

**SMOKY LAKE COUNTY**

Minutes of the **County Council meeting** held on Thursday, **October 24, 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:

		<u>A T T E N D A N C E</u>
		<u>Thursday, October 24, 2013</u>
<u>Div. No.</u>	<u>Councillor(s)</u>	
1	Dareld Cholak	Present
2	Ron Bobocel	Present
3	Rick Cherniwchan	Absent
4	Lori Danyluk	Absent
5	Randy Orichowski	Present
C.A.O.	Cory Ollikka	Present
Asst CAO/R.S	Lydia Cielin	Present
Finance Manager	Brenda Adamson	Present

\*\*\*\*\*

4 Members of the Public in attendance.

Doug Ponich, Public Works Manager; Aline Brousseau, Planning and Development Manager; and Arlene Shwetz, Communication Services Coordinator entered the Council Chambers, time 9:05 a.m.

**2. Agenda:**

**Agenda**

1032-13: Orichowski

That the Agenda for Thursday, October 24, 2013 County Council meeting, be adopted as amended:

**Addition(s):**

1. Delegation: Garry Gontowiuk at 11:00 a.m. – Re: As-built road located on SW ¼ 32-60-18-W4.
2. Executive Session: Personnel and Legal.

Carried Unanimously.

**3. Minutes:**

**Minutes of September 23, 2013 – County Council Committee of the Whole for the purpose of Heritage Planning Meeting**

1033-13: Bobocel

That the minutes of the **County Council Committee of the Whole for the purpose of Heritage Planning Meeting** held on Monday, September 23, 2013 be adopted.

Carried.

**Minutes of September 26, 2013 – County Council Meeting**

1034-13: Orichowski

That the minutes of the **County Council Meeting** held on Thursday, September 26, 2013 be adopted.


Carried.

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

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

1035-13: Bobocel

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

<b>Purpose:</b>	To outline the procedures and requirements for applying for a Development Permit in Smoky Lake County.
<b>Policy Statement and Guidelines:</b>	
<b>1.0 STATEMENT</b>	
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.
<b>2.0 PROCEDURES</b>	
2.1	<b>Application Forms are available from the County Office and from the County website at <a href="http://www.smokylakecounty.ab.ca">www.smokylakecounty.ab.ca</a>.</b>
2.2	<b>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”.</b>
2.3	<b>All applications must be in issued in accordance with the Land Use Bylaw.</b>
	
<p><b>SCHEDULE "A"</b></p> <p><b>DEVELOPMENT PERMIT APPLICATION PACKAGE</b></p>	
<p><b>DEVELOPMENT PERMIT INSTRUCTIONS</b></p> <p><b>It is important to read and understand the following instructions prior to completing this application form.</b></p>	
<ol style="list-style-type: none"> <li>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 1250-12, 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.</li> <li>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 1250-12 and amendments thereto. Please follow sample site plan provided in this package.</li> <li>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 <u>all</u> information is received.</li> <li>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.</li> </ol>	

- 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 1250-12 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**

Division \_\_\_\_\_

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 Acc. Bldg \_\_metres

Parking: No. of Off-Street Parking \_\_\_\_\_

Existing Land Use District or Zoning of Property: \_\_\_\_\_

Recreational Vehicle: Year \_\_\_ Make \_\_\_ Model \_\_\_ License Plate \_\_\_

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 47m<sup>2</sup>/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](http://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 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.

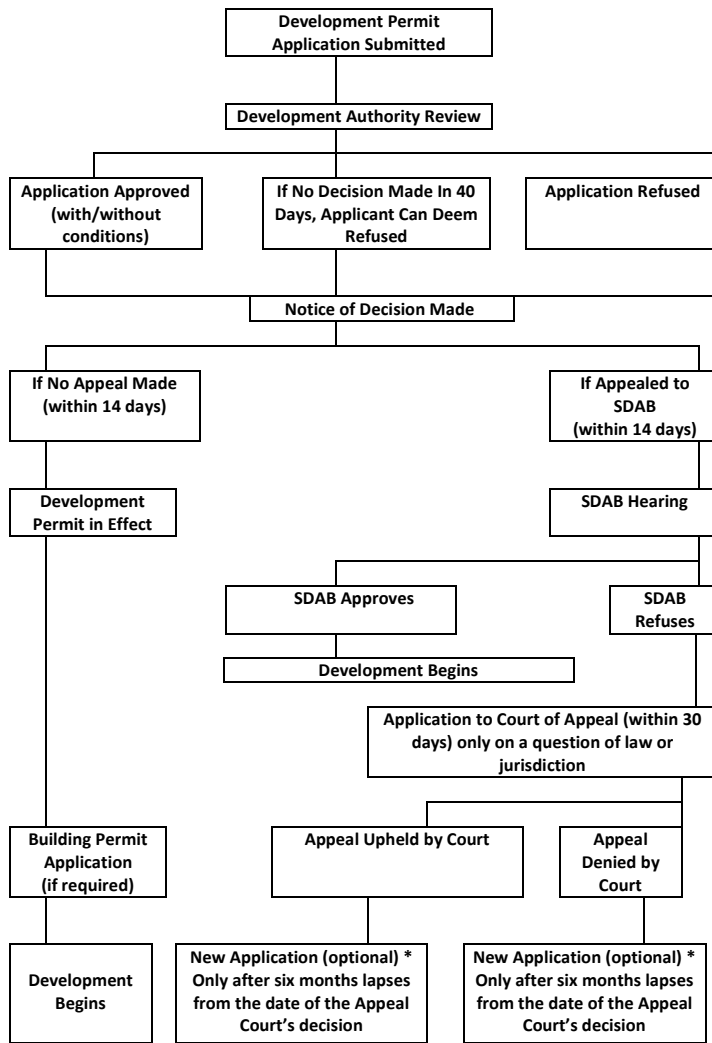
Our File Number: \_\_\_\_\_ Roll Number: \_\_\_\_\_

**DEVELOPMENT PERMIT SITE PLAN**

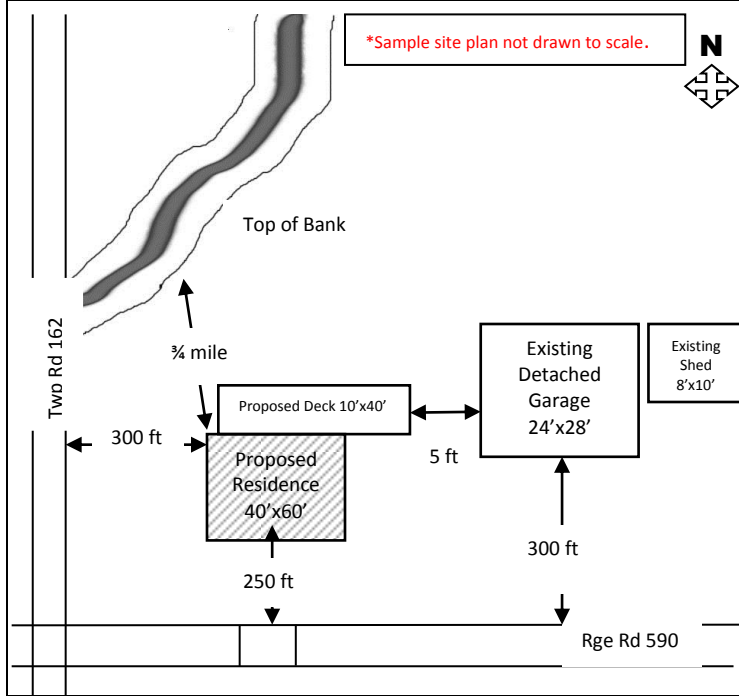


DATE:	SIGNATURE OF APPLICANT:
DATE:	SIGNATURE OF APPLICANT:

**DEVELOPMENT PERMIT PROCESS**



**SAMPLE SITE PLAN**



**INCLUDE THE FOLLOWING INFORMATION IN YOUR SITE PLAN:**

- |  |  |  |
|--|--|--|
| <ul style="list-style-type: none"> <li>✓ Location of existing buildings.</li> <li>✓ Location of proposed buildings.</li> <li>✓ Existing and proposed access(es).</li> <li>✓ Location of any abandoned wells</li> </ul> | <ul style="list-style-type: none"> <li>✓ Front, Side and Rear Yard setbacks from <u>property lines</u> in meters/feet.</li> <li>✓ Location of any water bodies on subject property.</li> <li>✓ Location of driveway.</li> <li>✓ All developed/ undeveloped road allowances.</li> </ul> | <ul style="list-style-type: none"> <li>✓ Indicate the North direction.</li> <li>✓ Location of all right-of-way and easements within or abutting the subject property.</li> </ul> |
|--|--|--|

Carried.

**SMOKY LAKE COUNTY – HERITAGE MANAGEMENT PLAN**

**20 Year Action List: 2012 to 2022**

1036-13: Bobocel

That Smoky Lake County Council adopt the Heritage Management Plan – 20 Year Action List (2012 to 2022) on the following recommendations of strategies and activities/tasks:

<b>1.0 STRUCTURE AND GOVERNANCE</b>			
<b>Possible Strategies and Activities / Tasks</b>	<b>HMP Work Plan Reference</b>	<b>Target Date</b>	<b>County Council</b>
<b>Objective #1:</b> Adopt the Heritage Management Plan to implement a consistent approach to incorporate heritage decisions into ongoing planning and operations.			
<b>1. Smoky Lake County adopt the Heritage Management Plan to increase long-term political support for heritage conservation.</b>	S&G Objective 1 Strategy 1	Completed	✓
Present the Heritage Management Plan at Joint Municipalities Meeting and have it endorsed by Joint Council.	S&G Objective 1 Strategy 1 Task 1	Completed	✓
Ensure each municipality has copy of final Heritage Management Plan.	S&G Objective 1 Strategy 1 Task 2	Completed	✓
Have the Heritage Management Plan placed on the Council's next Meeting Agenda to be adopted.	S&G Objective 1 Strategy 1 Task 3	Completed	✓
Report the adoption of the Heritage Management Plan to Smoky Lake County, managing partner for the Project.	S&G Objective 1 Strategy 1 Task 4	Completed	✓
Attendance by the Heritage Board at Joint Municipalities Meetings to report on initiatives and encourage support for the continued implementation of the Heritage Management Plan by all municipalities.	S&G Objective 1 Strategy 1 Task 5		✓
Review of the Heritage Management Plan by Smoky Lake County Council to evaluate progress and consider new initiatives.	S&G Objective 1 Strategy 1 Task 6		✓
<b>2. Each municipality adopt the Inventory of Historic Places for their respective municipality.</b>	S&G Objective 1 Strategy 2	Completed	✓
Adopt the Inventory of Historic Places that is provided in the Heritage Management Plan, in bylaw or policy.	S&G Objective 1 Strategy 2 Task 1	Completed	✓
<b>3. Include the Heritage Management Plan as part of the Council Orientation Package.</b>	S&G Objective 1 Strategy 3		✓
Include the Heritage Management Plan and Municipal Inventory of Historic Places as part of Council Orientation.	S&G Objective 1 Strategy 3 Task 1		✓
Provide advice and guidance to Council.	S&G Objective 1 Strategy 3 Task 2		✓
Arrange for MHPP to make presentation at Joint Municipalities Meeting.	S&G Objective 1 Strategy 3 Task 3		✓
<b>4. Municipalities to implement the use of templates given in the Heritage Management Plan to provide guidance and consistency region-wide.</b>	S&G Objective 1 Strategy 4	Completed	✓



Provide a half-day workshop for CAOs/Development Officers / Heritage Board to become familiar with Heritage Management Plan, designation and conservation process, and how to use templates provided.	S&G Objective 1 Strategy 4 <b>Task 1</b>		✓
Provide advice and guidance to CAOs / Development Officers regarding heritage conservation.	S&G Objective 1 Strategy 4 <b>Task 2</b>		✓
Utilize the templates provided in the Heritage Management Plan.	S&G Objective 1 Strategy 4 <b>Task 3</b>		✓
<b>5. The Heritage Management Plan will be considered and integrated as part of the development and use of other land use planning documents.</b>	S&G Objective 1 Strategy 5		✓
Forward a copy of the Heritage Management Plan to any municipal planner, Subdivision Authority and planning consultant, to be considered in any draft of planning documents.	S&G Objective 1 Strategy 5 <b>Task 1</b>	<b>Completed</b>	✓
Refer to the Inventory of Historic Places when considering Development Permit Applications and Subdivision Applications, and if there is a potential impact to a heritage resource, refer applications to the Heritage Board for comment prior to making a decision.	S&G Objective 1 Strategy 5 <b>Task 2</b>		✓
Respond to referral requests using the <b>Resource Evaluation forms, Statements of Significance</b> (from the Inventory Report), and photographs on file for the subject site, to determine if the proposed application has any potential for negative impacts to the historic integrity of the resource.	S&G Objective 1 Strategy 5 <b>Task 3</b>		✓
<b>Objective #2:</b> Pursue economic opportunities to fund the implementation of the Heritage Management Plan.			
<b>1. Work with the RCDC Committee.</b>	S&G Objective 2 Strategy 1		✓
Identify opportunities that could create a partnership between the Heritage Board and the Regional Community Development Committee (RCDC).	S&G Objective 2 Strategy 1 <b>Task 1</b>		✓
<b>2. Consider the allocation of new budgetary dollars for the implementation of strategies within the Heritage Management Plan.</b>	S&G Objective 2 Strategy 2		✓
Prepare a Heritage Financial Strategy (detailed alternatives and action steps for implementation) and present to Council for consideration.	S&G Objective 2 Strategy 2 <b>Task 1</b>		✓
Survey the Region's residents to gauge support of funding heritage conservation projects through tax incentives, grant programs, or other sources.	S&G Objective 2 Strategy 2 <b>Task 2</b>		✓
<b>3. Empower persons and organizations to pursue existing grant programs and potential partnership opportunities.</b>	S&G Objective 2 Strategy 3		✓
Create an information package of existing provincial grant programs.	S&G Objective 2 Strategy 3 <b>Task 1</b>		✓
Promote an Information Session / Open House to provide an opportunity for residents to learn about heritage conservation.	S&G Objective 2 Strategy 3 <b>Task 2</b>		✓
Encourage and assist persons and organizations in the preparation of funding applications to existing grant programs.	S&G Objective 2 Strategy 3 <b>Task 3</b>		✓

Assist the Heritage Board Society to submit application for federal charitable tax status.	S&G Objective 2 Strategy 3 <b>Task 4</b>	Completed	✓
<b>4. Increase the profile of heritage conservation in municipal service delivery and promote heritage as an economic driver rather than a “soft-service”.</b>	S&G Objective 2 Strategy 4		✓
Prepare a presentation to demonstrate the economic benefits of heritage conservation.	S&G Objective 2 Strategy 4 <b>Task 1</b>		✓
<b>Objective #3:</b> Develop a more effective volunteer base and public involvement.			
<b>1. Establish new Heritage Board Committees to help establish a strong volunteer base.</b>	S&G Objective 3 Strategy 1		✓
Advertise the recruitment for Heritage Board Committee members for specific projects (i.e., marketing, fundraising, construction, etc.).	S&G Objective 2 Strategy 1 <b>Task 1</b>		✓
Make presentation to other organizations to increase interest in heritage conservation.	S&G Objective 3 Strategy 1 <b>Task 3</b>		✓
Produce media releases in local newspapers about heritage conservation activities.	S&G Objective 3 Strategy 1 <b>Task 4</b>		✓
<b>2. Clarify to individuals and organizations the role and mandate of the Heritage Board and how it integrates with other heritage organizations in the Region.</b>	S&G Objective 3 Strategy 2		✓
Develop an information brochure about the Smoky Lake County Regional Heritage Board, clarifying role and mandate.	S&G Objective 3 Strategy 2 <b>Task 1</b>		✓
Develop a separate page on the Smoky Lake Region website promoting the Smoky Lake County Regional Heritage Board.	S&G Objective 3 Strategy 2 <b>Task 2</b>	Completed	✓
<b>3. Use the Victoria District Area Structure Plan (once adopted) to further engage the public in heritage conservation.</b>	S&G Objective 3 Strategy 3		✓
Ensure that Municipal Planning Services (2009) Ltd. has a copy of the Heritage Management Plan to consider during the drafting of the Victoria District Area Structure Plan.	S&G Objective 3 Strategy 3 <b>Task 1</b>	Completed	✓
Hold additional public engagement sessions during the development of the Victoria District Area Structure Plan to encourage wide-spread consensus, with the desire to create a leading-edge Area Structure Plan that allows a balance between development activity and heritage conservation activities.	S&G Objective 3 Strategy 3 <b>Task 2</b>		✓
Advocate heritage conservation when attending Victoria District Area Structure Plan public engagement sessions.	S&G Objective 3 Strategy 3 <b>Task 3</b>		✓
<b>Objective #4:</b> Celebrate and communicate the importance of all heritage work to date to those in leadership roles, stakeholders, and the general public, in order to sustain the momentum of the Heritage Management plan.			
<b>1. Celebrate the completion of the Heritage Management Plan.</b>	S&G Objective 4 Strategy 1		✓
Utilize any social media tools used by the Smoky Lake County to celebrate the completion of the Heritage Management Plan.	S&G Objective 4 Strategy 1 <b>Task 3</b>		✓

Consider developing other creative low-cost projects to engage public in heritage resources in Region (calendar, coloring book, posters, puzzles, etc.).	S&G Objective 4 Strategy 1 <b>Task 4</b>		✓
<b>2. Communicate the importance of the Heritage Management Plan to those in leadership roles in heritage and community organizations to further implementation of the Heritage Management Plan into the future.</b>	S&G Objective 4 Strategy 2		✓
Present the Heritage Management Plan to the other regional organizations and the public.	S&G Objective 4 Strategy 2 <b>Task 1</b>		✓

<b>2.0 HERITAGE POLICIES</b>			
<b>Possible Strategies and Activities / Tasks</b>	<b>HMP Work Plan Reference</b>	<b>Heritage Board</b>	<b>County Council</b>
<b>Objective #1:</b> Celebrate heritage conservation in the Smoky Lake Region.			
<b>1. Recognize an owner's initiative and investment to designate their building as a historic resource.</b>	H-P Objective 1 Strategy 1		✓
Draft a media release to profile each of the historic resources already municipally designated to date.	H-P Objective 1 Strategy 1 <b>Task 1</b>		✓
Draft a media release when any historic resource is officially designated.	H-P Objective 1 Strategy 1 <b>Task 2</b>		✓
Be present at a ceremony at the historic resource and acknowledge the owner's initiative to designated site.	H-P Objective 1 Strategy 1 <b>Task 3</b>		✓
Develop a commemorative plaque program, which would have a Smoky Lake Regional Heritage Board commemorative plaque placed on each of the buildings municipally designated in the Region.	H-P Objective 1 Strategy 1 <b>Task 4</b>		✓
<b>Objective #2:</b> Increase the profile of heritage within the Region and facilitate potential financial support through various sources.			
<b>1. Provide information on grant funding available.</b>	H-P Objective 2 Strategy 1		✓
Obtain information regarding specific programs (i.e. Alberta Historical Resources Foundation (AHRF), Municipal Heritage Partnership Program (MHPP), Community Facility Enhancement Program (CFEP), etc. that heritage conservation projects may be eligible to access funding.	H-P Objective 2 Strategy 1 <b>Task 1</b>		✓
<b>Objective #3:</b> Maintain, update, and review the Region's Inventory and Register of Historic Resources to ensure that important resources are identified and recorded.			
<b>1. Prioritize sites for future designation.</b>	H-P Objective 3 Strategy 1		✓
Complete a Site Evaluation Criteria Rating Form for each site listing on each inventory of Historic Places.	H-P Objective 3 Strategy 1 <b>Task 1</b>		✓
Endorse and give direction to pursue the municipal designation of specific sites.	H-P Objective 3 Strategy 1 <b>Task 3</b>		✓
<b>2. Facilitate the municipal designation of heritage resources in the Smoky Lake County.</b>	H-P Objective 3 Strategy 2		✓
Meet with priorities site owners and discuss the opportunities of designated resource.	H-P Objective 3 Strategy 2 <b>Task 1</b>		✓

Encourage and assist site owners to complete and submit applications for Municipal Historic Designation.	H-P Objective 3 Strategy 2 <b>Task 2</b>		✓
Complete a detailed Historic Resource Integrity Review to ensure Statement of Significance is accurate at time of the designation bylaw presentation.	H-P Objective 3 Strategy 2 <b>Task 3</b>		✓
Make recommendations to municipal Council for municipal designation.	H-P Objective 3 Strategy 2 <b>Task 4</b>		✓
<b>4. Investigate and identify new sites worthy of being recognized as historic resources.</b>	H-P Objective 3 Strategy 4		✓
Complete a Heritage Resource Integrity Review on any other new site submitted for review.	H-P Objective 3 Strategy 4 <b>Task 1</b>		✓
Group heritage resources into appropriate Category, based on the total scored in the Heritage Resource Integrity Review.	H-P Objective 3 Strategy 4 <b>Task 2</b>		✓
<b>Objective #4:</b> Support and encourage heritage conservation in the County.			
<b>2. Adopt policies and/or bylaws that encourage protection of historic resources and heritage districts.</b>	H-P Objective 4 Strategy 2		✓
Develop policies, regulations, or guidelines in statutory plans, zoning and heritage district overlays to identify special areas and sites that require heritage conservation and protection.	H-P Objective 4 Strategy 2 <b>Task 2</b>		✓
Amend Land Use Bylaws to incorporate Heritage conservation policies and regulations.	H-P Objective 4 Strategy 2 <b>Task 4</b>		✓
<b>3. Encourage and prevent the demolition of historic resources and any inappropriate alternations.</b>	H-P Objective 4 Strategy 3		✓
Identify all policies, programs and incentives that could prevent historic resources from being demolished.	H-P Objective 4 Strategy 3 <b>Task 1</b>		✓

<b>3.0 INCENTIVES</b>			
<b>Possible Strategies and Activities / Tasks</b>	<b>HMP Work Plan Reference</b>	<b>Heritage Board</b>	<b>County Council</b>
<b>Objective #1:</b> Establish municipal incentives that encourage landowners to designate and restore heritage resources within the Smoky Lake County.			
<b>1. Complete a Heritage Financial Strategy to determine appropriate municipal incentives for the County.</b>	I Objective 1 Strategy 1		✓
Survey and analyze other municipalities across Canada in terms of their best practices for providing municipal incentives for heritage conservation.	I Objective 1 Strategy 1 <b>Task 1</b>		✓
Explore the feasibility of establishing a site where historic resources facing demolition can be relocated.	I Objective 1 Strategy 1 <b>Task 2</b>		✓
Consolidate information gathered and prepare alternatives for Council consideration.	I Objective 1 Strategy 1 <b>Task 6</b>		✓
Present alternatives to Council and work them through incentive solutions.	I Objective 1 Strategy 1 <b>Task 7</b>		✓

<p>2. <b>Explore a Heritage Grant Program that financially supports sites that are Municipal Historic Resources.</b></p>	<p>I Objective 1 Strategy 2</p>		<p>✓</p>
<p><b>Objective #2:</b> Promote and encourage applications to existing provincial heritage conservation incentive programs.</p>			
<p>1. <b>Promote and encourage applications to existing Alberta Culture and Community Services' Heritage Partnership Program, which is managed by the Alberta Historical Resources Foundation.</b></p>	<p>I Objective 2 Strategy 1</p>		<p>✓</p>
<p>Assist site owners to apply and access monies through the Historic Resource Conservation category, Transportation / Industrial Artifact Conservation category, which funds the conservation, preservation and/or restoration of provincial and municipal historic resources as well as funds architectural / engineering services, feasibility studies, reports and plans that have a distinctive and significant connection to Alberta's history.</p>	<p>I Objective 2 Strategy 1 <b>Task 1</b></p>		<p>✓</p>
<p><b>Objective #3:</b> Support and encourage partnerships between all levels of government and local organizations, to further heritage conservation in the Smoky Lake County.</p>			
<p>1. <b>Work in conjunction with the Chamber of Commerce(s) and Smoky Lake County Regional Heritage Board.</b></p>	<p>I Objective 3 Strategy 1</p>		<p>✓</p>
<p>Create an information package for Chamber of Commerce to provide to businesses, showing the importance of heritage as an economic driver in the community.</p>	<p>I Objective 3 Strategy 1 <b>Task 2</b></p>		<p>✓</p>
<p>Give a presentation at a Chamber of Commerce meeting in each community to increase heritage awareness and support.</p>	<p>I Objective 3 Strategy 1 <b>Task 3</b></p>		<p>✓</p>
<p>2. <b>Work with other heritage organizations across the Region.</b></p>	<p>I Objective 3 Strategy 2</p>		<p>✓</p>
<p>Identify potential opportunities to work together on heritage projects.</p>	<p>I Objective 3 Strategy 2 <b>Task 2</b></p>		<p>✓</p>
<p>Identify potential opportunities to work together on fundraising projects.</p>	<p>I Objective 3 Strategy 2 <b>Task 3</b></p>		<p>✓</p>
<p><b>Objective #4:</b> Collaborate with federal and provincial programs that support and promote heritage preservation at the municipal level.</p>			
<p>1. <b>Encourage the Government of Alberta to increase its annual budget towards heritage conservation grant programs.</b></p>	<p>I Objective 4 Strategy 1</p>		<p>✓</p>
<p>2. <b>Identify how Smoky Lake County can enable provincial government to encourage the federal government to develop a federal heritage incentive program.</b></p>	<p>I Objective 4 Strategy 2</p>		<p>✓</p>

<p><b>4.0 AWARENESS AND EDUCATION</b></p>			
<p>Possible Strategies and Activities / Tasks</p>	<p>HMP Work Plan Reference</p>	<p>Heritage Board</p>	<p>County Council</p>
<p><b>Objective #1:</b> Engage and integrate heritage conservation into the broader community.</p>			
<p>1. <b>Create a list of designated Municipal Historic Resources.</b></p>	<p>A&amp;E Objective 1 Strategy 1</p>		<p>✓</p>
<p>2. <b>Engage the community to participate in heritage activities.</b></p>	<p>A&amp;E Objective 1 Strategy 2</p>		<p>✓</p>

Encourage residents to volunteer on Heritage Board or Committee(s).	A&E Objective 1 Strategy 2 <b>Task 3</b>		✓
<b>3. Create display material and/or booth for promotional use.</b>	A&E Objective 1 Strategy 3		✓
Produce backdrop / display materials of heritage sites.	A&E Objective 1 Strategy 3 <b>Task 1</b>		✓
Produce print material (pamphlets, brochures, walking / driving tour booklets) to have on display.	A&E Objective 1 Strategy 3 <b>Task 2</b>		✓
Have display booth and promotional materials available at municipal offices and visitor information centres.	A&E Objective 1 Strategy 3 <b>Task 4</b>		✓
<b>Objective #2:</b> Collect, preserve and make accessible historical images and information.			
<b>1. Create an Oral History Program to engage long-time community members and capture history.</b>	A&E Objective 2 Strategy 1		✓
Engage students to interview and record oral histories. Submit oral interviews to the Regional archives.	A&E Objective 2 Strategy 1 <b>Task 1</b>		✓
<b>2. Maintain and retrieve copies of archival photos of buildings of interest.</b>	A&E Objective 2 Strategy 2		✓
Make photos available to use during Resource Integrity Reviews and planning documents.	A&E Objective 2 Strategy 2 <b>Task 1</b>		✓
Maintain and update the digital filing system of all heritage photos on the County server.	A&E Objective 2 Strategy 3 <b>Task 2</b>		✓
Draft a media release to solicit photos of buildings identified as part of the Survey and Inventory of Historic Places project.	A&E Objective 2 Strategy 2 <b>Task 3</b>	Completed	✓
<b>3. Launch the Smoky Lake County Heritage Inventory website, which shows photos and text information of all inventoried sites.</b>	A&E Objective 2 Strategy 3		✓
Complete testing of the Heritage Inventory website.	A&E Objective 2 Strategy 3 <b>Task 1</b>	Completed	✓
Launch website officially.	A&E Objective 2 Strategy 3 <b>Task 2</b>	Completed	✓
<b>Objective #3:</b> Interpret, make accessible, and promote our heritage resources outside the Smoky Lake County.			
<b>1. Develop a self-guided walking/driving tour for the Region's historic resources.</b>	A&E Objective 3 Strategy 1		✓
Develop a brochure to promote a self-guided walking/driving tour to visitors from outside the Region. Travel Alberta may help with a grant.	A&E Objective 3 Strategy 1 <b>Task 1</b>		✓
Identify which designated historic resources are to be included on the brochure / tour.	A&E Objective 3 Strategy 1 <b>Task 2</b>		✓
Produce a self-guided that invites a traveler to visit historic resources across the county and interpret each site.	A&E Objective 3 Strategy 1 <b>Task 3</b>		✓

Distribute brochures to visitor information centres across Alberta.	A&E Objective 3 Strategy 1 <b>Task 4</b>		✓
Display brochures at trade show booths attended by Regional Community Development Committee.	A&E Objective 3 Strategy 1 <b>Task 5</b>		✓
<b>2. Market Smoky Lake County as a heritage destination.</b>	A&E Objective 3 Strategy 2		✓
Use existing District Marketing Organizations (DMOs), like Alberta's Lakeland, Kalyna Country, Alberta HUB and market the Region as a place to experience heritage.	A&E Objective 3 Strategy 2 <b>Task 1</b>		✓
Submit new pictures and provide new content for DMOs to create new advertisements and promotional information in their magazines and websites.	A&E Objective 3 Strategy 2 <b>Task 2</b>		✓
<b>3. Utilize web-based and social media tools to promote the Smoky Lake County's historic sites.</b>	A&E Objective 3 Strategy 3		✓
Create a new "heritage" page and provide content for Smoky Lake County's website.	A&E Objective 3 Strategy 3 <b>Task 1</b>	<b>Completed</b>	✓
<b>4. Create a Interpretation Program.</b>	A&E Objective 3 Strategy 4		✓
Update municipal website with designated sites information.	A&E Objective 3 Strategy 4 <b>Task 1</b>		✓
Develop interpretation plaques for all designated sites.	A&E Objective 3 Strategy 4 <b>Task 3</b>		✓
<b>Objective #4:</b>			
Engage all levels of government and community members for the conservation of historic sites in the County.			
<b>1. Engage youth to learn about the heritage of Smoky Lake County.</b>	A&E Objective 4 Strategy 1		✓
Deliver a presentation to the high school social studies classes about heritage conservation.	A&E Objective 4 Strategy 1 <b>Task 1</b>		✓
Encourage youth representation on the Heritage Board – age 16 to 18.	A&E Objective 4 Strategy 1 <b>Task 2</b>		✓
As part of an existing event, participate in a Heritage Fair and for schools in Region.	A&E Objective 4 Strategy 1 <b>Task 4</b>		✓
<b>2. Develop a volunteer recognition program.</b>	A&E Objective 4 Strategy 2		✓
Recognize our volunteers.	A&E Objective 4 Strategy 2 <b>Task 1</b>		✓
Place media release or advertisement in local newspapers, recognizing volunteers.	A&E Objective 4 Strategy 2 <b>Task 2</b>		✓
Explore the possibility of a Volunteer Appreciation Night.	A&E Objective 4 Strategy 2 <b>Task 3</b>		✓

<p><b>3. Encourage Heritage Board Members, Councillors, CAOs and Development Offices to learn about heritage conservation.</b></p>	<p>A&amp;E Objective 4 Strategy 3</p>		<p>✓</p>
<p>Consider participation and attendance at Alberta Culture and Community Service's MHPP's Annual Forum and Heritage Canada workshop / events.</p>	<p>A&amp;E Objective 4 Strategy 3 <b>Task 1</b></p>		<p>✓</p>
<p><b>4. Development program to provide heritage awareness to municipal staff and Council.</b></p>	<p>A&amp;E Objective 4 Strategy 4</p>	<p>✓</p>	<p>✓</p>
<p>Organize a tour (on-site or virtual) of heritage resources in the Region.</p>	<p>A&amp;E Objective 4 Strategy 4 <b>Task 1</b></p>	<p>✓</p>	<p>✓</p>
<p>Deliver a presentation to Council on heritage conservation initiatives.</p>	<p>A&amp;E Objective 4 Strategy 4 <b>Task 2</b></p>	<p>✓</p>	<p>✓</p>

Carried.

**5. Issues for Information:**

**Chief Administrative Officer's Report**

The Chief Administrative Officer gave an updated report to Council for the period of September 26, 2013 to October 23, 2013.

**Legislative / Governance:**

- Administration has reached an agreement with Charles and Larry Repka for the purchase of 3.4 acres to be registered as a road in Division 2. The purchase price would be \$4,710.00.
- The Reeves/Mayors meeting at the upcoming AAMDC Convention will take place on November 12, 2013 at 5:00 p.m. to 6:00 p.m. in Salon 4 at the Shaw Centre. While this will be posted in the County Calendar, we would like to ask County if there are any issues that should be flagged at that meeting that might require research/preparation from Administration?

**Administration:**

- Completed AAMD&C survey regarding 3-digit secondary highways and submitted for the October 2, 2013 deadline.

**Financial:**

- Preliminary Operations budget meetings with all departments (functions) have been completed. Budget is being prepared for upcoming Council meeting(s).

**Human Resources:**

- No report.

**Community:**

- No report.

**Training:**

- Council/Management Orientation Session: Tuesday, October 29, 2013.

**County Strategic Plan:**

- Strategic Plan Meeting: October 24, 2013 at 1:00 p.m.

**Financial Update:**

As annexed to the minutes:

↪ Financial Statement for the Month: September 2013.

**Action List(s):**

↪ **Action List(s):**

- **County Council Meeting:** September 26, 2013.



**Purchase of Land: SW 32-57-14-W4**

1037-13: Bobocel

That Smoky Lake County purchase land of 3.14 acres for road allowance for access located on SW 32-57-14-W4 in the amount of **\$4,710.00** from Charles and Larry Repka; and execute the “Land Offer and Acceptance Agreement”; and proceed to transfer the land and register the roadway as per completed survey.

Carried.

**Alberta Association of Municipal Districts and Counties**

**Maintenance and Service on Three-Digit (Secondary) Highways**

1038-13: Orichowski

That Smoky Lake County approve action taken by the Chief Administrative Officer and the Public Works Manager in submitting to the AAMDC ~ Alberta Association of Municipal Districts and Counties, the “**Maintenance and Service on Three-Digit (Secondary) Highways**” survey completed by October 2, 2013, as follows:

<p>The AAMDC has become aware of member concerns with the quality and level of service provided in maintaining three-digit (secondary) highways. In order to understand the magnitude of these concerns, or conversely, the positive aspects of this service, the AAMDC has created this short survey. Members are encouraged to work collectively with their council, administration, and public works expertise to complete a response. This survey should take between 5 to 10 minutes. The deadline to participate is October 2, 2013.</p>	
1.	<p>Please indicate your municipality.  <u>Smoky Lake County.</u></p>
2.	<p>This response is intended as input from which of the following?  <input checked="" type="checkbox"/> An Administrator  <input type="checkbox"/> Council as a whole  <input checked="" type="checkbox"/> Other: (please specify) <u>CAO and Public Works Manager</u></p>
3.	<p>Using your best estimate, please indicate what percentage of the three-digit (secondary) highways in your municipality are:                  Paved <u>100%</u>                  Gravel _____</p>
<p><b>Paved Three-Digit (Secondary) Highways</b></p>	
4.	<p>How would you rate the quality of PAVED road surface on three-digit (secondary) highways in your municipality?  <input type="checkbox"/> Poor <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Good <input type="checkbox"/> Excellent <input type="checkbox"/> N/A</p>
5.	<p>How would you rate the quality of the following services on PAVED three-digit (secondary) highways in your municipality?</p> <p>Snow Removal <input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Good <input checked="" type="checkbox"/> Excellent <input type="checkbox"/> N/A                  Weed Control <input type="checkbox"/> Poor <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Good <input type="checkbox"/> Excellent <input type="checkbox"/> N/A                  Mowing <input type="checkbox"/> Poor <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Good <input type="checkbox"/> Excellent <input type="checkbox"/> N/A                  Sign installation <input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Good <input checked="" type="checkbox"/> Excellent <input type="checkbox"/> N/A                  Snow replacement <input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Good <input checked="" type="checkbox"/> Excellent <input type="checkbox"/> N/A                  Culvert maintenance <input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Good <input checked="" type="checkbox"/> Excellent <input type="checkbox"/> N/A                  Traffic control (in emergencies) <input type="checkbox"/> Poor <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Good <input type="checkbox"/> Excellent <input type="checkbox"/> N/A</p>
<p><b>Gravel Three-Digit (Secondary) Highways</b></p>	
6.	<p>How would you rate the quality of GRAVEL road surface on three-digit (secondary) highways in your municipality?  <input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent <input checked="" type="checkbox"/> N/A</p>
7.	<p>How would you rate the quality of the following services on GRAVEL three-digit (secondary) highways in your municipality?</p> <p>Grading <input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent <input checked="" type="checkbox"/> N/A                  Snow Removal <input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Good <input checked="" type="checkbox"/> Excellent <input type="checkbox"/> N/A                  Weed Control <input type="checkbox"/> Poor <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Good <input type="checkbox"/> Excellent <input type="checkbox"/> N/A                  Mowing <input type="checkbox"/> Poor <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Good <input type="checkbox"/> Excellent <input type="checkbox"/> N/A                  Sign installation <input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Good <input checked="" type="checkbox"/> Excellent <input type="checkbox"/> N/A                  Snow replacement <input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Good <input checked="" type="checkbox"/> Excellent <input type="checkbox"/> N/A                  Culvert maintenance <input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Good <input checked="" type="checkbox"/> Excellent <input type="checkbox"/> N/A</p>

<b>Traffic control (in emergencies)</b> <input type="checkbox"/> Poor <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Good <input type="checkbox"/> Excellent <input type="checkbox"/> N/A	
<b>General Comments</b>	
8.	How does the quality of road infrastructure and service on three-digit (secondary) highways compare to when your municipality was responsible for secondary highways? <input type="checkbox"/> Worse <input checked="" type="checkbox"/> The same <input type="checkbox"/> Better
9.	If you feel that service to and quality of three-digit (secondary) highways has been reduced, what do you attribute this to? (select all that apply) <input checked="" type="checkbox"/> Reduced investment in maintenance and infrastructure <input type="checkbox"/> Reduced staffing levels <input type="checkbox"/> Remoteness <input type="checkbox"/> Competing priorities <input type="checkbox"/> Lack of contract enforcement <input type="checkbox"/> Other (please specify): _____
10.	How does the quality of and service to three-digit (secondary) highways compare to the quality of and service you deliver to your own municipal roads? <input type="checkbox"/> Municipal roads are in better shape <input type="checkbox"/> Three-digit (secondary) are in better shape <input checked="" type="checkbox"/> They are about the same <input type="checkbox"/> Other (please specify): _____
11.	Has your municipality experienced any increased use of municipal roads as a result of poor conditions on three-digit (secondary) highways? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other (please specify): _____
12.	Does your municipality have any concerns with year-round road bans on three-digit (secondary) highways? If so, what are they? <input checked="" type="checkbox"/> Not applicable to my municipality <input type="checkbox"/> No concerns about year-round road bans <input type="checkbox"/> Increased traffic <input type="checkbox"/> Increased damage <input type="checkbox"/> Increased evading of road permits <input type="checkbox"/> Other (please specify): _____
<b>General Comments</b>	
13.	The AAMDC is aware that some members have an interest in re-assuming responsibility of three-digit (secondary) highways. Have you considered this for your municipality? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
14.	If your municipality has considered re-assuming control of three-digit (secondary) highways, under what conditions would you do so? <input checked="" type="checkbox"/> Not interested under any circumstances <input type="checkbox"/> Willing using only own-sourced revenue <input type="checkbox"/> Willing if there is agreement from the province on funding support <input type="checkbox"/> Other (please specify): _____
15.	Do you see this as a priority issue for the AAMDC to advocate on? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>You're done!</b>	
16.	This represents the end of the survey. Please use this space to provide any other general comments related to this issue. _____
17.	Can we contact you if we need more information? If so, please leave your contact information. Name: <u>Cory Ollikka</u> Email Address: <u><a href="mailto:collikka@smokylakecounty.ab.ca">collikka@smokylakecounty.ab.ca</a></u> Phone Number: <u>780-656-3730</u>

1039-13: Bobocel That the updated report for the period of September 26, 2013 to October 23, 2013 by the Chief Administrative Officer, be accepted and filed for information.

Carried.

#### **Finance Manager's Report**

Brenda Adamson, Finance Manager provided an updated Finance report for the period of September 18, 2013 to October 16, 2013.

#### **Smoky Lake County: Phone System**

1040-13: Bobocel That Smoky Lake County Council approve to lease an upgraded phone system: NEC Communications System for Smoky Lake County Administration Building and the Public Works Building for a period of 60 Month Lease with Nutec Electro Tel, Edmonton, as per Quotation 2223 and 2249, dated September 13, 2013.

Carried.

#### **Tax Agreement: Roll #13613240**

1041-13: Orichowski That Smoky Lake County enter into a Tax Agreement, as per Policy Statement No. 12-01-01: Tax Agreement for Tax Roll Number 13613240 to pay the amount of **\$600.00 per month** for a period of 36 Months in effective October 20, 2013.

Carried.

#### **2013 F.C.S.S.: Community Organization - Funding**

1042-13: Bobocel That Smoky Lake County advertise the FCSS: Family and Community Services Program Funding available from the 2013 budget to access by community organizations that meet the criteria requirements as per **Policy Statement No. 08-17-01: Family and Community Support Services (FCSS Grant)**; and that written submission(s) be received by November 21, 2013.

Carried.

1043-13: Orichowski That the Finance Manager's Report received by Brenda Adamson for the period of September 18, 2013 to October 16, 2013, be accepted and filed for information.

Carried.

#### **Reeve's Report**

Reeve Dareld Cholak presented the following report:

- **Congratulations:** To the Councillors re-elected and to the newly elected members.
- **Thank You to Council:** For all your hard work in the last three years. Happy to serve and represent Council as your Reeve.
- Issues will be addressed during the Committee Task Force and Board reporting.

1044-13: Bobocel That the Reeve's report received, be accepted.

Carried.

**7. Delegation(s):**

**Betty Epp, Resident  
Mons Lake Resort**

Present before County Council at 10:02 a.m. to 10:10 a.m. was Betty Epp, Resident, Mons Lake Resort to address Council the Land Use Bylaw No 1250-12 - Section 7.17: Pet Keeping and Kennels in regards to issuing permits for livestock at Mons Lake Resort.

**Land Use Bylaw No. 1250-12: Section 7.17**

1045-13: Orichowski That Smoky Lake County Council defer discussion on the Land Use Bylaw No. 1250-12 – Section 7.17: Pet Keeping and Kennels to January 2014 County Council Meeting.

Carried.

**5. Issues for Information:**

**Management Reports**

**Public Works Manager**

- **2013 Road Project**, dated as of October 11, 2013.

**Committee Task Forces and Boards: Reports**

**Alberta Care**

- No report.

**Corridor Communications Incorporated**

- No report.

**Doctor Retention & Recruitment Committee**

- No report.

**Evergreen Regional Waste Management Commission**

- Waste Transfer Agreement with Grizzley – Lac La Biche / Bonnyville Area.

**Family Community Support Services Committee**

- No report.

**Family-School Liaison Committee**

- No report.

**Fire and Rescue Liaison Committee**

**Smoky Lake:**

- No report.

**Vilna:**

- Smoky Lake County and Village of Vilna Joint Committee Meeting: January 21, 2013..

**Waskatenau:**

- No report.

1046-13: Bobocel

That Smoky Lake County acknowledge receipt of the Smoky Lake County and Village of Vilna Joint Committee Meeting held for the purpose of Fire and Rescue and Waste Transfer Operation Agreement held on Monday, January 21, 2013.

Carried.

**Government Liaison Committee**

- No report.

**Highway 28/63 Regional Water Services Commission**

- Next Meeting scheduled for November 1, 2013 at Smoky Lake.

Dave Kully, Public Works Shop Foreman entered the Council Chambers, time 10:20 a.m.

**In-House Safety Committee**

- Meeting was held on October 23, 2013.
- Floor Hoist: Up for Inspection.
- Public Works Shop Floor (Coffee Room): Replacement.
- Internal Audit: Process began in October.
- 40<sup>th</sup> Annual Rural Utilities Safety Association (RUSA) Convention: December 2-5, 2013.
- Next In-House Safety Committee Meeting is scheduled for November 21, 2013 at 8:00 a.m.

**Management Reports**

**Public Works Shop Foreman**

**Tender: 2014 - 14M Grader**

**One Tender submitted:**

Finning (Canada) CAT	\$ 469,500.00
----------------------	---------------

1047-13: Bobocel      That Smoky Lake County award the tender to **Finning (Canada) CAT** for the purchase of a 2014 - 14M Motor Grader, not to exceed the tender amount of **\$469,500.00**; for delivery in Year 2014 and payment from the 2014 Budget.

Carried.

1048-13: Orichowski      That the management reports received for the period of September 27, 2013 to October 17, 2013 from Doug Ponich, Public Works Manager; 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.

Dave Kully, Public Works Shop Foreman left the Council Chambers, time 10:30 a.m.

**7. Delegation(s):**

**Merv Bielish, Resident**

Presented before County Council at 10:30 a.m. to 10:55 a.m. was Merv Bielish to express concern of Land Purchase – Lot R4, Plan 4486TR and the process and status of Land Transfer.

**5. Issues for Information:**

**Committee Task Forces and Boards: Reports - *Continued***

**Lakeland DMO: Destination Marketing Organization**

- Next meeting scheduled for November 28, 2013 – Organizational.

**Municipal Planning Commission**

- No report.

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

- No report.

**Northern Lights Library System**

- Newsletter: “The Aurora” Volume 10, Issue 1.
- Newsletter: “Board Briefs” Volume 10, Issue 2.

**Northern Lights Library System**

1049-13: Bobocel That the newsletter(s) received from the Northern Lights Library System, entitled “The Aurora”, Volume 10, Issue 1 and “Board Briefs”, Volume 10, Issue 2, dated September 2013, be filed for information.

Carried.

**Policy Committee**

- No report.

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

- No report.

**Regional Community Development Committee (RCDC) Committee**

- Next RCDC Meeting is scheduled for November 6, 2013 at 10:00 a.m.

**Regional Disaster Services Agency Committee**

- No report.

**Risk Pro Control Management Committee**

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

**Smoky Lake Agricultural Society**

- No report.

**Smoky Lake Foundation**

- **Minutes:** September 18, 2013.

**Smoky Lake Heritage Board**

- **Minutes:** March 5, 2013.
- **Minutes:** March 25, 2013.
- **Minutes:** June 18, 2013.

**Joint Municipalities**

- Next Joint Municipalities Meeting hosted by Village of Vilna on December 2, 2013.

1050-13: Bobocel

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

Carried.

**Addition to the Agenda:****Delegation:****Garry Gontowiuk, Resident**

Presented before County Council at 10:56 a.m. to 11:23 a.m. was Garry Gontowiuk, Landowner to discuss with Council the process and alternatives for moving the as-built road located on SW ¼ 32-60-18-W4.

1051-13: Orichowski That Smoky Lake County approve to re-allocate from the 2013 Three-Year Road Plan - Road Project R1315: RR 191 between Hwy 28 – Twp 600 and Road Project R1325: RR 200 between Hwy 656 – Twp 594 the surplus funding of the balance remaining to complete the 2013 Three-Year Road Project C1215: Twp 605 East of RR 185 to complete the Construction Project.

Carried.

**9. Public Question and Answer Period:**

11:25 a.m.

**Hank Holowaychuk**

**Comment:** Extend a “Thank you” to Smoky Lake County – as the Mayor for Town of Smoky Lake this Council has always had an Open Door Policy and an excellent working relationship.

**Reply:** County Council extended a “Thank You” and wished the current Mayor best wishes in his endeavors.

**6. Correspondence:**

1052-13: Bobocel That the following correspondence received from the Alberta Association of Municipal Districts and Counties, be filed for information:

- a. Contact Newsletter:
  - October 10, 2013.
- b. Contact Newsletter:
  - October 3, 2013.

Carried.

**Travel Alberta**

1053-13: Orichowski

That the letter received from Wynn McLean, Travel Alberta Team Member, Vice-President, Community Relations, Travel Alberta Canada, dated August 19, 2013 in regards to the Travel Alberta’s 2013-2016 Business Strategy that outlines the three-year strategic direction, marketing plan and corporate targets, be filed for information.

Carried.

**Enbridge: Norlite Pipeline Project**

1054-13: Bobocel

That the correspondence received from Jenn Downs, senior Advisor, Stakeholder Relations, Enbridge, dated October 2, 2013 in regards to the proposed Norlite Pipeline Project, be filed for information.

Carried.

**Cache Lake Cemetery**

1055-13: Cholak

That Smoky Lake County write a letter to Marc Turgeon, Eparchial Cemeteries Manager, Eparchy of Edmonton advising Smoky Lake County will not take over maintenance service for the cemetery located on the SW corner of NW 28-59-12-W4 belonging to the Ruthenian Catholic Church – Ukrainian Catholic Church, in reference to the request submitted by email on October 2, 2013.

Carried.

**Purchase Property: Steven Wilson**

1056-13: Bobocel

That Smoky Lake County write a letter to Steven Wilson to provide Smoky Lake County an offer to purchase bid for the expressed interest in County property Roll No. 40300415, Legal 314HW Lot 4, Block 15 located on 5112 – 50 Avenue – NW 10-59-18-W4 in the Hamlet of Warpsite.

Carried.

**TransCanada**

1057-13: Orichowski

That the letter received from Dennis Siemak, Project Manager, TransCanada, dated September 26, 2013 in regards to the proposed project of Decommissioning Units at Hanmore Lake Compressor Station, be filed for information.

Carried.

**Crossroads Pit Shop Ltd.**

1058-13: Cholak

That Smoky Lake County approve an “in-kind” donation of four (4) Bellydump truck loads of gravel to Crossroads Pit Shop Ltd., c/o Fe Mangahas, President.

Carried.

**Alberta Environment and Sustainable Resource Development**

1059-13: Bobocel

That Smoky Lake County schedule a meeting with Alberta Environment and Sustainable Resource Development during the 2013 Fall AAMDC: Alberta Association of Municipal Districts and Counties to discuss all pertinent issues with environment.

Carried.

**2013 Conflict Resolution Day**

1060-13: Orichowski

That County Council approve action taken to promote the 2013 Conflict Resolution Day, as an international celebration held annually in October 17, 2103, by posting on the County web-site for awareness for the Public to join in the celebration and promote conflict resolution in your community.

Carried.

**2013 Fall AAMDC Convention**

1061-13: Bobocel

That County Council and appropriate Administration who can attend – attend the 2013 Fall AAMDC: Alberta Association of Municipal Districts and Counties on November 12 – 15, 2013 at the Shaw Conference Centre in Edmonton, Alberta.

Carried.



**Signalta Resources Limited**

1062-13: Orichowski That the letter received from Lisa Neely, Surface Land Administrator, Signalta Resources Limited, dated October 9, 2013 in regards to the Abandonment of Pipeline Right of Way, Licence 25911, Line 2 12-35-061-13 W4M on 06-34-061-13 W4M, Affected Lands: W/2 35-61-13 W4M and S/2 34-61-13 W4M, be filed for information.

Carried.

**Alberta Transportation**

1063-13: Bobocel That the cc letter received from Richard A. Golonka, Development and Planning Technologist for Operations Manager, Alberta Transportation, dated October 8, 2013 written to Rogers Communications Inc, in regards to the Roadside Development Permit Approval to Construct a 106.5m Guyed Telecom Towner in NW 29-58-13-W4, Adjacent to Highway 859; in County of Smoky Lake, be filed for Information.

Carried.

**Alberta Transportation**

1064-13: Orichowski That the cc letter received from Richard A. Golonka, Development and Planning Technologist for Operations Manager, Alberta Transportation, dated October 7, 2013 written to Casey Tchir, in regards to the Roadside Development Permit Approval to Construct a Shop for Personal Storage in NW 25-59-13-W4, Adjacent to Highway 28 in County of Smoky Lake, be filed for Information.

Carried.

**Thank You: Summary Listing**

1065-13: Bobocel That Smoky Lake County acknowledge no information for the Month of October 2013 - Summary Listing of Thank You received from organizations extending appreciation of support.

Carried.

**Information Releases**

1066-13: Bobocel That the Information Releases for the Month of October 2013, be accepted and filed for Information.

Carried.

**Reading File**

No correspondences in the Reading File.

**Bills & Accounts:**

1067-13: Orichowski That all the Bills and Accounts approved for payment, including the bills and accounts recommended for payment by the Natural Gas Council, including transfers to the Payroll Account be filed for information:

Batch #	Cheque Numbers	Total of Batch
27892	34492 to 34513	\$ 63,521.88
27917	34514 to 34534	\$ 32,772.03
27943	34535 to 34573	\$ 276,800.82
27953	34574 to 34575	\$ 12,165.15
28005	34576 to 34627	\$ 187,650.18
28024	34628 to 34663	\$ 290,706.70
Total Cheques		<b>\$ 863,616.76</b>
Direct Debit Register		
27968	Smoky Lake County	\$ 297,235.30
Total Direct Debits		<b>\$ 297,235.30</b>
Grand Total Bills and Accounts		<b>\$ 1,160,852.06</b>

Carried.

**County Council Organizational Meeting**

1068-13: Orichowski That the **County Council Organizational Meeting** be scheduled for Monday, **October 28 2013**; at 9:00 a.m. to be held at the County Council Chambers.

Carried.

Doug Ponich, Public Works Manager left the Council Chambers, Time 11:40 a.m.

**Addition to the Agenda:**

**Executive Session**

1069-13: Bobocel That County Council go into Executive Session to discuss a legal and personnel issue, time 11:45 a.m.

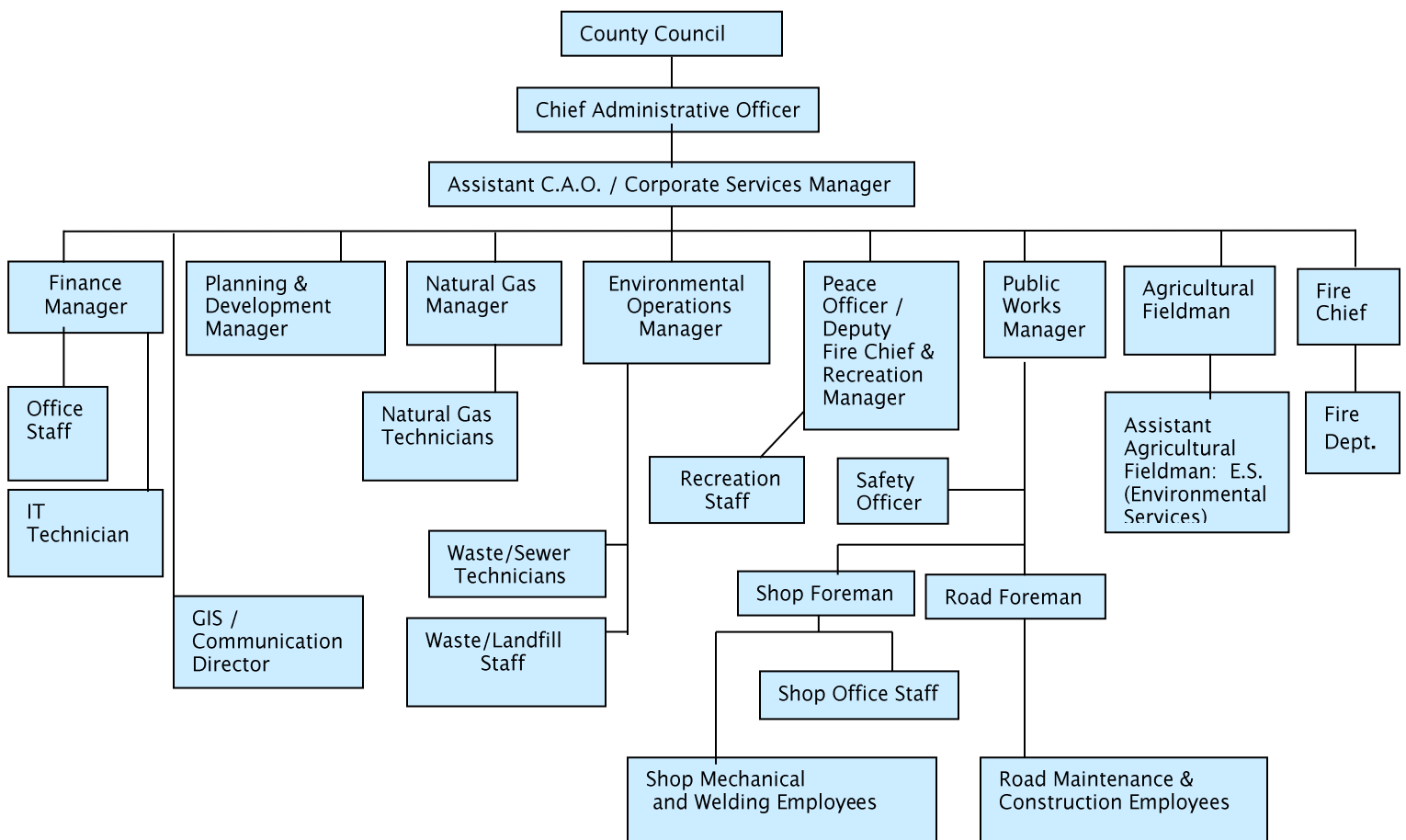
Carried.

1070-13: Orichowski That County Council go out of Executive Session, time 12:20 p.m.

Carried.

**Policy Statement No. 01-03-19: Organizational Chart**

1071-13: Bobocel That **Policy Statement No. 01-03-19** entitled "Organizational Chart" be amended, such that the position of Communication Services Coordinator, be eliminated; and new position be established, entitled, **"GIS/Communication Director"**; leaving the Salary Range to be at \$57,783.00 to \$71,440.80:



Carried.

**ADJOURNMENT:**

1072-13: Cholak

That the County Council meeting be adjourned, time 12:25 p.m.

Carried.

---

REEVE

**S E A L**

---

CHIEF ADMINISTRATIVE OFFICER