs, dated July 4, 2012 in regards to the discontinuation of two federally-based training and funding programs under the emergency management initiatives: the Canadian Emergency Management College (CEMC) and the Joint Emergency Preparedness Program (JEPP), be filed for information.

Carried.

**Athabasca County**

773-12: Bobocel That the letter received from Gary Buchanan, County Manager, Athabasca County, dated July 18, 2012 in regards to Dog Collection Problem, be filed for information.

Carried.

**14<sup>th</sup> Annual Alberta Police and Peace Officers' Memorial Day**

774-12: Bobocel That the Smoky Lake County Peace Officer attend, if available, the 2012 – 14<sup>th</sup> Annual Alberta Police and Peace Officers' Memorial Day on Sunday, September 30, 2012 at the Alberta Legislature (South Grounds), as per letter received from Caroline Madill, Acting Manager, Program Development and Support, Solicitor General and Public Security, dated July 17, 2012.

Carried.

**North Saskatchewan Watershed Alliance**

775-12: Cherniwchan That the letter received from Dr. Les Gammie, President, North Saskatchewan Watershed Alliance, dated July 5, 2012 in regards to the Integrated Watershed Management Plan for the North Saskatchewan River in Alberta, printed June 2012, be filed for information.

Carried.

**Smoky Lake Curling Association**

776-12: Cholak That Smoky Lake County donate in the amount of **\$2,500.00** to the Smoky Lake Curling Association towards sponsorship of half a sheet of ice at the curling rink for the surface printed liner with a County logo; as per letter received from Simon Tatlow, President, Smoky Lake Curling Association, dated July 2012.; and allocate the donation funding from the 2012 Budget "Grants to Individuals and Organizations".

Carried.

**Sustainable Resource Development****Grazing Lease No. GRL 39753**

777-12: Bobocel That the c.c. letter received from Carol Lundgard, Disposition Section, Government of Alberta Sustainable Resource Development, dated July 23, 2012 in regards to Grazing Lease No. GRL 39753 for SIME HOLDING LTD. from Michael Peter Tchir for 88 AUM's of Grazing annually expiring November 30, 2016, be filed for information.

Carried.

**Alberta Municipal Affairs: MSI Capital Funding**

778-12: Danyluk That Smoky Lake County acknowledge receipt of the letter received from Honourable Doug Griffiths, Minister of Alberta Municipal Affairs, dated July 25, 2012 in regards to the (MSI) Municipal Sustainability Initiative funding approved under the capital funding component for the following projects:

CAP-4058: 2012 Global Information System (GIS)	\$ 148,000.00
CAP-4059: 2012 Asphalt Paving	\$ 1,083,345.00

Carried.

**2012 Creating Rural Connections Conference**

779-12: Bobocel That the correspondence received from Dee Ann Benard, Executive Director, Alberta Rural Development Network, in regards to the 2012 Conference and Tradeshow "Creating Rural Connections" on October 11 – 13, 2012 at Olds College, Olds, Alberta, be filed for information.

Carried.

**MLA Lac La Biche – St. Paul – Two Hills Constituency**

780-12: Cherniwchan That the letter received from Shayne Saskiw, MLS, Lac La Biche – St. Paul – Two Hills Constituency, Official Opposition Deputy House Leader, dated August 1, 2012 in regards to the new constituency office location:

Box 1577,  
2, 4329 – 50 Avenue,  
St Paul, Alberta T0A 3A3  
Phone: 780-645-6999 Toll-Free: 1-866-674-6999 Fax: 780-645-5787  
Email: [laclabiche.stpaul.twohills@assembly.ab.ca](mailto:laclabiche.stpaul.twohills@assembly.ab.ca)

be filed for information.

Carried.

**2012 Alberta Culture Days**

781-12: Bobocel That the Smoky Lake County promote the 2012 Alberta Culture Days occurring on September 28 – 30, 2012 and advertise in the County Grapevine and on the County for awareness to the Public of the celebration of arts, heritage and cultural diversity, as per the letter received from Honourable Heather Klimchuk, Minister of Culture, dated August 3, 2012.

Carried.

**Municipal Planning Services (2009) Ltd.**

782-12: Danyluk That the letter received from Kyle Payne, Intern Community Planner, Municipal Planning Services (2009) Ltd., dated August 1, 2012 in regards to Area Structure Plan (ASP) for Long Lake within the County of Thorhild, be filed for information.

Carried.

**Town of Smoky Lake: 50<sup>th</sup> Avenue Dust Suppressant**

783-12: Bobocel That the letter received from Loretta Thompson, Interim Chief Administrative Officer, Town of Smoky Lake, dated August 9, 2012 in regards to a Dust Suppressant within the Town of Smoky Lake – 4913 - 50<sup>th</sup> Avenue, be filed for information.

Carried.

**Sustainable Resource Development**

**Grazing Lease No. GRL 16920**

784-12: Danyluk That the c.c. letter received from Carol Lundgard, Disposition Section, Government of Alberta Sustainable Resource Development, dated August 3, 2012 in regards to Grazing Lease No. GRL 16920 for Ashley Gehring from Noah Kennedy and Megan Kennedy for 112 AUM's of Grazing annually expiring May 31, 2021, be filed for information.

Carried.

**2012 Stars of Alberta Volunteer Awards**

785-12: Cherniwchan That County Council advertise in the Smoky Lake County Grapevine and the web-site the 2012 Stars of Alberta Volunteer Award: Do You Know A Local Hero? recognizing extraordinary Albertans for persons interested to self-application nominations where the ceremony to be held on December 5, 2012 in Edmonton on International Volunteer Day.

Carried.

**2012-13 Municipal Grant Information**

786-12: Bobocel That the letter received from Doug Griffiths, Minister, Alberta Municipal Affairs, dated August 9, 2012 in regards to the 2012-13 Municipal Grant Information Booklet of program descriptions, budget, and contact information for provincially-administered municipal grant programs, be accepted for information.

Carried.

Aline Brousseau, Planning and Development Manager and Ed English, Peace Officer/Recreation Manager entered the Council Chambers, time 3:10 p.m.

**Associated Engineering: 2012 Golf Tournament**

787-12: Cherniwchan That Smoky Lake County two (2) administrative staff attend, if available, the Associated Engineering Staff/Client 2012 Annual Golf Tournament on Saturday, September 15, 2012 at the Northern Bear Golf Club.

Carried.

**Lac La Biche County: Golf Tournament**

788-12: Bobocel That the letter received from the Lac La Biche County and the Lac La Biche & District Chamber of Commerce, dated August 8, 2012 in regards to the 2012 Mayor's Golf Tournament on September 13, 2012 at the Lac La Biche Golf and Country Club, be filed for information.

Carried.

**Roadway License Agreement**

789-12: Bobocel That Smoky Lake County enter into a “Miscellaneous” Roadway License Agreement with Jeffery & Denise White for miscellaneous purpose, of Recreational Use/Personal-Temporary Occupation for undeveloped road allowance located at SE 6-60-15-W4 (running East – West) along the south property line, and part past the valley to the West property line.

Carried.

**Thank You: Summary Listing**

790-12: Cherniwchan That Smoky Lake County file for information the August 2012 Summary Listing of Thank You received from organizations extending appreciation of support:

- Vilna and District Ag Society – Mail-Out.
- Redwater-Smoky Lake Victim Services Unit – Donation.

Carried.

**Information Releases**

791-12: Orichowski That the Information Releases for the Month of July 2012 and for the Month of August 2012, be accepted and filed for Information.

Carried.

**Reading File**

No correspondences in the Reading File.

**Bills & Accounts:**

792-12: Bobocel 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
25852	31253 to 31372	\$ 54,827.59
25866	31373 to 31438	\$ 10,637.51
25874	31439 to 31517	\$ 12,390.76
25882	31518 to 31555	\$ 61,440.84
25913	31556 to 31599	\$ 607,021.20
25940	31600 to 31612	\$ 205,552.19
25957	31613 to 31620	\$ 122,051.62
25958	31621 to 31677	\$ 98,793.19
25966	61378 to 31683	\$ 17,644.14
25997	31684 to 31718	\$ 149,580.24
26032	31719 to 31761	\$ 54,795.32
26052	31762 to 31779	\$ 88,683.34
26057	31780 to 31783	\$ 4,141.51
26069	31784 to 31786	\$ 7,502.71
26078	31787 to 31842	\$ 2,700,370.02
26107	31843 to 31844	\$ 8,284.67
26124	31845to 31880	\$ 201,632.18
<b>Total Cheques</b>		<b>\$ 1,172,714.90</b>
<b>Direct Debit Register</b>		
25992	Smoky Lake County	\$ 279,316.63
26095	Smoky Lake County	\$ 288,035.59
<b>Total Direct Debits</b>		<b>\$ 567,352.22</b>
<b>Grand Total Bills and Accounts</b>		<b>\$ 1,740,067.12</b>

Carried.

**County Council Meeting(s)**

793-12: Orichowski That the next County Council Meeting(s) be scheduled for Thursday, **September 27, 2012**; Thursday, **October 25, 2012** including the **County Council Organizational Meeting**; Thursday, **December 6, 2012**; and for Thursday, **January 24, 2013** at 9:00 a.m. to be held at the County Council Chambers.

Carried.

**8. Executive Session:**

794-12: Danyluk That County Council go into Executive Session to discuss a Legal issue – Development Permit, time 3:15 p.m.

Carried.

795-12: Orichowski That County Council go out of Executive Session, time 3:57 p.m.

Carried.

**Development Permit No. 027-09**

796-12: Danyluk That Smoky Lake County issue a STOP ORDER in accordance with Section 645 of the *Municipal Government Act* for the W ½ SE 17-59-12-W4 – 12422 Twp Rd 592 due to contraventions of Development Permit Number 027-09 and Land Use Bylaw No. 1102-02.

Carried.

797-12: Cherniwchan That Smoky Lake County reply to Ron and Coby Klippert in regards to their concerns on the Development of the use of Motorcross Track; and Council’s decision on Development Permit Number 027-09.

Carried.

**ADJOURNMENT:**

798-12: Bobocel That this meeting be adjourned, time 4:00 p.m.

Carried.

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REEVE

**S E A L**

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CHIEF ADMINISTRATIVE OFFICER