

SMOKY LAKE COUNTY

Minutes of the **County Council meeting** held on Thursday, **January 31, 2013** at 9:05 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:

		A T T E N D A N C E
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Thursday, January 31, 2013</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

1 Member of the Public in attendance.

Bob Novosiwsky, Public Works Foreman entered the Council Chambers, time 9:05 A.M.

ELECTION OF DEPUTY CHIEF ELECTED OFFICER:

284-13: Danyluk That Councillor Ron Bobocel be nominated Deputy Chief Elected Officer (Deputy Reeve) of the County for the remaining nine month term until October 2013 County Council Meeting.

Carried.

Councillor Ron Bobocel was declared elected by acclamation by the Reeve as the Deputy Elected Officer (Deputy Reeve) of the Smoky Lake County for a nine month term and executed an "Oath of Office" for that position.

2. Agenda:

Agenda
285-13: Cherniwchan That the Agenda for Thursday, January 31, 2013 County Council meeting, be adopted as presented.

Carried Unanimously.

Aline Brousseau, Planning and Development Manager and Ed English, Peace Officer/Parks and Recreation Manager entered the Council Chambers, time 9:10 a.m.

3. Minutes:

Minutes of December 6, 2012 – County Council Meeting
286-13: Danyluk That the minutes of the County Council Meeting held on Thursday, December 6, 2012 be adopted.

Carried.

Minutes of December 20, 2012 – County Council Budget Meeting

287-13: Bobocel

That the minutes of the County Council **Budget Meeting** held on Thursday, December 20, 2012 be adopted.

Carried.

4. Request For Decision(s):

Policy Statement No. 03-04-05: Hiring of Contract Trucks and Equipment

288-13: Bobocel

That **Policy Statement No. 03-04-05** entitled "Hiring of Contract Trucks and Equipment", be amended:

Purpose:	To establish a standard for hiring of Contract Trucks and establish a listing of Equipment available for hire within Smoky Lake County.
Policy Statement and Guidelines:	
1. STATEMENT	
1.1	Smoky Lake County's intent is to have a list of Contract Trucks willing to provide services for gravelling purposes and on occasional or as-needed basis for services to other related municipal departments.
1.2	Smoky Lake County's intent is to have a listing of equipment available for hire within the municipality, and to implement the hiring of equipment, on an hourly basis for day-labour projects and/or emergency response situations.
2. OBJECTIVE:	
2.1	To ensure that the county has access in acquiring contract trucks and equipment to perform and carry out services as specified to result in the highest professional or business standards in the maintenance and construction area.
2.2	To ensure fair distribution of work available to equipment owners within the Smoky Lake County region, in the most cost-effective manner.
3. GUIDELINES:	
3.1	Smoky Lake County advertises annually in the month of March " Notice To Register Contract Trucks and Equipment " for interested contractors to register for Hire Contract Trucks and Equipment.
3.2	The Hiring of contract trucks and equipment listing is established and administered by the Public Works Manager to supplement the County's equipment fleet and to ensure fair distribution of available work on County projects, when deemed necessary.
3.3	The Notice to Register Contract Trucks and Equipment must be received by the County on or before April 30th of each year.
4. PROCEDURES:	
4.1	All contractors must complete and submit annually a Registration Form listing each piece of equipment they wish to hire out to be eligible for hiring, as per Schedule "A": <u>Registration: Conditions/Agreement for Hiring Contract Trucks and Equipment</u> . Completed Schedule is submitted by hand-delivery to the Public Works Department to the attention of the Public Works Manager.
4.1.1	No Mail, E-Mail or Fax submissions will be allowed.
4.1.2	Submitted schedule must be accompanied by the specified supporting documents requested by the County.
4.2	All contractors registering contract trucks must enter into an agreement with Smoky Lake County and have their operators complete, as per Schedule "B": <u>Truck Operator Agreement</u> . Complete Schedule is submitted by hand-delivery to the Public Works Department to the attention of the Public Works Manager.

- 4.2.1 No Mail, E-Mail or Fax submissions will be allowed.
- 4.3 The hiring criteria to be followed specifically for gravel haul truck is:
 - 4.3.1 Resident within the boundaries of Smoky Lake County.
 - 4.3.2 Only one truck to be hired per household.
- 4.4 Compensation for Contract Trucks shall be in accordance with **Policy Statement No. 03-13: Haul Rate Adjustment for Fuel Price – Schedule “A” Fuel Index.**
- 4.5 All Contractors/owners shall comply with the terms of the agreement and provisions of the conditions as outlined within the schedules upon execution.

SCHEDULE "A"



REGISTRATION

CONDITIONS/AGREEMENT FOR HIRING CONTRACT TRUCKS AND EQUIPMENT

<p>Name of Company: _____</p> <p>Contact Name: _____ Name (Please Print)</p> <p>Mailing Address: _____ Box Town Province Postal Code</p> <p>_____ Phone Number Cell Number Fax Number</p>	<p>Information: It is important that the Contractor/Owner have provided the most efficient means to contact them as notice can be limited.</p> <p>G.S.T. Number: _____</p> <p>Current Certificate of Insurance Attached: _____ Amount of Coverage: _____</p> <p>Insurance Company / Agent: _____</p> <p>Workers Compensation Registration Account Number: _____</p> <p>Driver's License Number: _____</p>
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Equipment Type (Description of Unit)	Make	Model	Year	Serial Number	Equipment Licence Number	Size Box Capacity	Rate (Per Hour)



Conditions FOR HIRING CONTRACT TRUCKS AND EQUIPMENT

Conditions	FOR HIRING CONTRACT TRUCKS AND EQUIPMENT
1.	All equipment owners are asked to quote their lowest rental rate. The County reserves the right to hire equipment on a discretionary basis.
2.	Rates include operator wages, fuel, oil, repairs, and servicing.
3.	Owner to provide skilled, well trained operator(s).
4.	Owner is responsible for providing the equipment noted above and shall maintain it in good condition. Owner is responsible for providing the insurance against lost or damage to the equipment.
5.	Smoky Lake County, in the absence of gross negligence, is not responsible for any loss or damage to the equipment.
6.	Equipment shall meet all safety regulations under the Occupational Health and Safety Act.
7.	Smoky Lake County will acquire and obtain proof of Worker's Compensation Board coverage upon commencement of project.
8.	Owners of truck must understand: <ul style="list-style-type: none"> 8.1 No job-hopping once the County gravel has commenced. 8.2 Trucks must be equipped with Tarps before hauling. 8.3 Trucks must have CB's for Communication. 8.4 Must travel only the route prescribed by the County Public Works Manager. 8.5 No travelling on oil based roads, neither loaded nor empty unless specifically authorized by the County Public Works Manager. 8.6 Maximum speed on County roads is 80km per hour (truckers required to slow down appropriately to respect residences and other traffic). 8.7 Maximum speed on Secondary and Primary highway is as posted. 8.8 Numbers will be assigned to each truck upon registration for identification purposes. 8.9 No jumping out of rotation – only as specified by the County.
9.	All gravel trailers must be Belly Dump that open and close on demand.
10.	Bringing or consuming liquor or illicit drugs on any County project or job site shall result in immediate dismissal.

<p>Acknowledgment:</p> <p>I, _____, have read the conditions to the best of my ability and hereby agree to the terms.</p> <p>_____ Signature Date</p>	<p>Witness:</p> <p>_____ Public Works Manager Date</p> <p>SMOKY LAKE COUNTY</p>
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Agreement

FOR HIRING CONTRACT TRUCKS AND EQUIPMENT

Contractor/Owner: _____

In consideration of the foregoing, the Contractor/Owner hereto agrees as follows:

1. ENGAGEMENT

1.1 Smoky Lake County hereby engages the Contractor/Owner for services of Contract Trucks or Equipment for hire as specified by the County and to be performed to the specifications of the conditions and agreement set forthwith.

2. TERM

2.1 This Agreement shall commence forthwith and shall terminate upon completion of services for the Year _____ for Smoky Lake County. This Agreement shall terminate at anytime by written notice to the Contractor /Owner by the County if the Conditions and terms of the Agreement are not conformed to. The County reserves the right to dismiss any Contractors/Operators should their work conduct cast any negative reflection upon the County whatsoever.

3. COMPENSATION AND METHOD OF PAYMENT

3.1 Smoky Lake County agrees to pay the Contractor/Owner according to the Haul Cards / Invoices for all services and work rendered. Payments will be made bi-monthly or on a monthly basis and will require clearance by the Worker's Compensation Board.

4. CONTRACTOR'S INSURANCE - (Photocopy required)

4.1 The Contractor/Owner shall provide evidence of a Commercial General Liability Insurance with insurable limits of not less than Two Million Dollars (\$2,000,000.00) for each occurrence or incident against bodily injury and property damage claims.

4.2 The Contractor/Owner shall provide evidence of an Automobile Liability Insurance of not less than Two Million Dollars (\$2,000,000.00).

4.3 The Contractor/Owner shall provide evidence that Smoky Lake County is named as an additional named insured to the Contractor's/Owner's Insurance Policy.

5. INDEMNIFICATION

5.1 The Contractor/Owner shall indemnify and save harmless the Smoky Lake County, its agents, and employees from any and all losses, costs, damages, actions, causes of action, suits, proceedings, claims, payments, recoveries, demands or judgments of every nature and description arising out of or resulting from anything done by the Contractor's/Owner's/ Operator's performance.

5.2 Smoky Lake County shall not be liable nor responsible for any bodily or personal injury or property damage of any nature what-so-ever that may be suffered or sustained by the Contractor, its employees or agents, in the performance of any agreement.

IN WITNESS WHEREOF,
I, _____,
hereby accept and execute this
agreement .

Signature _____ Date _____

IN WITNESS WHEREOF,
SMOKY LAKE COUNTY hereby
accept and execute this agreement.

Public Works Manager _____ Date _____

SCHEDULE "B"



CONTRACT TRUCK OPERATOR AGREEMENT

Name of Operator: _____ <i>(Please Print)</i>		Workers Compensation Registration Account Number: _____
Phone Number: _____		Driver's Licence Number: _____
Residence _____	Cell Number _____	

Truck Description:					
Make	Model	Year	Serial Number	Truck Licence Number	Size/Box Capacity

Acknowledgment:

I HEREBY AGREE TO ADHERE TO THE FOLLOWING CONDITIONS AND DO UNDERSTAND THAT FAILURE TO DO SO SHALL CONSTITUTE IMMEDIATE DISMISSAL FROM THE SMOKY LAKE COUNTY: YEAR _____ GRAVEL HAUL AND DISQUALIFY MYSELF FROM ANY FURTHER WORK DURING THE SAME YEAR.

- CONDITIONS:**
1. Upon starting the gravel haul, each truck must continue to haul *i.e., WITH NO JOB HOPPING*. The only exception shall be a mechanical breakdown.
 2. Trucks must be equipped with Tarps before hauling.
 3. Trucks must have CB's for Communication.
 4. Must travel only the route prescribed by the County Public Works Manager posted for gravel truck routes.
 5. No travelling on oil based roads, neither loaded nor empty unless specifically authorized by the County Public Works Manager.
 6. Maximum speed on County roads is 80km per hour (truckers required to slow down appropriately to respect residents and other traffic).
 7. Maximum speed on Secondary and Primary highway is as posted.
 8. No possession or use of liquor or illicit drugs on their trucks or at the Gravel Pit Site.

<p>IN WITNESS WHEREOF,</p> <p>I, _____,</p> <p>hereby accept and execute this agreement .</p> <p>_____ Signature Date</p>	<p>IN WITNESS WHEREOF,</p> <p>SMOKY LAKE COUNTY</p> <p>hereby accept and execute this agreement.</p> <p>_____ Public Works Manager</p> <p>Date: _____</p>	<p>IDENTIFICATION:</p> <p>Number assigned for Truck: _____</p>
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Carried.

Policy Statement No. 03-51-02: Road Maintenance

289-13: Danyluk

That **Policy Statement No. 03-51-02** entitled "Road Maintenance", be amended:

Purpose:	To establish maintenance standards for municipally controlled roads to facilitate an orderly and effective management of roads under the jurisdiction of Smoky Lake County.
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	Priorities will be established for road maintenance, taking into consideration factors such as safety, road conditions, connectivity to other roads, and the type, source, or volume of traffic, in accordance with <i>Policy Statement No. 03-15: Road Policy</i> .
2. GUIDELINES:	
2.1	County Council deems it appropriate to establish guidelines and standards to be used in maintaining various road category designations of County roadways and ensure the operation of a consistent road maintenance program.
2.2	Actual maintenance activities may vary due to changes in traffic patterns, weather patterns and other environmental influences.
2.3	The Public Works Manager shall maintain an inventory of all municipally-controlled roads.
2.4	The County roadway category system is classified in accordance with <i>Policy Statement No. 03-15: Road Policy</i> and further described as follows:
2.4.1	EXCEPTIONAL ROADS: Exceptional Roads serve large or oversize loads or heavy truck traffic, and often are related to the oil and gas service industry. Exceptional roads generally meet one or more of the following criteria: <ul style="list-style-type: none"> ■ High volume of heavy truck traffic. ■ Serve local commercial or industrial area. ■ Generally (but not always) in excess of 30-75 vehicles per day.
2.4.2	CATEGORY #1: PRIMARY ROADS Primary Roads are Main Collector Roads that are Paved, oiled and base stabilized roads. These roads serve as collectors of local traffic which funnel to the primary highways or to other major destinations and communities. A Primary Road will generally meet one or more of the following criteria: <ul style="list-style-type: none"> ■ Interconnects Provincial Highways, other collector roads, or communities. ■ Connects multi-lot rural residential areas, hamlets, or other populated areas to the Provincial Highway System or other Main or Minor Collector Roads. ■ Connects recreational sites to a Provincial Highway or equivalent Main or Minor Collector Roads. ■ Traffic Volumes generally (but not always) in excess of 50-75 vehicles per day.
2.4.3	CATEGORY #2: SECONDARY ROADS Secondary Roads are Minor Collector Roads that are high usage arterial and feeder gravel roads. These roads carry lower traffic

volumes, and have a surface width of slightly over 7 meters. A Secondary Road will generally meet one or more of the following criteria:

- Lower number a heavy vehicle traffic (usually local truck traffic only).
- May or may not be connected to other through roads.
- Traffic Volumes generally (but not always) less than 50-vehicles per day.

2.4.4 **CATEGORY #3: LOCAL ROADS**

Local Roads are moderate usage collector gravel roads with through traffic and serving several residents and farmland. These roads have occasional truck traffic, usually related to agricultural production. A Local Road will generally meet one or more of the following criteria:

- Lower volume of truck traffic.
- Traffic Volumes less than 30-vehicles per day.

2.4.5 **CATEGORY #4: ACCESS ROADS**

Access Roads are low usage gravel roads or dead end roads. These roads serve few residents and oilfield accesses are used or to access farm land adjacent to the road allowance. Access Roads will generally meet one or more of the following criteria:

- Field access only (but are not driveways into fields or other properties).
- May or may not have been improved by the County or others in the past.
- These roads are maintained periodically as conditions warrant.

3. PROCEDURES:

Smoky Lake County will endeavour to maintain roads to a reasonable state of repair and generally in accordance with the specifications contained in the attached **Schedule "A": Levels of Service for County Roadway System.**

General Maintenance:

Smoky Lake County General Maintenance Operations Program consists of the following areas:

1. **Cold Mix and Asphalt Surfaces.**
2. **Grading (Blading).**
3. **Gravelling.**
4. **Railway Crossing.**
5. **Brush Control.**
6. **Roadside Mowing.**
7. **Culvert Draining System.**
8. **Traffic Control Devices.**

3.1 **Cold Mix and Asphalt Surfaces:**

- 3.1.1 Crack sealing on cold mix and asphalt surfaces will be done on a yearly basis, or as otherwise deemed necessary by the Public Works Manager.
- 3.1.2 General patching will be undertaken on a yearly basis. The areas to be patched will be prioritized based on safety. Minor patching will be done as the budget allows.
- 3.1.3 Emergency patching will be undertaken on a case-by-case basis with an emphasis on preserving safety. A stockpile of patching material is to be kept available at all times.

3.2 **Grading (Blading):**

Summer:

- 3.2.1 Gravel surface maintenance is required to provide a reasonably smooth and safe roadway for the motoring public, taking into consideration weather and traffic conditions.

3.2.2 Regularly scheduled road inspections in accordance with *Policy Statement No. 14-A.01: Roadway Inspections* will be carried out to ensure that the required level of service is maintained, due to the changing traffic volumes or excessively wet conditions.

3.2.3 Roadway surfaces will be bladed to remove potholes, washboards and ruts. The roadway will be maintained to a uniform crown of 4-5% and all curves will be bladed to maintain the designed super elevation. The crown of the main roadway will be maintained through the intersection, while the crown on the intersecting roadway will be feathered back. The road surface will be kept free and clear of all large rocks that may appear after normal blading.

3.2.4 Abutments to bridge decks and railway crossings will be bladed to ensure that the bridge deck and railway crossing surface are kept clear of all excess material.

Winter:

3.2.5 Winter blading and snow removal shall be done in accordance with *Policy Statement No. 03-35: Snow Clearing*.

3.3 **Gravelling:**

3.3.1 Roadways will be inspected in the late fall of each year for the purpose of condition rating. A roadway will be considered for re-gravelling when it exhibits any of the following characteristics, in the opinion of the Public Works Manager:

- Excessive loss of surface gravel.
- Numerous bald or shiny spots.
- Clay balls on the shoulders of the road after blading.
- Excessive rutting.

3.3.2 Ultimately, the condition, width, traffic type, and traffic volume of the roadway will dictate the application rate of gravel. The suggested rate of gravel application for all road category designations is specified in *Schedule "A": Levels of Service for County Roadway System* and in accordance with *Policy Statement No. 03-15: Road Policy*.

3.3.3 Prior to re-gravelling operations, the roadway will be shaped to the best reasonable crown rate and width.

3.4 **Railway Crossing(s):**

3.4.1 Crossing maintenance is required to ensure a safe crossing for the motoring public and the railway traffic. All crossings maintenance activity will be carried out in close proximity to the crossing.

3.4.2 All crossings will be kept clear of debris, gravel, snow, and ice. Visibility will be maintained as well as a smooth surface entering and exiting the Railway Crossing.

3.5 **Brush Control:**

3.5.1 Brush which has become established in the road right-of-way by suckering or seed drop should be removed where necessary, in the opinion of the Public Works Manager, to:

- Improve sight distance at intersections and curves.
- Restore proper drainage in ditches.
- Reduce snow drifting problems.
- Allow for dissipation of dust clouds created by traffic on the gravel roads.

3.5.2 Brush control is best performed once the vegetation reaches 2 meters in height or before sight distance is reduced significantly.

3.5.3 Brush Control requirements will be reviewed and priorities created on an annual basis. A Brush Control list will be developed by the Public Works Manager early fall each year.

3.5.4 After brush control operations have been completed, all cuttings larger than 10 centimeters in diameter will be removed and properly disposed of. Mechanical brushing may produce debris small enough to leave in the right-of-way.

3.6 **Roadside Mowing:**

3.6.1 Roadside Mowing maintenance will be carried out in accordance with *Policy Statement No. 62-15: Vegetation Management Plan* and *Policy Statement No. M62-03: Mowing Program*.

3.6.2 The Public Works Manager and the Agricultural Fieldman will coordinate mowing, weed control, and brushing operations with regard to regular maintenance operations to ensure efficient delivery of all programs.

3.7 **Culvert Draining System:**

3.7.1 In order to maintain a roadway in a reasonable condition, water must be kept from saturating the sub-grade and also from eroding the roadway. Culvert installation provides relief of natural drainage channels and also prevents undue accumulations and retention of water on and adjacent to the roadway.

3.7.2 Through proper maintenance, the capacity of culverts can be reduced dramatically when damaged or blocked by silt, debris or ice.

3.7.3 Culverts that are prone to freezing will be inspected in the early Spring.

3.8 **Traffic Control Devices:**

3.8.1 A traffic control device means any sign, signal, marking, or device placed, marked or erected under the authority of the *Traffic Safety Act* for the purpose of regulating, warning or guiding traffic.

3.8.2 The County has the authority under both the *Municipal Government Act* and the *Traffic Safety Act* to erect traffic control devices (signs) at any location that is considered necessary for safely controlling and managing its transportation and traffic system, in accordance with *Policy Statement No. 03-22: Request for Traffic Control Device*.

3.8.3 All traffic signs shall be placed, marked, or erected in accordance with the "**Government of Alberta Transportation Manual**" latest revision thereof, distributed by Government of Alberta, latest revision thereof.

Schedule "A"							
LEVEL OF SERVICE FOR COUNTY ROADWAY SYSTEM							
Road Category	Grading		Gravelling	Brush Control	Roadside Mowing	Culvert Draining	Upgrading
	Summer	Winter					
Exceptional	Continuous rotations approximately every 10 day or as required.	Removal upon 4" – 6" of Snow fall.	187 tonnes/mile Annually	Maintain 20m– 30m Right-of-way.	Semi-annually	Maintain semi-annually: Spring and Fall Replaced as necessary	Shoulder Pulls or Re-construct as required.
Category #1: Primary	N/A Re-conditioning when necessary on Base-stabilized roads.	Snow removal and sanding as conditions warrant; minimum 2" of snow or icy conditions.	N/A	Maintain 20m– 30m Right-of-way.	3 times per year	Maintain semi-annually: Spring and Fall Replaced as necessary	N/A or Unless Council authorizes a specific Project.
Category #2: Secondary	Continuous rotations approximately every 10 days or as required.	Removal upon 4" – 6" of Snow fall.	187 tonnes/mile Every 2 years	Maintain 20m– 30m Right-of-way.	Semi-annually	Maintain semi-annually: Spring and Fall Replaced as necessary	Shoulder Pulls or Re-construct as required.
Category #3: Local	Continuous rotations approximately every 10 days or as required.	Removal upon 4" – 6" of Snow fall.	156 tonnes/mile Every 3 years	Maintain 20m– 25m Right-of-way.	Semi-annually	Maintain semi-annually: Spring and Fall Replaced as necessary	Shoulder Pulls or Re-construct as required.
Category #4: Access	Periodic: when deemed necessary.	Snow removal when required	125 tonnes/mile Every 4 years	Maintain 20m– 25m Right-of-way.	Annually	Maintain semi-annually: Spring and Fall Replaced as necessary	N/A or Unless Council authorizes a specific Project.

Carried.

Livestock Predation Workshop

290-13: Cherniwchan That Smoky Lake County Agricultural Service Board in conjunction with Thorhild County Agricultural Service Board host a Livestock Predation Workshop” on Wednesday, February 20, 2013 at the Smoky Lake National Hall from 1:00 p.m. to 3:00 p.m.

Carried.

Bylaw No. 1252-13: Control and Operation of County Parks

291-13: Bobocel That **Bylaw No. 1252-13:** authorize the Municipal Council of Smoky Lake County for the purpose of control and operation of County Parks, as amended, be given **FIRST READING.**

Carried.

Moved by Councillor Cherniwchan that **Bylaw No. 1252-13:** authorize the Municipal Council of Smoky Lake County for the purpose of control and operation of County Parks, as amended, be given **SECOND READING.**

Carried.

Moved by Councillor Danyluk that **Bylaw No. 1252-13:** authorize the Municipal Council of Smoky Lake County for the purpose of control and operation of County Parks, as amended, be given **PERMISSION** for **THIRD AND FINAL READING.**

Carried Unanimously.

Moved by Councillor Orichowski that **Bylaw No. 1252-13**: authorize the Municipal Council of Smoky Lake County for the purpose of control and operation of County Parks, as amended, 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.

Jeremy Smith, Planning and Development Assistant entered the Council Chamber, time 9:30 a.m.

Jane Dauphinee , Senior Planner, Municipal Planning Services entered the Council Chambers, time 9:40 a.m.

**Request For Proposal: County Lake –
Recreational Area Facility Supervision and Cleaning Services**

Site 1: Hanmore Lake: West End and East End and Island Lake

292-13: Cherniwchan That Smoky Lake County advertise the Request For Proposal: County Lake – Recreational Area Facility Supervision and Cleaning Services for a Two (2) year term: 2013 – 2014 for County Lake Site 1: Hanmore Lake: West End and East End and Island Lake; with a condition included that toiletry to be supplied by the contractor; and amend the Proposal/Bid Form to include for revenue cost-sharing options with the County.

Carried.

**Request For Proposal: County Lake –
Recreational Area Facility Supervision and Cleaning Services**

Site 2: Mons Lake and Kaduk Lake

293-13: Bobocel That Smoky Lake County advertise the Request For Proposal: County Lake – Recreational Area Facility Supervision and Cleaning Services for a Two (2) year term: 2013 – 2014 for County Lake Site 2: Mons Lake and Kaduk Lake; with a condition included that toiletry to be supplied by the contractor; and amend the Proposal/Bid Form to include for revenue cost-sharing options with the County.

Carried.

Jeremy Smith, Planning and Development Assistant; and Ed English, Peace Officer/Parks and Recreation Manager left the Council Chamber, time 10:20 a.m.

7. Delegation:

Associated Engineering Alberta Ltd.

Present before County Council at 10:30 a.m. to 10:55 a.m. was Gene Sobolewski, Project Manager, Associated Engineering Alberta Ltd. to update Council on **2013 Bridge Maintenance Tenders** for BF 8201: Twp 594, West of RR 141; BF 1603: RR 193, North of Hwy 28; and BF 74018: RR 170, North of Twp 584A.

294-13: Orichowski

That Smoky Lake County authorize Associated Engineering Alberta Ltd. to proceed with the **2013 Bridge Maintenance Tenders** for Bridge File #8201: Twp 594, West of RR 141; Bridge File #1603: RR 193, North of Hwy 28; and Bridge File: 74018: RR 170, North of Twp 584A.

Carried.

Ed English, Peace Officer/Parks and Recreation Manager entered the Council Chamber, time 10:55 a.m.

4. Request for Decision:

Bylaw No. 1249-12: Smoky Lake County Municipal Development Plan

295-13: Bobocel

That **Bylaw No. 1249-12: Smoky Lake County Municipal Development Plan** is hereby amended as a result of the Public Hearing on December 6, 2012, as follows:

Motion	Smoky Lake County – Re: BYLAW No. 1249-12:
A.	That Bylaw 1249-12: Municipal Development Plan is hereby amended as a result of the Public Hearing on December 6, 2012.
a.	Section 1 is revised to correct minor formatting, spelling and grammatical errors.
b.	Section 1.2 is revised by deleting and replacing the last sentence with: “The Plan was approved in the winter of 2012.
c.	Section 2 is revised to correct minor formatting, spelling and grammatical errors.
d.	Section 2.2.2 is revised by deleting and replacing the first paragraph in its entirety with: “The median age of the population of Smoky Lake County is 42.8, which is older than the median age of the population of Alberta as a whole, at 34.6.
e.	Footnote 6 is deleted in its entirety and replaced with: “Statistical data is based on the 2006 and 2011 Canada Census statistics. At time of document finalization, the 2011 Census data had not been released in its entirety.”
f.	Section 2.3.2 is revised by adding “mule and white-tailed deer” to the list of common mammal species identified in this section.
g.	Section 2.4.1 is revised by deleting Table 3 and replacing it with “Farms by Farm Type 2011”
h.	Section 2.4.3 is revised by deleting and replacing the second paragraph in its entirety with: “At present industrial uses within the County can be classified as rural industrial, light industrial or medium industrial, as defined in the Smoky Lake County Land Use Bylaw”.
i.	Section 2.4.3 is further revised by deleting and replacing the first sentence of the fifth paragraph in its entirety with: “Industrial uses include both light and medium industrial developments as defined in the Smoky Lake County Land Use Bylaw”.
j.	Section 2.4.6 is revised by deleting and replacing the word “Tar” from the last sentence of the third paragraph with “Oil”.
k.	Table 7 in Section 2.5.1 is revised by adding additional information regarding water servicing in the Hamlet of Edwand, and by re-ordering the list of municipalities and hamlets.
l.	Table 7 in Section 2.5.2 is revised by adding additional information regarding sanitary sewer servicing in the Hamlet of Edwand, and by re-ordering the list of municipalities and hamlets.
m.	Table 9 in Section 2.5.3 is revised by adding additional information regarding waste management facilities in the Hamlet of Edwand, and by re-ordering the list of municipalities and hamlets.
n.	Section 3 is revised to correct minor formatting, spelling and grammatical errors.
o.	Policy 3.1.1.2 is deleted in its entirety and replaced with “The County will consider the Heritage Management Plan when making land use and development decisions”.

- p. Policy 3.2.1.3 is revised by deleting “are required”.
- q. Policy 3.2.1.8 is deleted in its entirety.
- r. Policy 3.2.2.10 is deleted in its entirety and replaced with “Unless unique site requirements determine otherwise, development proposals should conform to the Alberta Sustainable Resource Development Environmental Reserve Guidelines so far as they pertain to setback requirements from valley breaks, ravines and watercourses. (See Appendix A)”.
- s. Policy 3.3.1.9 is revised by deleting “shall be required”.
- t. Policy 3.3.1.13 is revised by deleting and replacing “Environmental Protection and Enhancement Act, RSA 2000” with “*Alberta Land Stewardship Act*”.
- u. Policy 3.3.1.14 is deleted in its entirety and replaced with “A Conservation Easement may be considered to preserve significant areas that do not qualify as Environmental Reserve under the Municipal Government Act, such as natural features, scenic values, and agricultural land. The use and control of these features and areas shall be clearly stated in the easement agreement”.
- v. Policy 3.4.1.2 is reviewed by deleting and replacing “Alberta Environment Land and Forest Service or” with “the appropriate provincial department and/or”.
- w. Policy 3.5.3.2 is revised by deleting and replacing (d) in its entirety with: “the design shall protect, maintain and re-establish, where appropriate, tree cover and maximize the quality of the natural features”.
- x. Policy 3.6.3.1 is deleted in its entirety and replaced with “The County will promote bed and breakfasts and guests ranches by creating separate use categories in the Land Use Bylaw to allow such uses, on a discretionary basis, in the Agricultural District”.
- y. Section 3.8 is revised by deleting and replacing “transportation and municipal servicing” from the second paragraph with “resource extraction”.
- z. Section 4 is revised to correct minor formatting, spelling and grammatical errors.
- aa. Policy 4.1.2.3(d)(iv) is revised by deleting and replacing the reference to “(iv)” with “(d)”.
- bb. Policy 4.1.2.3(f) is deleted in its entirety and replaced with “if the parcel is to be used for an intensive agricultural operation or a home-based value added agricultural industry¹³, the County may require a business plan and/or a financial plan, supporting the use and size of the parcel”.
- cc. Footnote 13 is deleted in its entirety and replaced with “value added agricultural industry in this context means: an industry which economically adds value to a product by changing its physical state, or the manner in which the commodity is produced and segregated, and by which the producer derives a greater portion of the revenue from the product.”
- dd. Policy 4.1.2.4 is deleted in its entirety.
- ee. Section 4.3 is revised by deleting and replacing “the following Section” in the first paragraph with “**Section 3.8**”.
- ff. Policy 4.4.2.2 is revised by inserting the appropriate policy numbering, and further by deleting and replacing “resultant” with “necessary”.
- gg. Policy 5.1.1.3 is deleted in its entirety and replaced with “If a HIA is required, the developer shall be required to prepare a HIA for review by the Province and County.
- hh. Policy 5.1.1.5 is deleted in its entirety and replaced with “The County will not support development proposals in locations within the Victoria Overlay that are known to possess unique historical and/or scientific or environmental features that would be negatively impacted or destroyed by the proposed development.”
- ii. Section 5.3 is revised by inserting “and/or” between “unfeasible”, where” in the first sentence of the first paragraph.
- jj. Section 6, 7.2, 9.1 are revised to correct minor formatting errors.

Carried.

Bylaw No. 1249-12: Smoky Lake County Municipal Development Plan

296-13: Orichowski

That **Bylaw No. 1249-12:** authorize the Municipal Council of Smoky Lake County to adopt the Municipal Development Plan, as amended, be given **SECOND READING**.

Carried.

Bylaw No. 1249-12: Smoky Lake County Municipal Development Plan

297-13: Danyluk

That **Bylaw No. 1249-12:** authorize the Municipal Council of Smoky Lake County to adopt the Municipal Development Plan, as amended, be given **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.

Bylaw No. 1250-12: Smoky Lake County Land Use Bylaw

298-13: Danyluk

That **Bylaw No. 1250-12: Smoky Lake County Land Use Bylaw** is hereby amended as a result of the Public Hearing on December 6, 2012, as follows:

Motion	Smoky Lake County – Re: BYLAW No. 1250-12:
A.	That Bylaw 1250-12: Land Use Bylaw is hereby amended as a result of the Public Hearing on December 6, 2012.
a.	The Table of Contents is revised to correct formatting and numbering errors.
b.	Section 1 is revised to correct minor formatting, spelling and grammatical errors.
c.	Definition 66 “Development” is revised to delete the last sentence from subsection B.
d.	Definition 117 “Heavy Equipment” is deleted in its entirety, and all subsequent definitions are renumbered accordingly.
e.	Definition 226 “Solar energy conversion system” is deleted in its entirety and replaced with: “Solar energy conversion system” means a system comprising or solar panels and associated control or conversion electronics, which is intended to provide electrical power for use on-site (either behind the meter or off-grid) and which may or may not be intended or used to produce power for resale.”
f.	Section 2 is revised to correct minor formatting, spelling and grammatical errors.
g.	Subsection 2.4.2(C) is revised by deleting “or building site certificate”.
h.	Subsection 2.5.1 (O) is revised by deleting the second “and”.
i.	Subsection 2.7.1 (T) is deleted in its entirety, and all subsequent subsections are renumbered accordingly.
j.	Section 3 is revised to correct minor formatting, spelling and grammatical errors.
k.	Section 4 is revised to correct minor formatting, spelling and grammatical errors.
l.	Section 5 is revised to correct minor formatting, spelling and grammatical errors.
m.	Section 6 is revised to correct minor formatting, spelling and grammatical errors.
n.	Subsection 6.1.3 is revised by deleting “an Agricultural District” and replacing it with: “the Agriculture (AG) and Victoria Agriculture (A1) Districts”.
o.	Subsection 6.1.4 is revised by deleting “Agriculture (AG) District” and replacing it with: “the Agriculture (AG) and Victoria Agriculture (A1) District”.
p.	Subsection 6.1.10 is revised by deleting “agriculture district” and replacing it with: “Agriculture (AG) and Victoria Agriculture (A1) Districts”.
q.	Subsection 6.1.14(A) is revised by adding “or” following “guest house”.
r.	Subsection 6.8.3 is revised by deleting the reference to “ Figure 21 ” and replacing it with the appropriate reference, to “ Figure 22 ”.
s.	Subsection 6.9.2(E) is corrected and renumbered as subsection 6.9.3.
t.	Subsection 6.11.3 is revised by deleting “There shall be provided” and replacing it with “The developer shall provide”.
u.	Subsection 6.12.3(A) is revised by deleting the reference to “Section (2)(E)” and replacing it with the appropriate reference, to “ Section 7.23 ”.

- v. Subsection 6.17.1 is deleted in its entirety, and all subsequent subsections are renumbered accordingly.
- w. Section 7 is revised to correct minor formatting, spelling and grammatical errors.
- x. Subsection 7.13.6 is revised by deleting “Agricultural District” and replacing it with “Agriculture (AG) and Victoria Agriculture (A1) Districts”.
- y. Subsection 7.25.2 is revised by deleting it in its entirety and replacing it with the following: “No person shall place on a parcel of land within the Highway Commercial (C1) District, Victoria Commercial (C2) District or Hamlet Commercial (C3) District a building formerly erected or placed on a different parcel, including portable pre-fabricated buildings without an approved development permit”.
- z. Subsection 7.30.2(A) is revised by deleting “fire hall, public or private school, playground, library, church, hospital, children’s or old people’s home or other similar”.
- aa. Subsection 7.40.6 is revised by adding: “, determined at the sole discretion of the Development Authority.”
- bb. Section 8 is revised to correct minor formatting, spelling and grammatical errors.
- cc. The minimum parcel size for residential uses in the Agriculture (AG) District, listed in Subsection 8.3.4(B), is revised by deleting “1.0 ac (0.4 ha)” and replacing it with “0.8 ha (2.0 ac)”.
- dd. The minimum parcel size for residential uses in the Victoria Agriculture (A1) District, listed in Subsection 8.3.4(B), is revised by deleting “1.0 ac (0.4 ha)” and replacing it with “0.8 ha (2.0 ac)”.
- ee. The Minimum Floor Area regulations listed in Subsection 8.4.5(A) are revised by deleting the table in its entirety, and replacing it with:

	Minimum Ground Floor Area
Within 304.8 m (1000 ft.) of a lake	55.74 sq. m (600 sq. ft.)
All other parcels – for single detached dwellings	69.7 sq. m (750.0 sq. ft.)
All other parcels – for manufactured and modular home units	65.0 sq. m (700.0 sq. ft.)

- ff. The Minimum Floor Area regulations listed in Subsection 8.5.5(A) are revised by deleting the table in its entirety, and replacing it with:

	Minimum Ground Floor Area
Within 304.8 m (1000 ft.) of a lake	55.74 sq. m (600 sq. ft.)
All other parcels – for single detached dwellings	69.7 sq. m (750.0 sq. ft.)
All other parcels – for manufactured and modular home units	65.0 sq. m (700.0 sq. ft.)

- gg. Subsection 8.6.4(A)(iv) is revised by adding “trail is not negatively impacted” to the end of the sentence.
- hh. The Minimum Floor Area regulations listed in Subsection 8.6.5(A) are revised by deleting the table in its entirety, and replacing it with:

	Minimum Ground Floor Area
Within 304.8 m (1000 ft.) of a lake	55.74 sq. m (600 sq. ft.)
All other parcels – for single detached dwellings	69.7 sq. m (750.0 sq. ft.)
All other parcels – for manufactured and modular home units	65.0 sq. m (700.0 sq. ft.)

- ii. The Minimum Floor Area regulations listed in Subsection 8.7.5(A) are revised by deleting the table in its entirety, and replacing it with:

	Minimum Ground Floor Area
Single Detached Residential	69.7 sq. m (750.0 sq. ft.)
Duplexes (side-by-side and vertical)	55.7 sq. m (600 sq. ft.) for each dwelling unit
Manufactured Home	55.7 sq. m (600 sq. ft.)
Modular Home	65.0 sq. m (700.0 sq. ft.)
All other residential uses	As required by the Development Authority.

- jj. Subsection 8.10.3(Q) is deleted in its entirety, and all subsequent discretionary uses are renumbered accordingly.

- | | |
|-----|---|
| kk. | Subsection 8.10.4(A) is revised by deleting “Where shopping centres or groups of shops are to be built on the site, requirements shall be determined by the Development Authority Officer who shall deal with the overall scheme, taking into account buildings, access, parking and specific commercial uses” and replacing it with: “Where shopping centres or groups of shops are to be built on a site, developers shall provide a Development Concept Plan identifying the proposed parcel boundaries, location(s) of building(s), access, parking and specific commercial uses, and any other required by the Development Authority, to the satisfaction of the Development Authority.” |
| ll. | Subsection 8.12.5(D) is revised by adding: “The Development Authority may require landscaping, to their satisfaction, in the form of fences, berms, vegetation, or any other material at their sole discretion that they deem reasonable, between any development in this District and any adjacent development.” |
| mm. | Section 9 is revised to correct minor formatting, spelling and grammatical errors. |
| nn. | Subsection 9.1(4)(i) is revised by deleting the word “shall” in the first sentence and replacing it with “may”. |
| oo. | Subsection 9.2(4)(i)(a) is revised by deleting the word “shall” in the first sentence and replacing it with “may”. |
| pp. | Subsection 9.2(4)(i)(a) is further revised by deleting the third paragraph and replacing it with the following: “If a HRIA is required, a development permit will not be approved until the Development Authority receives comments from Alberta Culture and Community Spirit indicating that, in their opinion, an activity will or will likely result in the alternation, damage or destruction of an historic resource”. |

Carried.

Bylaw No. 1250-12: Smoky Lake County Land Use Bylaw

299-13: Bobocel

That **Bylaw No. 1250-12:** authorize the Municipal Council of Smoky Lake County to adopt the Land Use Bylaw, as amended, be given **SECOND READING.**

Carried.

Bylaw No. 1250-12: Smoky Lake County Land Use Bylaw

300-13: Cherniwchan

That **Bylaw No. 1250-12:** authorize the Municipal Council of Smoky Lake County to adopt the Land Use Bylaw, as amended, be given **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.

Ed English, Peace Officer/Parks and Recreation Manager left the Council Chamber, time 11:00 a.m.

Bylaw No. 1253-13: Fire Protection Services: Joint Operation Agreement with the Village of Vilna

301-13: Danyluk

That **Bylaw No. 1253-13:** authorize the Municipal Council of Smoky Lake County to enter into a **Joint Operation Agreement** for the provision of **Fire Protection Services** with the Village of Vilna, be given **FIRST READING.**

Carried.

Moved by Councillor Orichowski that **Bylaw No. 1253-13**: authorize the Municipal Council of Smoky Lake County to enter into a **Joint Operation Agreement** for the provision of **Fire Protection Services** with the Village of Vilna, be given **SECOND READING**.

Carried.

Moved by Councillor Cherniwchan that **Bylaw No. 1253-13**: authorize the Municipal Council of Smoky Lake County to enter into a **Joint Operation Agreement** for the provision of **Fire Protection Services** with the Village of Vilna, be given **PERMISSION FOR THIRD AND FINAL READING**.


Carried Unanimously.

Moved by Councillor Bobocel that **Bylaw No. 1253-13**: authorize the Municipal Council of Smoky Lake County to enter into a **Joint Operation Agreement** for the provision of **Fire Protection Services** with the Village of Vilna, 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.

Policy Statement No. 61-03-02: Application for Development Permit

302-13: Orichowski That **Policy Statement No. 61-03-02** entitled "Application for Development Permit", be amended:

Purpose:	To outline the procedures and requirements for applying for a Development Permit in Smoky Lake County.
Policy Statement and Guidelines:	
1.0 STATEMENT	
1.1	Development Permits are issued by Smoky Lake County, pursuant to Land Use Bylaw, as amended. If site work has already begun, then you are advised that <u>no further work on the development is to occur until a permit is issued</u> . Any access to, site servicing of, or construction started on the property prior to the issuance of a development permit, and completion of the expiry of the appeal period, is at the Applicant's risk and is subject to a fine under the Land Use Bylaw.
2.0 PROCEDURES	
2.1	Application Forms are available from the County Office and from the County website at www.smokylakecounty.ab.ca.
2.2	A Development Permit Application must be completed and submitted to the County Office, accompanied with a fee as set out in the "Schedule A – Development Permit Application Package".
2.3	All applications must be in issued in accordance with the Land Use Bylaw.
	
SCHEDULE "A" DEVELOPMENT PERMIT APPLICATION PACKAGE	
DEVELOPMENT PERMIT INSTRUCTIONS It is important to read and understand the following instructions prior to completing this application form.	

- 1) Every application for a development permit shall be submitted in complete form, accompanied by the appropriate fees set forth pursuant to Land Use Bylaw 1249-12, as amended. If site work has already begun, then you are advised that no further work on the development is to occur until a permit is issued. Any access to, site servicing of, or construction started on the property prior to the issuance of a development permit, and completion of the expiry of the appeal period, is at the Applicant's risk and is subject to a fine under the Land Use Bylaw.
- 2) The Development Authority requires an applicant to include the following support information when submitting an application for a development permit in accordance with Section 2.0: Development Permit, Rules, and Procedures of the Land Use Bylaw 1249-12 and amendments thereto. Please follow sample site plan provided in this package.
- 3) Failure to complete this form and to supply the required supporting information, may result in delays in the processing of the application. If more information or other reports are required to be submitted, you will be notified in writing of same. Application is not deemed accepted and complete until all information is received.
- 4) A permit issued in accordance with the notice of decision is valid for a period of twelve (12) months from the date of issued. If at the expiry of this period, the development has not been commenced or carried out with reasonable diligence, or at any time the development has been discontinued for a period of six (6) months, the permit shall be null and void.
- 5) A permit granted under the provisions of the Bylaw does not become effective until fourteen (14) days or a longer period at the discretion of the Development Authority after the date of issue of the notice of decision, in accordance with the appeal process outlined in items 6, 7, 8 and 9 below.
- 6) If an application is refused, the applicant may exercise the right of appeal. Written notice of appeal must be submitted to the Secretary of the Subdivision and Development Appeal Board (SDAB) of Smoky Lake County within fourteen (14) days after the notice of the decision is given. The Subdivision and Development Appeal Board will then give reasonable notice of the appeal hearing to the appellant and those, who in the opinion of the Subdivision and Development Appeal Board, may be affected.
- 7) Where an appeal is made within the fourteen (14) day period, outlined in item 5 above, by a person claiming to be affected by the approval or refusal of an application for development, a development permit which has been granted shall not come into effect until the appeal has been determined and the permit confirmed, modified or nullified by the Subdivision and Development Appeal Board (SDAB).
- 8) An application for a development permit shall, at the option of the applicant, be deemed to be refused when a decision is not made by a Development Authority within forty (40) days after the receipt of the application in its complete and final form by a Development Authority, and the person claiming to be affected may appeal in writing as though they had received refusal at the end of the period specified in this item.
- 9) A decision of the Subdivision and Development Appeal Board is final and binding on all parties, and all persons subject to the provisions of the Municipal Government Act, as amended.
- 10) All information and design criteria as it relates to the application for Development Permit shall be in conformance with the provisions of the Land Use Bylaw 1249-12 and amendments thereto.

- 11) You are advised to accurately locate any oil, gas, power and telephone lines on your property prior to undertaking any excavation work by contacting Alberta One-Call at 1-800-242-3447.
- 12) If you have any questions regards this application package, please contact Smoky Lake County Planning and Development Department at 1-888-656-3730 or 780-656-3730 or alternatively, you may arrange a pre-application meeting to discuss same.

A DEVELOPMENT PERMIT IS REQUIRED FOR:

- A. The carrying out of any construction or excavation, or other operations, in, on, over or under land;
- B. The making of any change in the use or the intensity of use of any land, buildings or premises, and, without restricting the generality of the foregoing, includes the removal and/or placement of topsoil.
- C. In a building or on a parcel used for dwelling purposes, any increase in the number of families occupying and living in the building or on the parcel; and any alteration or additions which provide for an increase in the number of dwelling units within the building or on the parcel;
- D. The placing of refuse or waste material on any land;
- E. An excavation or stockpile and the creation of either of them;
- F. A building or an addition to or replacement or repair of a building and the construction or placing of any of them in, on, over or under land;
- G. The resumption of the use for which land or buildings had previously been utilized;
- H. The use of the land for the storage or repair of motor vehicles or other machinery or equipment;
- I. The continued use of land or of a building for any purpose for which it is being used unlawfully when this Bylaw comes into effect;
- J. The more frequent or intensive use of land for the parking of trailers, bunkhouses, portable dwellings, skid shacks or any other type of portable building whatsoever whether or not the same has been placed or affixed to the land in any way;
- K. The placement of an already constructed or a partially constructed building on a parcel of land; and
- L. The erection of signs.

HOW LONG DOES IT TAKE TO GET A DEVELOPMENT PERMIT?

It is important to plan ahead and submit your application well in advance of starting the development. According to the Municipal Government Act, a Development Authority has 40 days in which to make a decision on a completed development permit application. The 40 days begins after all of the necessary information has been provided.

If a proposed development falls into the Permitted Use classification, a Development Permit can typically be issued within the 40 day time limit. Although, if your proposed development falls into the Discretionary Use classification according to the Land Use Bylaw, approximately 2-4 months may be required to obtain a Development Permit (including the appeal period).

WHY DO I NEED A DEVELOPMENT PERMIT?

A development permit ensures that the proposed use of the land does not conflict with surrounding uses. The development permit can ensure that the development is set back the appropriate distances from property lines. Setbacks are also required to ensure that the development is located in a safe place so that it isn't too close to a road, steep slope, water body, oil and gas facilities, etc.

Internal Use Only

Our File Number: _____ Your File Number: _____ Roll Number: _____

Applicant Information

Applicant/Agent: _____ Phone: _____
Address: _____ Cell Phone: _____
City/Prov. _____ Postal Code: _____ Fax: _____
Email address: _____ Signature: _____

Applicant/Agent Authorization: I am the applicant/agent authorized to act on behalf of the registered owner and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application.

Registered Landowner Information

Owner same as applicant

Registered Owner: _____ Phone: _____
Address: _____ Fax: _____
City/Prov. _____ Postal Code: _____ Signature: _____

Right of Entry

Pursuant to Section 542 of the Municipal Government Act, I hereby do _____ or do not _____ grant consent for a designated officer of Smoky Lake County to enter upon the land as described above, for a site inspection.

Print Name: _____ Signature: _____

Section A - Property Information

Legal: Lot __ Block __ Plan ____ and Part of __ ¼ Sec __ Twp__ Rge __ W4M

Subdivision Name (if applicable) or Area of Development _____

Rural Address/Street Address _____ Parcel Size _____

Number of existing dwellings on property (please describe)

Has any previous application been filed in connection with this property?

Yes No

If yes, please describe the details of the application and file number:

Is the subject property near a steep slope (exceeding 15%)? Yes No

Is the subject property near or bounded by a body of water? Yes No

Is the subject property within 800m of a provincial highway? Yes No

Is the subject property near a Confined Feeding Operation?

Yes No Distance: _____

Is the subject property within 1.5km of a sour gas facility?

Yes No Distance: _____

Is the subject property within 1.5km of a sewage treatment plant/lagoon?

Yes No

Is the subject property immediately adjacent to the County boundary?

Yes No

If yes, the adjoining municipality is: _____

Section B – Proposed Development Information

Permitted Use Discretionary Use

Estimated Cost of Project \$ _____

Estimated Commencement Date _____

Estimated Completion Date _____

Dwelling: Floor Area ____sq. ft. % of Lot Occupied __ Height of Dwelling __metres

Accessory Building:

Floor Area ____sq. ft. % of Lot Occupied __ Height of Dwelling __metres

Parking: No. of Off-Street Parking _____

Existing Land Use District or Zoning of Property: _____

Description of Work: _____

SEPARATE REPORTS TO ATTACH:

Parking Plan	Biophysical Assessment	Master Sign Plan	Site Plan
Stormwater Management Plan	Hydrogeological Report	Landscaping Plan (Garner Lake ASP)	Industrial Development (Section 2.5/7.10 of LUB)
Geotechnical Report	Environmental Site Assessment Phase I or Phase II or Phase III	Wind/Energy Conversion System (Section 2.9/7.36-7.38 of LUB)	Commercial/Recreation Development (Section 2.6/7.2/7.4/7.20-7.24 of LUB)
Natural Resource Extraction (Section 2.7/7.16 of LUB.)	Reclamation Plan	Excavation & Stripping Development (Section 2.8 of LUB)	Historical Resource Impact Assessment (HRIA) (Section 2.4/9.2 of LUB)
Real Property Report	Cumulative Effects Assessment	Applicable Provincial /Federal Authorization	Copy of ERCB Abandoned Well Viewer Map (*required for all applications)

Section C – Abandoned Wells

Effective November 1, 2012, the Subdivision and Development Regulation requires that an applicant for a development permit (for buildings larger than 47m²/505 sq. ft.) provide information about abandoned oil and gas wells on the subject property. Before an application for development can be considered complete, applicants MUST provide this information. The following outlines the process for determining what information is required with your development application. Applicants are required to verify the ERCB Abandoned Well Viewer online at: mapview.ercb.ca/spatialdatabrowser/default.aspx?config=AbandonedWells.xml to determine if abandoned wells are located on the subject property.

If an abandoned well is found, then the Applicant MUST contact and provide Smoky Lake County with all Licensees identified by the ERCB as affecting their property to confirm the following:

1. a sketch showing the location and setback distance required by the Licensee from each abandoned well;
2. the map from the ERCB Viewer of the subject property;
3. a list of all abandoned wells, including the surface coordinates;
4. **any additional information from Licensee(s) that led to a change in the setback.**

If an abandoned well is not found, then the Applicant must sign in the space provided below confirming that there are no abandoned wells located on the property. The Applicant MUST attach the map from ERCB Viewer of the property.

Applicant Print Name Applicant Signature Date

Section D – Preferred Method of Communication

When a decision has been made on your file, do you wish for us to:

call you for pick up mail the decision

**If a decision has not been picked up within 5 (five) working days, the decision will be automatically mailed to applicant.

Should the Planning and Development Department have any questions or require clarification regarding your application, how do you to be contacted:

phone mail fax e-mail

OFFICE USE ONLY

Type of Payment:

DEBIT CASH CHEQUE

Fee \$ _____

Receipt # _____

Receipt Date _____

Date Received _____

*and deemed complete by
 Development Authority.

Entered into e-SITE

Authorization:

Issuing Officer's Name _____

Issuing Officer's Signature _____

Date of Approval _____

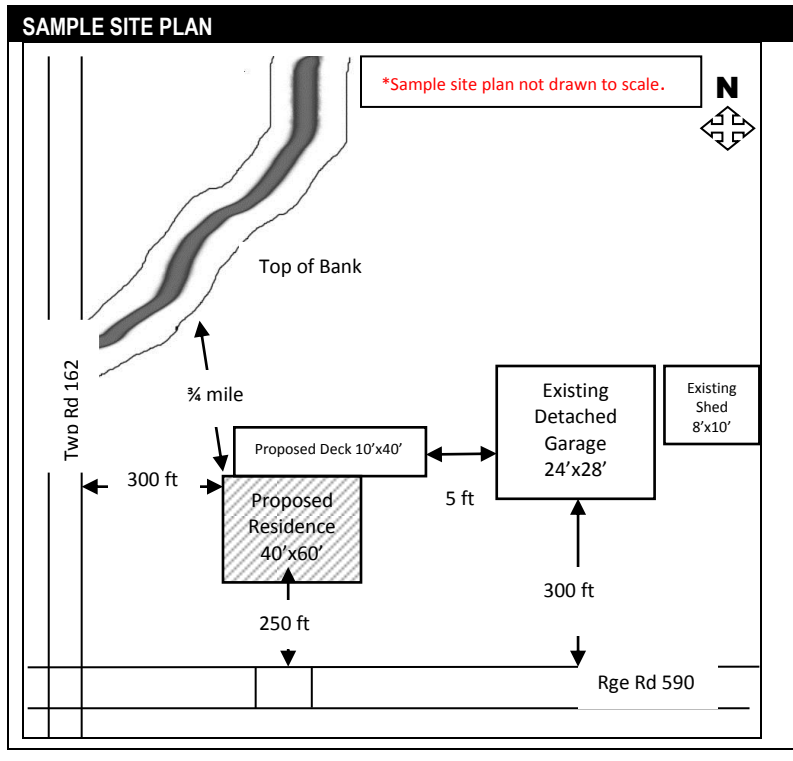
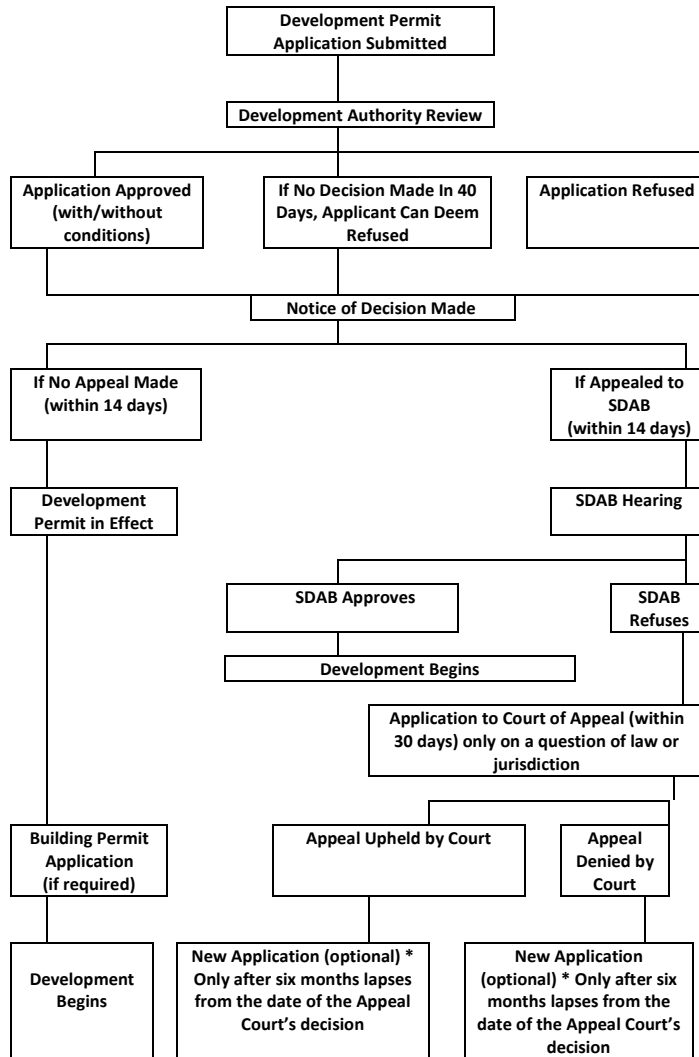
Date Issued _____

Comments and/or Variances _____

The personal information provided is being collected under the authority of the Municipal Government Act and will be used for the purposes under that Act. Information that you provide may be made public, subject to the provisions of the Freedom of Information and Protection of Privacy Act. Any questions regarding the collection, use or disposal of this information should be directed to Smoky Lake County at 780-656-3730.

Our File Number: _____	Roll Number: _____
DEVELOPMENT PERMIT SITE PLAN	
DATE: _____	SIGNATURE OF APPLICANT: _____
DATE: _____	SIGNATURE OF APPLICANT: _____

DEVELOPMENT PERMIT PROCESS



INCLUDE THE FOLLOWING INFORMATION IN YOUR SITE PLAN:		
<ul style="list-style-type: none"> ✓ Location of existing buildings. ✓ Location of proposed buildings. ✓ Existing and proposed accesses on property. ✓ Location of any abandoned wells 	<ul style="list-style-type: none"> ✓ Front, Side and Rear Yard setbacks from <u>property lines</u> in meters/feet. ✓ Location of any water bodies on subject property. ✓ Location of driveway. ✓ All developed/ undeveloped road allowances. 	<ul style="list-style-type: none"> ✓ Indicate the North direction. ✓ Location of all right-of-way and easements within or abutting the subject property.

Carried.

Aline Brousseau, Planning and Development Manager left the Council Chambers, time 11:15 a.m.

Jane Dauphinee , Senior Planner, Municipal Planning Services left the Council Chambers, time 11:15 a.m.

5. Issues for Information:

Chief Administrative Officer’s Report

The Chief Administrative Officer gave an updated report to Council for the period of December 6, 2012 to January 30, 2013.

Legislative / Governance:

- The Village of Waskatenau has indicated that they wish to postpone meeting with County Council regarding annexation until their by-election which will be held on March 18, 2013.
- Council needs to review and complete the survey regarding proposed changes to the Local Road Bridge Program.
- Received correspondence appealing taxes on Roll #30190201. The resident cites that the property is owned by a non-profit organization. According to 347(1) of the MGA, Council may cancel or reduce tax arrears or all or part of a tax or defer collection of a tax. Further, Council may, by Bylaw, exempt a property held by a non-profit organization from taxation if it deemed in the public interest to do so. The property is not currently being used for a public good purpose as is proposed by the resident.
- AAMDC has requested a meeting with Council in June. Their only stipulation is that the 3rd Thursday of the month does not work for them.
- Received a request from opposition researcher for information regarding ambulance service data.
- We have provided copies of all policies and templates in regards to our Peace Officer Program to Lamont County. Lamont County is in the process of developing their own Peace Officer Program and their research has found our material to be of superior quality for use in developing their program.
- We require dates for an MPC meeting as well as a Policy Committee meeting to deal with a specific Land Use Bylaw Amendment to be developed and implemented prior to summer.

Administration:

- Received email from 8760 Energy regarding the Joint Aggregated Energy Program with AAMDC. Sent an email to Brian Digby on January 30 inviting them to be a delegation to the February Council meeting.
- Have received several requests from the Municipal Information Network for Membership Annual Cost is \$475.00. I question the direct benefit from an Administrative perspective (despite the free job postings they offer), but they do provide unlimited access for Councillors and staff to their daily newsletter and events postings.

Financial:

- The Smoky Lake County Regional Heritage Board has submitted their 2012 expenses. The amounts are well within the 2012 budgeted amounts and the claims are being processed for payment this week.

Human Resources:

- No report.

Community:

- Smoky Lake Chamber of Commerce donated a bench (now outside County Office) in memory of George Rife, one of the founders of the Chamber.
- Provided \$500.00 as per policy to the H.A. Kostash Archery team for their attendance at the NASP World Championship tournament in St. Louis Missouri in June. Also provided a Canadian and County Flag for them to take to the tournament.
- Received a request from Warspite Community Hall Society for financial assistance for repairs to their broken heating system.

Financial Update:

As annexed to the minutes:

- ↳ Financial Statement for the Month: November 2012 and December 2012.

Action List(s):

↳ **Action List(s):**

- County **Council Meeting:** December 6, 2012.
- County Council **Budget Meeting:** December 20, 2012.

2012 Property Taxes: Roll Number 30190201

303-13: Danyluk That Smoky Lake County deny the request to cancel the 2012 Property Taxes for Tax Roll Account Number 30190201 and take no action on the request to exempt the Property Tax for Tax Roll Account Number from Taxation.

Carried.

AAMDC~ Alberta Association of Municipal Districts and Counties

Member Visit

304-13: Bobocel That Smoky Lake County invite AAMDC ~ Alberta Association of Municipal Districts and Counties for a “Member Visit”, as part of a three-year rotation, to the scheduled County Council Meeting on June 26, 2013; as per email received from Susan Valentine, Executive Administrative Coordinator, AAMDC ~ Alberta Association of Municipal Districts and Counties, dated January 28, 2013.

Carried.

Wildrose Official Opposition

305-13: Cherniwchan That Smoky Lake County provide information in regards to Emergency Medical Service: Ambulance - EMS from April 1, 2008 to January 28, 2013 to James Johnson, Assistant Director of Policy and Research, Wildrose Official Opposition; as per email received dated January 28, 2013.

Carried.

Policy Committee Meeting

306-13: Orichowski That Smoky Lake County scheduled a **Policy Committee Meeting** for Tuesday, **February 5, 2013** at 1:00 p.m. to be held at the County Council Chambers.

Carried.

Municipal Planning Commission Meeting

307-13: Orichowski That Smoky Lake County scheduled a **Municipal Planning Commission Meeting** for Tuesday, **February 12, 2013** at 10:00 a.m. to be held at the County Council Chambers.

Carried.

County Council Meeting(s)

308-13: Danyluk That the next **County Council Meeting(s)** be scheduled for Thursday, **February 21, 2013**; Thursday, **March 28, 2013**; Thursday, **April 25, 2013**; Thursday, **May 23, 2013**; Wednesday, **June 26, 2013**; Thursday, **August 22, 2013**; Thursday, **September 26, 2013**; and for Thursday, **October 24, 2013**; at 9:00 a.m. to be held at the County Council Chambers.

Carried.

County Council Departmental Operations Meeting

309-13: Danyluk That the next **County Council Departmental Operations Meeting** be scheduled for Wednesday, **July 3, 2013** at 1:00 p.m. to be held at the County Council Chambers.

Carried.

8760 Energy – Joint Aggregated Energy Program

310-13: Bobocel That Smoky Lake County invite Brian Digby, Sales Executive for 8760 Energy to the scheduled County Council Meeting on February 21, 2013 to provide a half-hour presentation on the Aggregated Energy Program (electricity and natural gas); as per email received dated January 29, 2013.

Carried.

Municipal Information Network

311-13: Bobocel That Smoky Lake County take no action on the Municipal Information Network Membership of an annual fee in the amount of \$475.00; as per email received from Rita Szathmary, Account Executive, Municipal Information Network, dated January 28, 2013.

Carried.

Smoky Lake Regional Heritage Board: 2012 Expenses

312-13: Cherniwchan That Smoky Lake County reimburse the Smoky Lake Regional Heritage Board the amount of **\$1,500.62** for the Board Members 2012 expenses, as per Bylaw 1236-11.

Carried.

Smoky Lake & District Chamber of Commerce

313-13: Cholak That Smoky Lake County write a letter to the Smoky Lake & District Chamber of Commerce extending a “Thank You” in appreciation for the donation of the Park Bench to the County in memory of George Rife, as one of the founders of the Smoky Lake & District Chamber of Commerce.

Carried.

Warspite Community Hall

314-13: Cherniwchan That Smoky Lake County provide financial assistance to the Warspite Community Hall and donate the amount of **\$800.00** toward the emergency repairs of the heating system; and allot funding from the Budget “Grants to Organizations and Individuals”.

Carried.

7. Delegation(s):

ATB Financial Farm Family Award

Presentation

Recipients: Curtis and Sharon Boychuk not in attendance for the Plaque Presentation for the ATB Financial Farm Family Award.

9. Public Question and Answer Period:

11:48 a.m.

No Questions.

Meeting Recessed

Meeting recessed for Lunch, time 11:50 a.m.

Meeting Reconvene

The meeting reconvened on a call to order by Reeve Dareld Cholak at 12:45 p.m. in the presence of all Council members, and the Chief Administrative Officer, Assistant Chief Administrative Officer/Recording Secretary and the Finance Manager.

5. Issues for Information:

Chief Administrative Officer’s Report: *Continued*

Local Road Bridge Program: Survey

315-13: Danyluk

That Smoky Lake County submit to the AAMDC ~ Alberta Association of Municipal Districts and Counties, Review Committee the “**Local Road Bridge Program**” survey as follows:

<p>1. Please indicate your municipality. <u>Smoky Lake County.</u></p> <p>2. Your Name. This ensures that AAMDC can contact the individual in case of any questions related to responses in this survey. <u>Cory Ollikka, Chief Administrative Officer</u></p> <p>3. This response is intended as input from which of the following? <input checked="" type="checkbox"/> An Administrator <input checked="" type="checkbox"/> Council as a whole <input type="checkbox"/> Other: _____</p>
Roles and Responsibilities
<p>4. The Review Committee determined that the local prioritization of bridge projects often does not align with the priorities of Alberta Transportation. As such, the Review Committee determined that in order to maintain local priorities, municipalities should be provided full control over local bridge structures. This would entail municipal discretion over bridge management practices including the management of inspections and delivery of maintenance, rehabilitation, replacement and construction projects. Does your municipality support the Review Committee's recommendation that municipalities should be provided full control over local bridge structures? <input type="checkbox"/> Yes <input type="checkbox"/> Don't know <input checked="" type="checkbox"/> No Comment: <u>Current practice should continue.</u></p>

<p>5. Does your municipality agree with the Review Committee's recommendation for the discontinuation of Alberta Transportation's role in prioritizing funding, reviewing engineering designs and approving tender costs for local bridge projects that are funded through the Local Road Bridge Program?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> Don't know <input checked="" type="checkbox"/> No</p> <p>Comment: _____</p> <p>6. Does your municipality agree with the Review Committee's recommendation that Alberta Transportation should continue to manage Level 1 and Level 2 inspections of "major bridges" on the local road system?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> Don't know <input type="checkbox"/> No</p> <p>Comment: <u>All inspections for all bridges.</u></p>
System Management
<p>7. Does your municipality support the continued use of the Bridge Inspection and Maintenance (BIM) system for the management of bridge inventory data?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> Don't know <input type="checkbox"/> No</p> <p>Comment: _____</p>
Standards
<p>8. Resolution 3-11F determined that AAMDC members are looking for alternative options for bridge engineering standards. The Review Committee has recommended that municipalities be given the ability to develop alternative engineering standards for low volume bridge structure but that bridge size structures on local roads should be designed to a consistent standard.</p> <p>One suggestion is that the AAMDC could facilitate the development of new engineering standards that could be applied to low volume road bridges.</p> <p>Does your municipality have any suggestions on how the consistency in bridge standards can be maintained if the province provided municipalities the ability to use alternative bridge standards?</p> <p><u>Needs to be a Provincially adopted and maintained standard for low-</u> <u>Volume road bridges.</u></p>
Funding
<p>9. Does your municipality support the Review Committee's recommendation that the Local Road Bridge Program should transition from the current project-based funding program to a formula-based funding allocation to municipalities?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> Don't know <input checked="" type="checkbox"/> No</p> <p>Comment: <u>Current method is fine.</u></p> <p>The following questions are related to funding under a formula-based allocation program. If you answered "No" to Question 9, please skip to Question 14 – General Comments.</p>

Carried.

316-13: Orichowski

That the updated report for the period of December 6, 2012 to January 30, 2013 by the Chief Administrative Officer, be accepted and filed for information.

Carried.

7. Delegation(s):**Colascanada
ACP Applied Products**

Present before County Council at 1:00 p.m. to 1:45 p.m. were Jeri Romaniuk, Manager, Marketing and Public Relations with Colascanada Inc.; and Chris Dechkoff, P. Eng., and Jason Panter, CET, GSC, representing ACP Applied Products – A Division of Canadian Road Builders to discuss with Council “Dust Suppressant”.

5. Issues for Information:**Finance Manager’s Report**

Brenda Adamson, Finance Manager provided an updated Finance report for the period of November 27, 2012 to January 22, 2013.

Property Tax: Penalty

317-13: Danyluk

That Smoky Lake County waive the November 1st Property Tax Levy Penalty Charge for Tax Roll Account Number 27150407 in the amount of \$12.30 and reimburse the ratepayer for the cost of purchasing another money order in the amount of \$7.50.

Carried.

Property Tax: Penalty

318-13: Bobocel

That Smoky Lake County waive the November 1st Property Tax Levy Penalty Charge for Tax Roll Account Number 17581740 in the amount of \$46.94; Tax Roll Account Number 17581840 in the amount of \$47.86; Tax Roll Account Number 17581910 in the amount of \$20.31; and Tax Roll Account Number 17581911 in the amount of \$137.16 for a total amount of **\$252.27**.

Carried.

Property Tax: Penalty

319-13: Orichowski

That Smoky Lake County waive the November 1st Property Tax Levy Penalty Charge for Tax Roll Account Number 15592011 in the amount of \$114.33.

Carried.

ATB Financial: Borrowing Facilities Agreement

320-13: Cherniwchan

That Smoky Lake County execute the “Borrowing Facilities” Agreement for Credit Facility #1: Operating Credit Facility (Revolving) - \$5,000,000.00 and Credit Facility #2- Alberta Business Card Master Card - \$50,000.00 (called the Business Credit Limit) with ATB Financial for Year 2013.

Carried.

ATB Financial: Liquidity Limit

321-13: Danyluk

That Smoky Lake County request ATB Financial to increase the “Liquidity Limit” from \$240,000.00. to **\$325,000.00** for the electronic payroll processing.

Carried.

322-13: Bobocel

That the Finance Manager’s Report received by Brenda Adamson for the period of November 27, 2012 to January 22, 2013, be accepted and filed for information.

Carried.

Aline Brousseau, Planning and Development Manager entered the Council Chambers, time 1:50 p.m.

5. Issues for Information:

Reeve's Report

Reeve Dareld Cholak presented the following report:

- **Letter:** Michael Botros, Regional Director, Alberta Transportation, dated January 3, 2013 – Re: Meeting held on November 13, 2012 at the Fall AAMD&C Convention.
- Mayors and Reeves Liaison Committee Meeting scheduled for 2013 Spring AAMD&C Convention – March 18, 2013 at 3:30 p.m. to 4:30 p.m. in Salon 4 at the Shaw Conference Centre.
- Northern Alberta Mayors and Reeves Caucus Meeting: Friday, February 8, 2013.
- **Email:** Karen Leibovici, FCM President, Councillor, City of Edmonton, dated January 29, 2013 – Re: In receiving the Queen Elizabeth II Diamond Jubilee Medal – A Prestigious Award, in honour of the significant contributions and achievements you made to your community. *“Thank You”*.
- Issues will be addressed during the Committee Task Force and Board reporting.

Alberta Transportation: Meeting

323-13: Orichowski That Smoky Lake County acknowledge the letter received from Michael Botros, P. Eng., Regional Director, Alberta Transportation, dated January 3, 2013 in regards to the meeting held on November 13, 2012 at the Fall AAMD&C Convention with Alberta Transportation.

Carried.

Queen Elizabeth II Diamond Jubilee Medal County Council – Acknowledgement to the Reeve

Smoky Lake County Deputy Reeve, Ron Bobocel, on behalf of County Council, congratulated Reeve Dareld Cholak on receiving this Prestigious Award – **“The Queen Elizabeth II Diamond Jubilee Medal”** and expressed appreciation for all the hard work and significant efforts and contributions provided as an exemplary leader for the County and community and in government. *“Thank You”!*

324-13: Danyluk That the Reeve's report received, be accepted.

Carried.

Management Reports

Public Works Department Public Works Manager

117th Rosslyn Beavers, Cubs, Scouts, Venturers

325-13: Bobocel That Smoky Lake County donate annually Snowplowing of Driveway for the non-profit organization entitled “117th Rosslyn Beavers, Cubs, Scouts, Venturers”, located at the Bonnie Lake Resort Scout Camp-residential address: Lot 96 – 59536 – Rge. Rd 132A; subject to signing of a Hold Harmless Agreement annually; as per letter received from David Choma, Group Commissioner, dated January 14, 2013.

Carried.

Public Works Foreman

Industry Meeting

326-13: Bobocel

That Smoky Lake County schedule its annual **Industry Meeting** with the Oil Companies on Friday, March 15, 2013 at 10:30 a.m.

Carried.

Planning and Development Manager

2012 Public Land for Sale: County Owned

SW 4-58-13-W4 – 3.60Acres – Decline

327-13: Orichowski

That Smoky Lake County accept the “Offer to Purchase” Letter received from Walter and Lois Malysh, dated September 5, 2012 declining the bid to purchase 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.

Management Policy Statement: 01M-31-01: Planning and Development Assistant - Job Description

328-13: Bobocel

That County Council accept the received Management Policy: 01M-31-01 entitled “Planning and Development Assistant – Job Description”, for information.

Purpose:	Under the general direction of the Planning and Development Manager, the Planning and Development Assistant is responsible for providing administrative support to the Planning and Development Manager. The position requires accuracy in analysis and details with an emphasis on independent work habits and a self motivated initiative to learn and excel in all aspects of the planning and development process. Proven written and verbal communications skills, superior analytical and organizational skills and the ability to work as a team member along with a high level of professionalism in public relations is required.
Policy Statement and Guidelines:	
RESPONSIBILITIES	
1. Planning:	
1.1 Land Use Planning:	
1.1.1	Assist the general public with forms for subdivision applications and refer detailed questions to the Subdivision Authority.
1.1.2	Assist the general public with completion and acceptance of Development Permit Applications.
1.1.3	Provide correspondence to ratepayers from the Municipal Planning Commission meetings and the Council meetings pertaining to Land Administration within three (3) days of meeting.
1.1.4	Review and prepare Notice of Decision for permitted use development permits, ensures applications are in accordance with the Land Use Bylaw and applicable planning documents as needed to review by the Manager.
1.1.5	Foster proactive public / development industry awareness on Development and Land Use Bylaw processes.
1.1.6	Respond to general inquiries related to development proposals and/or Land use Bylaw interpretation.

1.1.7	Organize and assist the Manager with preparation of agenda packages for distribution, and record minutes for all Municipal Planning Commission Meetings.
1.1.8	Organization and maintenance of record management of development and subdivision applications.
1.1.9	Assist in inputting of all development permits into the electronic permitting system and ensure electronic files are updated and maintained.
1.2	<u>Strategic Planning:</u>
1.2.1	Assist with the preparation of agenda packages of strategic planning sessions as required under the direction of the Manager.
1.2.2	Assist with typing of action plans and quarterly progress reports.
1.3	<u>Global Information System (GIS) Planning:</u>
1.3.1	Assist with the development and coordination of a Long-Term GIS Plan.
1.3.2	Assist with the implementation and review of County's Long-Term GIS Plan, in coordination with Management and Council.
1.3.3	Utilize in-house GIS to analysis planning and development applications and to produce items such as general location maps, adjacent landowner notifications, schedules and appendices.
1.4	<u>Safety Codes Permitting:</u>
1.4.1	Ensure that all reports and/or audits are submitted and conducted in accordance with the <i>Safety Codes Act</i> and Alberta Municipal Affairs requirements.
1.4.2	Assist the general Public in determining safety codes permitting requirements.
1.4.3	Serve as liaison with Safety Codes Inspection Agency.
1.4.4	Organization and records management of all safety codes permits.
1.5	<u>Road Closure and Cancellation Bylaws:</u>
1.5.1	Prepares all referral letters to agencies and landowners regarding road closures and cancellations.
1.5.2	Assist with the preparation of Request for Decision as required.
1.5.3	Preparation and monitoring of appropriate road closure resolutions, Bylaws, and files.
1.5.4	Assist in organization and records management of road closure bylaws.
2.	Heritage Management:
2.1	Liaison to the Smoky Lake Heritage Board and attend meetings as required.
2.2	Assist with the preparation of Municipal Heritage Designation Bylaws and development of Heritage Policies.
2.3	Record management of Municipal Heritage Designation Bylaws into the Provincial HeRMIS (Heritage Resource Management Information System).
3.	SDAB: Sub-Division and Development Appeal Board:
3.1	Act as Secretary for the Sub-Division and Development Appeal Board.
3.2	Determine whether each Appeal has been properly filed and inform appropriate people (appellant, affected persons and board members).
3.3	Ensure that appropriate advertising and notifications are made

	and all relevant documents and materials are available for the public.
3.4	Preparation and Distribution of Agenda and relevant documents for Hearings.
3.5	Attend the Hearing and record the proceedings of the meeting in an orderly and concise manner.
3.6	Prepare record of proceedings of Hearings and Board Decision for approval.
4.	Land Sales:
4.1	Co-ordinates all necessary documentation in regards to the sale of municipally-owned land under the direction of the Manager.
4.2	Ensure that appropriate advertising is completed in accordance with the requirements of the <i>Municipal Government Act</i>
4.3	Ensure that all land sale documentation is organized and filed appropriately.
5.	Administration:
5.1	Co-ordinates the Planning and Development Manager's appointments and meetings.
5.2	Assist with the preparation of Request for Decisions and /or Briefing notes, as required.
OTHER RESPONSIBILITIES	
■	Other responsibilities and duties as assigned from time to time by the Planning and Development Manager, Chief Administrative Officer and the Assistant Chief Administrative Officer.
KNOWLEDGE AND ABILITIES	
■	High School plus <u>at least two years</u> of post-secondary education.
■	Ability to accurately and consistently interpret and apply County Policies, bylaws, planning documents and Municipal Legislation.
■	Must have familiarity with the Alberta Land Titles System (Spin II) and requirements.
■	Must be proficient in reading municipal maps manually and electronically.
■	Customer communication and Public Relations: Proficiency in ongoing interaction with public, partners, internal/external agencies on the phone, in person, written format.
■	Superior analytical and organizational skills, proven written and verbal communication skills for dissemination of information and implementing office procedures, and handling multiple files at one time.
■	Valid Driver's Class 5 License.
STAFF DEVELOPMENT	
■	Willingness to expand knowledge and training in Land Use Planning.
■	Attend Workshops and Seminars and training on job related topics or issues, as required.
EMPLOYEE PERFORMANCE EVALUATION	
■	By the Planning and Development Manager – yearly.
SALARY RANGE	
■	As per Local Collective Agreement .

Carried.

2013 CPAA Planning Conference

329-13: Danyluk That County Council who can attend and appropriate administration attend the 2013 CPAA ~ Community Planning Association of Alberta Conference – “Growth Without Barriers on April 15 – 17, 2013 at the Black Knight Inn in Red Deer, Alberta.

Carried.

330-13: Cherniwchan That the management reports received for the period of December 7, 2012 to January 24, 2013 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; Trevor Tychkowsky, Safety Officer; and Arlene Shwetz, Communication Services Coordinator, be accepted and filed for information.

Carried.

Bob Novosiwsky, Public Works Foreman and Aline Brousseau, Planning and Development Manager left the Council Chambers, time 2:30 p.m.

Committee Task Forces and Boards: Reports

Alberta Care

- No report.

Corridor Communications Incorporated

- Corridor Communications Incorporated will be utilizing a new program in January entitled “Go-To Meeting” to hold meetings on-line.

Doctor Retention & Recruitment Committee

- Doctor Johnson Fatokun called to meet with the Chair.
- Doctor Retention and Recruitment Committee meeting will be scheduled once information is in from the managing partner, Town of Smoky Lake.

Evergreen Regional Waste Management Commission

Executive Session

- Still working on the 2013 Budget.
- Report to be provided in an Executive Session, due to Legal related issues.

331-13: Cholak That County Council go into Executive Session to discuss a legal issue, time 2:40 p.m.

Carried.

332-13: Cholak That County Council go out of Executive Session, time 3:05 p.m.

Carried.

- Next meeting is scheduled for February 14, 2013.

Family Community Support Services Committee

- No report.

Family-School Liaison Committee

- Organizational Meeting: Chair is Bob Rohatynchuk , Aspen View Schools and Vice-Chair is Lori Danyluk, Smoky Lake County.
- Next meeting is scheduled for February 25, 2013.

Fire and Rescue Committee**Smoky Lake:**

- **Letter:** Loretta Thompson, MPA, Interim Chief Administrative Officer, dated December 10, 2012 – Re: Smoky Lake Fire and Rescue Committee in regards to the following:
 - Approved 2013 Budget: Operational, Training and Capital Item.
 - Dress Uniforms / Station Gear.
 - Pay rate equivalent.

Vilna:

- 31st Vilna Firemen's Ball: Held on January 26, 2013 - Very successful event – approximately 300+ in attendance.

Waskatenau:

- No report.

333-13: Cherniwchan That Smoky Lake County Council acknowledge receipt of the letter received from Loretta Thompson, MPA, Interim Chief Administrative Officer, dated December 10, 2012; and advise the Town of Smoky Lake of County Council's decision in regards to Fire Department Dress Uniforms and Station Gear; and indicate that the Fire Departments Pay rate will remain the same for Year 2013.

Carried.

Government Liaison Committee

- No report.

Highway 28/63 Regional Water Group Steering Committee

- No report.

In-House Safety Committee

- Meeting was held on January 30, 2013.
- Minutes: November 30, 2012.
- First Aid Training: H.A. Kostash School – 26 students.
- First Aid Training: Fire Departments and County Staff next.
- Scissor Lift: Spring.
- Flagman Training: Spring.
- ATV / UTV Training: Spring.
- Crane Training: Spring.
- Formal Inspections: Continues.
- Ground Disturbance Course: Regulation changes.
- Two Incidents addressed.
- County Annual Safety Meeting: March 11, 2013 at 8:00 a.m..
- Next In-House Safety Meeting: February 20, 2013.

Joint Economic Development Initiative (JEDI) Committee

- **Minutes:** August 21, 2012.
- JEDI Meeting held on January 16, 2013 – *Motion: each respective municipality to adopt the following Budget(s):*
 - Municipal contributions for 2012 JEDI Program – based on Budget costs.
 - Municipal contributions for 2013-2014 Regional Collaboration Grant to be paid by each Municipality in year 2013 to the managing partner.

334-13: Bobocel

That Smoky Lake County, as managing partner of JEDI: Joint Economic Development Initiative, invoice the municipalities in partnership: the Town of Smoky Lake, Village of Waskatenau and Village of Vilna, the remaining municipalities’ contribution of the budgeted funding portion of the **2012 JEDI: Joint Economic Development Initiative**, which includes the Regional Recreation Master Plan; as a surplus reserve to cover a portion of Year 2013; in the amounts as follows:

2012 JEDI (including Recreation Master Plan)	Total Budgeted Costs: \$130,000.00 Including Grant Amount: \$37,500	Billed to June 30 Previously	To be Invoiced Remaining balance
Smoky Lake County (50%)	\$40,000.00	\$13,440.92	\$ 26,559.08
Town of Smoky Lake (25%)	\$20,000.00	\$ 6,720.46	\$ 13,279.54
Village of Waskatenau (12.5%)	\$10,000.00	\$ 3,360.23	\$ 6,639.77
Village of Vilna (12.5%)	\$10,000.00	\$ 3,360.23	\$ 6,639.77
TOTAL	\$ 117,500.00	\$ 26,882.00	\$ 53,118.00

Carried.

335-13: Orichowski

That Smoky Lake County allocate its municipal contribution funding portion of the grant for **2013-2014 Regional Collaboration Grant** in Year 2013; and municipalities in partnership: the Town of Smoky Lake, Village of Waskatenau and Village of Vilna forward its municipal contribution funding portion of the grant for 2013-2014 Regional Collaboration Grant to the managing partner, Smoky Lake County in Year 2013; in the amounts as follows:

- Smoky Lake County (50%) = \$ 22,706.00
- Town of Smoky Lake (25%) = \$ 11,353.00
- Village of Waskatenau (12.5%)= \$ 5,677.00
- Village of Vilna (12.5%) = \$ 5,677.00

subject to confirmation of grant funding approval from Municipal Affairs.

Carried.

Lakeland DMO: Destination Marketing Organization

- No report.

Municipal Planning Commission

- **Minutes:** September 13, 2012.

North East Muni-Corr. Ltd.

- **Minutes:** December 10, 2012.
- **Agenda:** January 14, 2013.
- Next Meeting is scheduled for **February 11, 2013.**

Committee: Task Force and Boards

336-13: Orichowski That Smoky Lake County approve for the Committee Task Force and Board appointed Alternate Members to receive expense reimbursement for attending the Committee Task Force and Board Meetings when required with the appointed member representative.

Carried.

Federation of Alberta Gas Co-ops: Business Strategy Committee

337-13: Cherniwchan That Smoky Lake County approve for Councillor Ron Bobocel to represent the Federation of Alberta Gas Co-ops "Business Strategy" Committee as appointed by the Federation of Alberta Gas Co-ops Zone 3 and 4 Meeting for Year 2013.

Carried.

Northern Lights Library System

- **Letter(s):** Patricia Mathiot, Executive Assistant, Northern Lights Library System, dated January 8, 2013 – Re: 2013 Book allocation based on \$2.15 per capita using 2010 population figures provided by Municipal Affairs and Housing, as follows:
 - **Vilna Municipal Library:**
 - \$ 589.10 from the Village of Vilna
 - \$ 1,459.85 from Smoky Lake County **Total \$ 2,048.95**
 - **Anne Chorney Public Library:**
 - \$ 597.70 from the Village of Waskatenau
 - \$ 1,459.85 from Smoky Lake County **Total \$ 2,057.55**
 - **Smoky Lake Municipal Library:**
 - \$ 2,171.50 from the Town of Smoky Lake
 - \$ 2,919.70 from Smoky Lake County **Total \$ 5,091.20**

Policy Committee

- No report.

R.C.M.P. Liaison Committee

- No report.

Risk Pro Control Management Committee

- **Minutes:** Added Named Insured:
 - No minutes.
- **E-mail:** Debora Depeel, CAIB, Insurance & Risk Advisor, AAMDC/Jubilee Insurance Agencies, dated January 10, 2013 – Re: Risk Pro 5 Credit Note – 2%.
- **Thank You** to the Assistant Chief Administrative Officer, Lydia Cielin and Administration who assisted for all the hard work dedicated in completing Risk Pro 5.

Risk Pro 5 - Jubilee Insurance Agencies Ltd.: Premium Credit

338-13: Bobocel That Smoky Lake County acknowledge receipt of the 2012 – 2% Risk Pro 5 Premium Credit Note in the amount of \$4,072.78 towards Property and Liability Coverage; as per email letter received from Debora Depeel, CAIB, Insurance & Risk Advisor, Alberta Association of Municipal Districts & Counties and Jubilee Insurance Agencies Ltd., dated January 10, 2013 in regards to the Risk Pro 5 Series Audit – successfully completed and 2012 Premium Credit Note in Place of 2% - Invoice 00001753 – Account Number C013.

Carried.

Smoky Lake Agricultural Society

- **Minutes:** December 10, 2012 Board of Directors Meeting.
- **Minutes:** December 10, 2012 Annual General Meeting.
- Town of Smoky Lake will be taking over the maintenance and staff supervision, effective January 1, 2013.

Smoky Lake Foundation

- Continuing with the Alberta Seniors and Community Supports Affordable Supportive Living Initiative – Project.
- Received Engineers Drawing. Tender will be released March 20, 2013.

Smoky Lake Heritage Board

- No Minutes.

Joint Municipalities

- Next Joint Municipalities Meeting hosted by Smoky Lake County.
- Joint Municipalities Meeting held on **January 21, 2013** hosted by the Village of Vilna. **Recommendations:** each municipalities to adopt two motions related to the **Regional Collaboration Program - Consultant Services Agreement:**

Regional Collaboration Program – Consultant Service Agreement(s)

339-13: Bobocel

That Smoky Lake County, as managing partner of the **Regional Collaboration Program**, in partnership with the Town of Smoky Lake, Village of Waskatenau and Village of Vilna proceed with a Consultant Services Agreement with **Shane Pospisil** for provision of Project Management for the Smoky Lake Regional Community Development Partnership Project for the term of February 1, 2013 to May 31, 2014, and for the provision to undertake and complete the 2013-2014 Work Plan Deliverable for Initiative 1 and Initiative 2 under the Regional Collaboration Program Grant; **subject to confirmation of grant funding approval from Municipal Affairs.”**

Carried.

340-13: Danyluk

That Smoky Lake County, as managing partner of the **Regional Collaboration Program**, in partnership with the Town of Smoky Lake, Village of Waskatenau and Village of Vilna proceed with a Consultant Services Agreement with **Municipal Planning Services** for the term of February 1, 2013 to May 31, 2014 for the Smoky Lake Regional Community Development Partnership Project for the provisions to undertake and complete the 2013-2014 Work Plan Deliverable for Initiative 3 of the Regional Collaboration Program Grant; **subject to confirmation of grant funding approval from Municipal Affairs.”**

Carried.

341-13: Danyluk

That the Committee Task Force and Board Reports presented by Councillors be accepted.

Carried.

6. Correspondence:

342-13: Cherniwchan That the following correspondence received from the Alberta Association of Municipal Districts and Counties, be filed for information:

- a. Contact Newsletter:
 - December 20, 2012.
- b. Contact Newsletter:
 - January 3, 2013.
- c. Contact Newsletter:
 - January 9, 2013.

Carried.

Smoky Lake RCMP Detachment

343-13: Cherniwchan That Smoky Lake County Council and appropriate administration attend the Smoky Lake RCMP Regimental Ball on Saturday, April 20, 2013 at the Smoky Lake Complex; and purchase tickets to honour the current working relationship and support the celebration of the RCMP Heritage and Communities it serves.

Carried.

**Sustainable Resource Development
Cultivation Permit No. CUP 110002**

344-13: Orichowski That the c.c. letter received from Wilma G. Bihis, Disposition Services Section, Government of Alberta Environment and Sustainable Resource Development, dated December 3, 2012 in regards to Cultivation Permit No. CUP 110002 for Michael Carson from John Carson and Michael Carson, be filed for information.

Carried.

2013 Women's Conference

345-13: Bobocel That Smoky Lake County donate to the Vilna & District Agricultural Society in the amount of **\$600.00** to the 2013 Women's Conference: "Live, Laugh, Learn" – for financial assistance for speakers; as per letter received from Wendy Cozicar, Vilna & District Agricultural Society, dated January 16, 2013.

Carried.

Municipal Planning Services Ltd.

346-13: Bobocel That the letter received from Jane Dauphinee, Principal / Senior Planner, Municipal Planning Services Ltd., dated December 2012 in regards to the Upcoming 2013 year, be filed for information.

Carried.

North Saskatchewan Watershed Alliance Society

347-13: Danyluk That Smoky Lake County take no action to the letter received from Dr. Les Gammie, President, North Saskatchewan Alliance Society, dated December 12, 2012 in regards to 2013 support of \$.50 per capital contribution.

Carried.

Alberta Transportation

348-13: Danyluk That the cc letter received from Richard A. Golonka, Development and Planning Technologist for Operations Manager, Alberta Transportation, dated December 12, 2012 in regards to the Roadside Development Permit Approval to Upgrade Dry Fertilizer Storage and Blending Equipment in NE 32-59-19-W4, Adjacent to Highway 831 and Highway 656, be filed for Information.

Carried.

Alberta Association of Municipal Districts and Counties

Local Road Bridge Program

349-13: Danyluk That Smoky Lake County approve action taken by the Chief Administrative Officer in submitting to the AAMDC ~ Alberta Association of Municipal Districts and Counties, Review Committee the “**Local Road Bridge Program**” survey as completed by County Council and Administration; as per correspondence received from Bob Barss, President, AAMDC, dated December 21, 2012.

Carried.

Smoky Lake Curling Club: Masters Bonspiel

350-13: Danyluk That Smoky Lake County donate to the Smoky Lake Curling Club Society in the amount of **\$500.00** for financial assistance in hosting the Masters Bonspiel Playoffs on January 30, 2013 to February 3, 2013 in Smoky Lake; as per letter received from the Smoky Lake Curling Club Executive, dated December 19, 2012.

Carried.

Lamont County

351-13: Bobocel That the correspondence received from Marie Kurylow, Director of Planning and Community Services, Lamont County, dated January 9, 2013 – Re: Public Hearing Notice – Bylaw No. 727.12 and Bylaw No. 728.13 to Amend Land Use Bylaw No. 675/07, be filed for information.

Carried.

Letter: Audrey Laschuk

352-13: Bobocel That Smoky Lake County acknowledge receipt of the letter received from Audrey Laschuk, dated December 17, 2012 in regards to 2012 Taxes; and the Chief Administrative Officer to respond on the action taken.

Carried.

Northern Alberta Development Council

353-13: Cherniwchan That the letter received from Pearl Calahasen, Chair, Northern Alberta Development Council, dated January 8, 2013 in regards to the Northern Alberta Development Council 2011-2012 annual report, be filed for information.

Carried.

Inter Pipeline Fund: Polaris Pipeline Development Projects

354-13: Bobocel That the letter received from Shelby Hamilton, Inter Pipeline Fund, Inter Pipeline, dated October 31, 2012 in regards to Polaris Pipeline Development Projects – Notification Letter on the progress of the Polaris Christina Lake Extension Project, be filed for information.

Carried.

TransCanada

355-13: Cherniwchan That the letter received from Stephen Bauer, Project Manager, TransCanada, dated December 18, 2012 in regards to TransCanada's 2012 Meter Stations and Lateral Pipelines Decommissioning Program- Approval Notification, be filed for information.

Carried.

MP Brian Storseth

356-13: Danyluk That the correspondence received from Brian Storseth, Member of Parliament, Westlock-St. Paul Constituency, dated January 17, 2013 entitled "Storseth Report", be filed for information.

Carried.

2013 Minister's Seniors Service Award

357-13: Danyluk That the Smoky Lake County advertise in the Smoky Lake County Grapevine and post on the County Website the 2013 Minister's Seniors Service Award for self-nominations to interested applicants, as per the correspondence received from the Alberta Health, Government of Canada to help recognize individuals and organizations who volunteer to assist Alberta's seniors – submission deadline of February 28, 2013.

Carried.

Kalyna Country: Tourism

358-13: Orichowski That the correspondence received from Kalyna County in regards to the 2013 Membership and Website Changes, be filed for information.

Carried.

Town of Smoky Lake

359-13: Cherniwchan That the letter received from the Town of Smoky Lake, dated November 23, 2013 in regards to the Town of Smoky Lake is Making Changes to Serve you Better in its Water and Gas Meter exchange and Upgrade Program including Automated Meter Reading System with MeterCor; and upgrade has been completed for Smoky Lake County on January 9, 2013, be filed for information.

Carried.

Reynolds Mirth Richards & Farmer

360-13: Bobocel That County Council and administration who can attend – attend the RMRF ~ Reynolds Mirth Richards & Farmer – 2013 Annual Municipal Law Seminar on Friday, February 22, 2013 at the Edmonton Petroleum Club in Edmonton, Alberta.

Carried.

Wildrose Official Opposition

361-13: Danyluk That Smoky Lake County provide information in regards to Political Contributions from January 1, 2004 to December 31, 2012 to James Johnson, Assistant Director of Policy and Research, Wildrose Official Opposition; as per email received dated January 14, 2013.

Carried.

Thank You: Summary Listing

362-13: Orichowski That Smoky Lake County file for information the January 2013 Summary Listing of Thank You received from organizations extending appreciation of support:

- Vilna Senior Citizens Recreation Society – Assistance: Transportation Costs.

Carried.

Information Releases

363-13: Cherniwchan That the Information Releases for the Month of January 2013, be accepted and filed for Information.

Carried.

Reading File

No correspondences in the Reading File.

Bills & Accounts:

364-13: 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
26648	32467 to 32503	\$ 213,263.85
26667	32504 to 32539	\$ 70,153.01
26678	32540 to 32578	\$ 80,914.17
26696	32579 to 32641	\$ 273,891.44
26714	32642 to 32663	\$ 59,408.43
26719	32664 to 32665	\$ 3,750.04
26725	32666 to 32668	\$ 7,406.53
26755	32669 to 32680	\$ 156,276.01
26770	32681 to 32718	\$ 358,881.21
26785	32719	\$ 23,405.38
26795	32720 to 32766	\$ 867,633.68
26808	32767 to 32792	\$ 65,946.58
26846	32793 to 32828	\$ 136,080.10
Total Cheques		\$ 2,317,010.43
Direct Debit Register		
26727	Smoky Lake County	\$ 263,330.12
26857	Smoky Lake County	\$ 266,579.40
Total Direct Debits		\$ 529,909.52
Grand Total Bills and Accounts		\$ 2,846,919.95

Carried.

ADJOURNMENT:

365-13: Cholak That this meeting be adjourned, time 4:15 p.m.

Carried.

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER