

**SMOKY LAKE COUNTY**

Minutes of the **County Council Committee of the Whole for the purpose of the Planning Workshop – Subdivision Authority** held on Monday, **September 22, 2014** at 10:06 P.M. in the County Council Chambers.

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

<b>A T T E N D A N C E</b>		
<u>Monday, September 22, 2014</u>		
<u>Div. No.</u>	<u>Councillor(s)</u>	
1	Dareld Cholak	Absent
2	Ron Bobocel	Present
3	Craig Lukinuk	Present
4	Cary Smigerowsky	Present
5	Randy Orichowski	Present
C.A.O.	Cory Ollikka	Present
Asst CAO/R.S	Lydia Cielin	Absent
Finance Manager	Brenda Adamson	Absent

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Member of the Administrative Staff in attendance:

Aline Brousseau – Planning and Development Present

**MUNICIPAL PLANNING SERVICES:**

**Facilitator: Jane Dauphinee, Senior Planner**

**Agenda:**

829-14: Orichowski

That the Agenda for Monday, September 22, 2014 County Council Committee of the Whole meeting for the purpose of Planning – Subdivision Authority, be adopted as amended:

**Addition(s):**


1. Development Permit: Listing.
2. Subdivision: Listing.
3. Executive Session: Land.

Carried Unanimously.

4.

**Planning:**

**Subdivision Authority: Briefing Notes**



**MEETING DATE**  
September 22, 2014  
Committee Of The Whole: Planning

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**TOPIC**  
4.1.1 Subdivision Authority

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**BACKGROUND**  
County Council passes a motion at their August 28, 2014 to hold a Committee of the Whole Meeting: Planning to discuss the Subdivision Authority and the issuance of Business Licenses. Motion No. Cholak: 769-14.

Municipal Planning Services (William Dolman and S. Jane Dauphinee) have been appointed as Subdivision Authority for Smoky Lake County since 1995. As per conversation with Bill on September 16, 2014 he indicates that he was first appointed by the province on January 1, 1995 to be Subdivision Authority and then by the Municipal Council in approximately October of 1995.

**Section 623 of the MGA: Subdivision Authority**  
(1) A council must by bylaw provide for a subdivision authority to exercise subdivision powers and duties on behalf of the municipality.

- (2) A subdivision authority may include one or more of the following:
- (a) any or all members of council;
  - (b) a designated officer;
  - (c) a municipal planning commission;
  - (d) any other person or organization.

**What does it cost to subdivide in Smoky Lake County?**

(Answer based on a first parcel out application)

Subdivision Application Fee to MPS	\$850 +GST (including endorsement fees)
Surveying Fees	\$2500-\$3000 +GST
Development Agreement Fee to County	\$300 including GST
Approach Construction App. Fee to County	\$50 including GST
Private Sewage Inspection	\$367.50 including GST
All taxes in arrears must be paid to County	variable
<b>TOTAL:</b>	<b>\$4067.50-\$4567.50</b>

Other fees which may be required depending on the type of application (single lot vs. multi-lot subdivision) municipal reserve fees when land dedication is not required, approach construction to either the remnant or proposed parcel of land, road construction, water and sewer lines, public walkways. An applicant may be required to pay an extension fee to MPS if they have not completed their conditions within 1 year of the subdivision approval typically costs \$250+GST.

**Subdivision Application Process**



<b>Responsibility</b>	<b>Action</b>	<b>Timeline</b>
County/MPS	<b>Consultation</b> Pre-application meetings / phone calls with applicants.	As required.
Applicant (Surveyor/ Landowner)	<b>Application</b> Applicant submits new subdivision application to MPS and pays applicable fees.	Up to 60 days.
MPS  County	File is opened. MPS reviews application and ensures the application is completed. Mail/emails referral letters to adjacent landowners / agencies. Comments are typically to be submitted within 21 days.  The County is part of the referral list; the Planning & Development Manager reviews application to determine if application meets our planning documents and responds by email to MPS. Site inspection is done if necessary.	
MPS	<b>Decision</b> A review is done of the planning documents, provincial legislation and site suitability. Subdivision Authority will render one of the following 2 decisions:  Conditional Approval – all approved subdivision applications are subject to certain conditions being met and these conditions will be set out in the decision letter. The applicant must satisfy all conditions prior to the Subdivision Authority endorsing the final Plan of Subdivision. The applicant/owner may appeal any or all conditions of approval; or  • Refusal – reasons for refusal will be set out in the decision letter. The applicant/owner may appeal the decision.  A decision will be rendered on a subdivision application within 60 days of receipt of the completed Subdivision Approval Application package, unless a time extension is agreed to by the applicant/owner and the Subdivision Authority. If a decision is not made within 60 days and an extension not granted, the applicant may initiate an appeal as the application would be a deemed refusal.	
Applicant	<b>Appeal</b> The decision may be appealed by the applicant/owner, commenting government agency or with regard to municipal and school reserves, the school authority. Adjacent landowners do not have the right to appeal. • appeal to Smoky Lake County’s Subdivision & Development Appeal Board – notice of appeal must be received within 14 days. The appeal hearing will be held within 30 days of receipt of the appeal. A hearing must be held within 30 days; or • appeal to Municipal Government Board – if there is a provincial interest (ie. provincial department referred) such as an adjacent highway or water body, the appeal will be heard before the Municipal Government Board. Notice of appeal must be received within 14 days. There is no set timeline for the MGB to hold a hearing.	Within 14 days from the decision date.

Applicant	<b>Satisfy Conditions of Approval</b> If after 14 days, there are no appeals, the applicant/owner has 1 year from the date of approval to satisfy the conditions of approval. Average time that an applicant takes to complete a single lot subdivision file is typically 3-5 months from the time of submission.	Up to 1 year.
County	Planning & Development Manager drafts the Development Agreement and works with the applicant to review conditions and explains to the applicant the condition of approval. Includes: Manager arranges for Public Works to do a site inspection on approaches, obtains Tax Certificate, ensures the applicant contacts The Inspections Group for an PSDS inspection etc.	
County	<b>Endorsement</b> Once all conditions are met, send letter via email stating same.	Within 1 week.
MPS Surveyor	Sends Subdivision Authority endorsement to surveyor. Sends all paperwork to Land Titles Office for registration.	**Plans must be registered within 1 year of final endorsement.

**Slides from Municipal Planning Service’s PowerPoint Committee Of the Whole Planning – January 17, 2014**

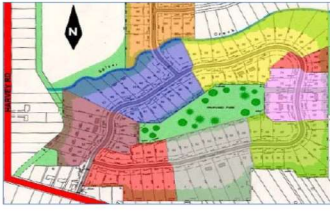

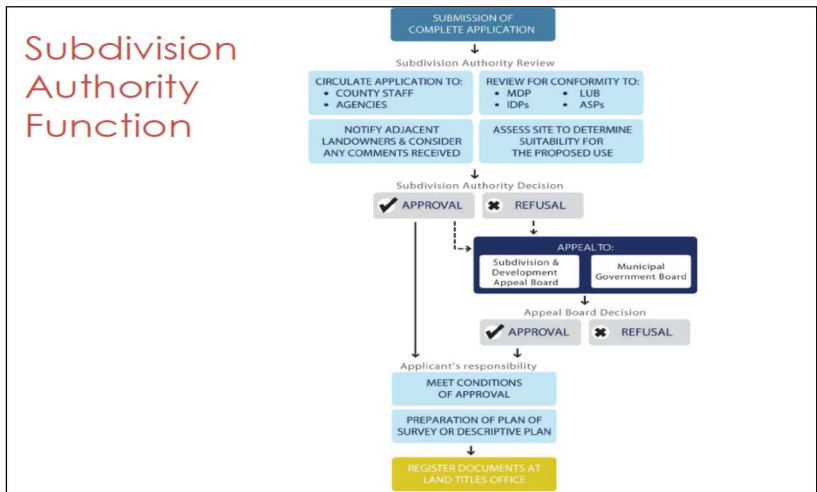
### Subdivision Authority Function

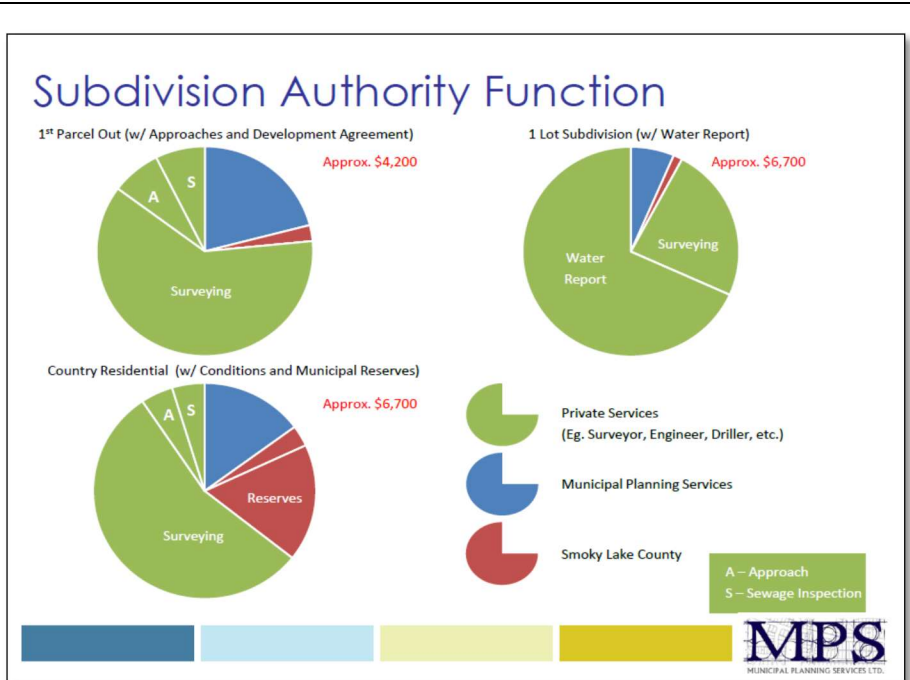
- The division of a parcel of land by an instrument
  - Most common types of subdivision
    - 1<sup>st</sup> parcel out
    - Lot split
    - Boundary adjustment
  - 652(4)
  - Bareland Condo
- Requires approval by a Subdivision Authority

### Subdivision Authority Function

- When is a subdivision not required?
  - Lot consolidation
  - Plan Cancellation
- Everything else requires approval by a Subdivision Authority Approval



Excerpts from the Service Alberta – Land Titles Website  
<http://www.servicealberta.gov.ab.ca/852.cfm>

**“Plan Registration**

The *Land Titles Act* provides for the registration of survey plans. These plans must be prepared by an Alberta Land Surveyor. Plans registered under other acts, such as the *Navigable Waters Protection Act* need not be prepared by an Alberta Land Surveyor. Plans submitted for registration are examined to ensure compliance with associated land related statutes and office procedures. The common types of plans registered are outlined below.

**Subdivision Plan**

An owner wishing to subdivide his land may, with the approval of the subdivision authority, have the land surveyed by an Alberta Land Surveyor and register a subdivision plan. The plan may also contain reserve land, roads and public utility parcels as required by the *Municipal Government Act*. The plan must show all information as required by the applicable act, to define the boundaries of the new parcels. Upon the registration of the plan, the current title(s) are cancelled in full or as to part and the new title(s) are issued to the registered owners. Titles to the reserves and public utility parcels are issued to the municipality, while no titles are issued for the roads. Subdivision plans do not affect the ownership of mines and mineral rights.”

**Also to note, there is explanations regarding condominium plan, descriptive plans, strata plans, right of way and related site plans, and road plans.**

**RESPONSE OPTIONS**

- A. Retain MPS as the Subdivision Authority and pay MPS for all fees associated with subdivision processing. Costs could be covered by the tax revenue.

Cost to the County: \$750-\$800 per application for a first parcel out.  
 Approximately 15 applications are received each year: \$12,000.  
 Timelines for obtaining subdivision approval would remain the same.

Pros	Cons
Cost savings to applicants, internal process remains the same.	Revenue would need to be covered by the tax roll, applicants deal with the County and MPS for their application.

- B. Retain MPS as the Subdivision Authority and have applicants pay for their fees associated with subdivision processing. As when individuals subdivide, they do so to make money. It is a belief that ratepayers should not have to subsidize these costs.

Cost to the County: nil.  
 Timelines for obtaining a conditional subdivision approval would remain the same.

Pros	Cons
No costs to the County, internal process remains the same.	Costs to the applicant, applicants deal with the County and MPS for their application.

C. Appoint the Municipal Planning Commission as the Subdivision Authority for Smoky Lake County. By doing so, administration would prepare reports and recommendation to this committee similarly to the Development Reports that MPC currently sees at their meetings. This structure will require additional staffing to accommodate bringing this in-house.

Cost to the County: +/- \$45,000-\$50,000 per year.

Timelines for obtaining conditional subdivision approval would remain the same or slightly longer.

Pros	Cons
Applicants deal with 1 body for their application, process is streamlined.	Time is needed to prepare new application process, pass a new bylaw, prepare fee schedule, additional costs to the County by requiring a new staff member.

D. Appoint the Planning & Development Manager as the Subdivision Authority for Smoky Lake County. The Planning & Development Manager would issue decisions. This option is the least favourable to administration as the current department workload and structure is not set up to meet this demand. This structure would require additional staffing to accommodate bringing this in-house.

Cost to the County: +/- \$45,000-\$50,000 per year.

Timelines for obtaining conditional subdivision approval would remain the same.

Pros	Cons
Applicants deal with 1 body for their application, process is streamlined.	Time is needed to prepare new application process, pass a new bylaw, prepare fee schedule, additional costs to the County by requiring a new staff member. The department is currently looking for a Planning & Development Officer; at this time we do not know how much time that will be required for training of the new staff member by the Manager. Taking on a new process such as subdivisions would require the department to hire a 3 <sup>rd</sup> employee to complete all tasks required of the department.

**NOTES**

Options C and D do not contemplate any subsidy to the subdivision process from the tax roll. Therefore, subdivision fees would require a decision (Fee Schedule Policy amendment) separate from the delivery structure.

**RECOMMENDATION**

Option

- B. Retain MPS as the Subdivision Authority and have applicants pay for their fees associated with subdivision processing.

**NEXT STEPS**

Pending which option Council chooses to move forward.

**Subdivision Authority: Bylaw No. 996-95**

**Review**

Review of Smoky Lake County Bylaw No. 996-95 – To establish the Subdivision Authority for Smoky Lake County.

**Subdivision Authority: 2012 MPS Subdivision Fees**

**Review**

**2012 MPS Subdivision Fees  
(Effective January 1, 2012)**

<b>Standard Subdivision Fee at Application</b> * Per lot fees will not be charged for the remainder	\$500 First Parcel Out* \$600 For 2 Lots (1 lot plus remainder*) \$400 + (\$250 per lot*) For 3 or more Lots
<b>Separation of Titles [MGA 652 (4)]</b>	\$400 + (\$100 per lot**)
<b>Boundary Adjustment</b>	\$400 + (\$100 per lot)
<b>Condominium Plan Consent</b>	\$50 per unit
<b>Extension</b>	\$250
<b>Re-circulation</b>	\$250

<b>Fee at Endorsement</b> ** Endorsement fees are charged at time of endorsement for all subdivisions except Separation of Titles	\$50 + (\$150 per lot)
<b>Current Land Title</b>	\$12 (per title)
<b>Air Photo</b>	\$7 (per photo)
<b>Please Note:</b> Some of our clients charge an additional per lot fee at time of application. Please contact our office for updated fee information for: • The County of Barrhead • Lamont County • Town of Redwater	

**SAMPLE FEES DETAILS**

- a) For subdivision of the **first parcel out** of a quarter section:  
 With application \$ 400.00, plus G.S.T.  
 + per lot with application\* \$ 100.00, plus G.S.T.  
 \* Per lot fees will not be charged for the remainder  
 + request for endorsement \$ 50.00, plus G.S.T.  
 + per lot at request for endorsement \$ 150.00, plus G.S.T.
- b) For subdivisions **creating two (2) lots**, including any remainder lot:  
 With application \$ 400.00, plus G.S.T.  
 + per lot with application\* \$ 200.00, plus G.S.T.  
 \* Per lot fees will not be charged for the remainder  
 + request for endorsement \$ 50.00, plus G.S.T.  
 + per lot at request for endorsement \$ 150.00, plus G.S.T.
- c) For subdivisions creating **three (3) or more lots**, including any remainder lot:  
 With application \$ 400.00, plus G.S.T.  
 + per lot with application\* \$ 250.00, plus G.S.T.  
 \* Per lot fees will not be charged for the remainder  
 +request for endorsement \$ 50.00, plus G.S.T.  
 + per lot at request for endorsement \$ 150.00, plus G.S.T.
- d) For subdivision applications made in order to satisfy **Section 652(4)** of the Act, sometimes referred to as a separation of titles:  
 With application \$ 400.00, plus G.S.T.  
 + per lot with application \$ 100.00, plus G.S.T.
- e) For subdivision applications made in order to satisfy Section 652(4) of the Act, there will be no fee charged at the request for endorsement.
- f) For subdivision applications made in order to **adjust the boundary** of an existing lot:  
 With application \$ 400.00, plus G.S.T.  
 + per lot with application \$ 100.00, plus G.S.T.  
 + request for endorsement \$ 50.00, plus G.S.T.  
 + per lot at request for endorsement \$ 150.00, plus G.S.T.

**Planning and Development Manager: Work Plan Year 2014 Review**

<b>Title: Planning and Development Manager: Work Plan</b>		<b>Policy No.: 01-03</b>	<i>E</i>
<b>Section: 61 - M</b>	<b>Code: P-A</b>	<b>Page No.: 1 of 13</b>	
<b>Purpose:</b>	To establish a Planning and Development Work Plan for the Smoky Lake County Planning and Development Department Program.		
<b>Policy Statement and Guidelines:</b>			
<b>STATEMENT:</b> The <b>Planning and Development Department Work Plan, Schedule "A"</b> outlines the Work Schedule of Projects and duties on a daily, weekly, monthly, and periodic time frame which provides detailed work to be undertaken in the Planning and Development Department Program.			
<b>BENEFITS:</b> The Planning and Development Department Work Plan will provide the following benefits:			
<ul style="list-style-type: none"> <li>■ Broaden the portfolio of the Planning and Development Department.</li> <li>■ Good understanding of the process of the Planning and Development Department.</li> <li>■ Increase efficiency and strengthen timeframe of deadlines.</li> <li>■ Establishes accountability of the Program.</li> <li>■ Communication and Cross-Training Tool.</li> </ul>			
<b>REVIEW:</b> The Planning and Development Department Work Plan will be reviewed and presented to Council on an annual basis beginning of each year.			



**SCHEDULE "A": PLANNING AND DEVELOPMENT DEPARTMENT MANAGER: WORK PLAN 2014**

Time	Work Schedule Projects	Work Description and Element Tasks/Duties Projects	Verified Outcome
<b>REACTIVE WORK</b>			
<b>DAILY</b>			
1 Hour	Emails	Review and respond to emails.	Ensure that customer inquires are responded to within 1-3 days.
2 Hours	Inquires	Receive and respond to telephone and counter inquires	<p>Ensure that cross training is completed so there is an individual in the office able to aid customers with basic Planning and Development inquires.</p> <p>Ensure that customers inquires are responded to within 1-3 days.</p>
.5 Hours	Organization	Organize and prioritize daily work tasks as per discussions at the weekly Manager's Meeting and any other emergent issues that may arise.	At the end of the week, ensure all tasks are completed as set out at the beginning of the week. If not completed, add the tasks to complete the following week.
1 Hour	Meetings	Meet with staff, external agencies, and consultants as required for current projects.	Ensure that all projects are proceeding in a timely manner.
10 Minutes	Administrative Tasks	Update timesheets, update calendar with upcoming meetings, and organize work space.	Ensure that department is organized to work efficiently.
<b>WEEKLY</b>			
2 – 4 Hours/ Application	Development Permits: Permitted Use or Variances under 25%	<ul style="list-style-type: none"> <li>▪ Prepare mapping.</li> <li>▪ Enter application into eSITE.</li> <li>▪ Review application to ensure it meets County's planning documents.</li> <li>▪ Update Development Permit Listing with same.</li> <li>▪ Prepare external agency referral as required.</li> <li>▪ Send internal referral sheet and consult with department heads on new development applications.</li> <li>▪ Prepare Notice of Decision for approved Development Permit.</li> <li>▪ Send copy of issued permit to the County's Assessor, Safety Codes Agency, Natural Gas Department and County's Peace Officer.</li> </ul>	<p><u>Legislative Requirement:</u> Issue decision for Development Permits within the 40 timeframe according to the Land Use Bylaw.</p> <p><b>Strategic Plan:</b> <b>Goal 1.4.1(b)</b> <b>Desired Outcome 2 and 1.1.1(k)</b></p>
4 – 6 Hours / Application	Development Permits: Discretionary Use or Variances above 25%	<ul style="list-style-type: none"> <li>▪ Prepare Mapping.</li> <li>▪ Enter application into eSITE.</li> <li>▪ Review application to ensure it meets County's planning documents.</li> <li>▪ Update Development Permit Listing with same.</li> <li>▪ Prepare referrals as required (internal / external agencies).</li> <li>▪ Prepare development report for Municipal Planning Commission (MPC) review and consideration.</li> <li>▪ Prepare Notice of Decision to applicant in follow-up with the Municipal Planning Commission's Decision.</li> </ul>	<p><u>Legislative Requirement:</u> Issue decision for Development Permit within the 40 timeframe according to Land Use Bylaw. Not including advertising and appeal period.</p>

		<ul style="list-style-type: none"> <li>Prepare Public Notice for website and advertise in the Redwater Review.</li> <li>Prepare letters to adjacent landowners in follow-up with Municipal Planning Commission's decision.</li> <li>After 14 days if no appeals are received, issue development permit.</li> <li>Send copy of issued permit to the County's Assessor, Safety Codes Agency, Natural Gas Department, and County's Peace Officer.</li> </ul>	<p><b>Strategic Plan:</b>  <b>Goal 1.4.1(b)</b>  <b>Desired Outcome 2 and 1.1.1(k)</b></p>
2 – 3 Days/ Application	Amendments to Land Use Bylaw and Area Structure Plan and Municipal Development Plan	<ul style="list-style-type: none"> <li>Prepare Mapping.</li> <li>Consult with department heads on new amendment applications.</li> <li>Prepare proposed bylaw.</li> <li>Prepare Request For Decision to accompany, bylaw and mapping for 1<sup>st</sup> reading.</li> <li>Prepare agency and adjacent landowner letters.</li> <li>Prepare advertisement for public hearing.</li> <li>Post a public notice on the website regarding upcoming public hearing.</li> <li>Prepare public hearing background for public hearing date.</li> <li>Prepare Request For Decision for 2<sup>nd</sup> and 3<sup>rd</sup> readings of the proposed bylaw.</li> </ul>	<p>Ensure all applications are processed in a timely manner.</p> <p>Post a copy of the bylaw once passed by County Council on the website.</p> <p><b>Strategic Plan:</b>  <b>Goal 1.4.1(b)(c)</b>  <b>Desired Outcome 2</b></p>
3.5 – 5 Hours / week	Field Work	<p>Conduct site inspection as required on newly received applications.</p> <p><b>Development:</b> Review is done to ensure lands aren't subject to flooding, proposed development is setback appropriately from a steep slope, approach is acceptable to County standards (Public Works), rural address assigned if needed (Protective Services) sufficient gas is available to meet needs of the proposed development if not, ensure condition is placed on permit that any gas servicing costs shall be borne by the developer.</p> <p><b>Subdivision:</b> Review is done to ensure lands aren't subject to flooding, any undevelopable areas in the tentative plan of subdivision are dedicated as Environment Reserve, any lands to be dedicated as Municipal Reserve are able to be developed as Parks / Playground / School, approaches are to County Standards (Public Works), and sufficient gas is available to meet the future needs of a multi-lot subdivision and any costs should be borne by the developer.</p> <p>Site Inspection conducted as per consultation with Municipal Planning Services.</p> <p>** Purpose of site inspection from Planning and Development is to gather information to help aid With drafting any proposed conditions on the file.</p> <p>** Enforcement related site inspections are conducted by Protection Services.</p>	<p>Advise landowner in advance of conducting a site inspection on their property.</p>
.5 Hours	Accounting	Coding of Purchased Goods / Advertising / Invoices.	<p>Monitor and control expenditures of funds in accordance with the approved budget set by County Council.</p>
3 – 4 Hours	Manager's Meetings	Prepare report and attend weekly Manager's Meetings.	<p>Keep informed on the current County initiatives.</p>
2 – 3 Hours	Strategic Plan	Review assigned tasks to Planning and Development and ensure follow-up.	<p>Monitor and keep an updated listing of tasks completed between Quarterly Reports.</p>
1 – 2 Hours	Heritage	Meet and / or respond to inquiries relating to heritage / historic resources.	<p>Ensure inquires are responded to in a timely manner.</p>



<p>4 – 5 Hours / Application</p>	<p>Subdivision Application referrals from Subdivision Authority: Municipal Planning Services.</p>	<ul style="list-style-type: none"> <li>▪ Discuss files with applicable department heads as needed</li> <li>▪ Compile adjacent landowners list.</li> <li>▪ Review application and provide comment to ensure compliance with Statutory and Non- Statutory plans.</li> <li>▪ Complete referral pages and scan to Subdivision Authority.</li> <li>▪ Coordinate approach inspections with the Public Works Department once subdivision application is conditionally approved.</li> <li>▪ Drafting, printing, and execution of Development Agreement for each respective subdivision file.</li> <li>▪ Follow-up meeting and phone calls with applicant as required to aid with the facilitation of completing conditions of subdivision approval including reminder letters</li> <li>▪ Conduct final review of file to ensure all conditions have been completed.</li> <li>▪ Prepare letter of endorsement and send to Subdivision Authority</li> </ul>	<p>Ensure subdivision applications are being processed within the 60 day timeframe.</p> <p>Ensure all approach are inspected and approved by Public Works prior to endorsement of subdivision.</p> <p>Track received securities on a spreadsheet.</p> <p>Ensure each Development Agreement is scanned and saved in the electronic subdivision file folder. File hard copy with subdivision file.</p> <p><b>Strategic Plan: Goal 1.4.1(b) Desired Outcome 2 and 2.3.1(e) (h)</b></p>
<p>1 Hour</p>	<p>Safety Codes Permits</p>	<ul style="list-style-type: none"> <li>▪ Refer customers to website or office for copies of permit applications.</li> <li>▪ Serve as a liaison between The Inspections Group Inc., office staff and safety codes officers for processing of safety codes permits with ratepayers and natural gas department.</li> <li>▪ Safety Codes Agency contract ending December 31, 2014. Work with Village of Vilna, Village of Waskatenau, and Town of Smoky lake to verify their interest in continuing the joint agreement</li> </ul>	<p>Ensure that the safety codes agency is fulfilling their contractual obligations.</p> <p><b>Strategic Plan: Goal 1.4.1(b) Desired Outcome 2</b></p>
<p>1 Hour</p>	<p>Enforcement</p>	<ul style="list-style-type: none"> <li>▪ Responsible for advising CAO / Protective Services of any enforcement actions necessary to achieve compliance with the Land Use Bylaw or the conditions of a development approval.</li> <li>▪ Review previously issued Development Permits to ensure compliance.</li> </ul>	<p>Ensure appropriate documentation is tracked and filed appropriately for any enforcement related issue or issued Stop Order.</p>
<p><b>MONTHLY</b></p>			
<p>3 – 4 Hours</p>	<p>Heritage <b>1</b></p>	<ul style="list-style-type: none"> <li>▪ Attend Smoky Lake County Regional Heritage Board (SLCRHB) Meeting as required to provide updates.</li> <li>▪ Preparation of Municipal Heritage Designation Bylaws and development of Heritage Policies.</li> <li>▪ Liaison with Provincial Heritage Branch and SLCRHB regarding heritage issues.</li> <li>▪ Record management of Municipal Heritage Designation Bylaws into the Provincial HERMIS (Heritage Resource Management Information System).</li> <li>▪ Carry out any initiatives as required on the 20 year Action List- Heritage Management Plan with SLCRHB</li> </ul>	<p>Ensure that all SLCRHB members are informed in a timely manner of ongoing projects.</p> <p><b>Strategic Plan: Goal 3.5.1(b)</b></p>
<p>3 – 5 / Mtg .5 hour/mtg. 2-5 hours/ mtg. 3-6 hours/ mtg.</p>	<p>Municipal Planning Commission</p>	<ul style="list-style-type: none"> <li>▪ Photocopy packages for MPC's review and consideration.</li> <li>▪ Notify appropriate members when agenda packages is released and deliver as necessary.</li> <li>▪ Attend meetings and present as required.</li> <li>▪ Recording Secretary at MPC meetings.</li> <li>▪ Send follow-up letter to applicant regarding MPC's (Development Authority) decision.</li> </ul>	<p>Ensure packages are released to appropriate Council members in a timely manner to allow sufficient time to review.</p>

2 hours	Office Supplies	Review and order office supplies as needed for department. Research best quality and prices.	Ensure tools are available for future use.
2 – 4 hours	Safety Codes Permits	<ul style="list-style-type: none"> <li>Monitor and update UQMP (Uniform Quality Management Plan). Ensure agency under contract is completing their obligations.</li> <li>Code invoices as permits are closed by agency.</li> <li>File closed permit in order to prepare for Safety Codes Audit. (Internal Audit: Yearly and Municipal Affairs Audit: Every 3 years.</li> <li>File closed permits every 3 years into the land file.</li> </ul>	Ensure audits are performed to ensure compliance monitoring is being conducted to the Municipal Affairs / Safety Codes Council standards.
2 – 3 hours	Monthly Council Reports	Update Monthly Council Report.	Maintain electronic record of each Council report. <b>Strategic Plan: Goal 1.1.1(f)</b>
1 hour	Council Action Lists	Update Action List as required.	Maintain electronic record of Planning and Development Action List.
2 hours / file	Compliance Certificates	<ul style="list-style-type: none"> <li>Obtain 2 originals of a Real Property Report</li> <li>Verify the zoning of the property.</li> <li>Review Land Use Bylaw setbacks to ensure the existing building meet the Land Use Bylaw.</li> <li>Ensure that signed Compliance Certificates are filed in appropriate land file and uploaded into Webmap.</li> <li>Draft a Compliance Certificate Policy.</li> </ul>	Main electronic record of each signed Compliance Certificate. <b>Strategic Plan: Goal 1.4.1(b)</b> <b>Desired Outcome 2</b>
3 hours / file	Pre-Application and Pre-Construction Meetings	Coordinate meetings as required between developers and staff to ensure communication from the County is conducted professionally and efficiently.	This approach is conducive to the County being opened for business and aids developers with developing in our community.
<b>ANNUALLY</b>			
7 – 10 Hours	Accounting	<ul style="list-style-type: none"> <li>Ensure that all Planning and Development Invoices are received and coded prior to the County's year end.</li> <li>Ensure that Smoky Lake County Regional Heritage Board has prepared and submitted their year-end financial statements and yearly expenses. Send information to Finance Manager.</li> <li>Answer any Planning and Development related audit questions from the County's auditors.</li> </ul>	Ensure that proper financial reporting is completed according to County's policy and practice.
.5 day	Memberships	Renew memberships to ADOA and CPAA and other related memberships as required.	Obtain confirmation letter in application with membership
2 days	Work Plan	<ul style="list-style-type: none"> <li>Review the previous year's work and update work plan to ensure it accurately reflects the departments work.</li> <li>Present same to CAO/ACAO for review.</li> <li>Present same to Council as a management policy.</li> </ul>	If the work plan is current, it should accurately reflect workload, demands, and priorities of the department.
5 – 7 days	Budget Planning	Research and prepare the department's budget needs for the following year.	Attend Budget Meetings and present same as required.
2 – 4 days	Grants	<ul style="list-style-type: none"> <li>Research and make application to applicable Planning and Development related grants.</li> <li>Prepare reports as required for approved grants.</li> </ul>	Ensure grants are applied for within the appropriate timelines.  <b>Strategic Plan: Goal 1.4.1(c)</b>

2 – 3 days	Business License	<ul style="list-style-type: none"> <li>Review listing to ensure it's current and prepare mail merge. Mail licenses in December of each year.</li> <li>Issue new business licenses throughout the year as needed.</li> <li>Review the purpose of business licenses and practices of various rural municipalities for business licenses as needed.</li> </ul>	Ensure business license listing is up to date.
1 day	Safety Meeting	Attend annual safety meeting.	Keep informed on safety practices / policies of the County.
3-4 days	CPAA Conference	Attend annual Community Planning Association Conference in April of each year.	Attend and take notes at conference for future reference. Networking
3-4 days	ADOA Conference	Attend annual Alberta Development Officer's Association Conference.	Attend and take notes at conference for future reference networking
<b>PERIODIC</b>			
7 – 9 days/ file	Road Closures and Cancellations	<ul style="list-style-type: none"> <li>Preparation and monitoring of appropriate road closure resolutions, bylaws, and files.</li> <li>Follow road cancellations and closures package provided by Alberta Transportation for all files.</li> <li>Send in a copy of the resolutions / bylaw to Alberta Land Titles Office for review prior to moving forward with the file.</li> <li>Prepare required referrals as needed with the applications.</li> <li>Meet with landowners as needed ensure they are informed of status and proceedings.</li> </ul>	Ensure that proper procedures are followed by Alberta Transportation and Alberta Land Titles Office.
5-7 days	Land Sales	<ul style="list-style-type: none"> <li>Prepare Request for Decision ("RFD") for Council's review and consideration.</li> <li>Draft Policy on sale of municipally owned lands.</li> </ul>	Ensure proper tracking is in place to follow up with land sales
5-10 days	Land Filing	<ul style="list-style-type: none"> <li>File Development Permits which all conditions have been complied with from the previous calendar year.</li> <li>Ensure electronic copy has been scanned to appropriate electronic file.</li> </ul>	Ensure land filing is up to date.  Goal 1.1.1(c)
1-2 days File	Municipal Government Board	Review, prepare, and/or present to Municipal Government Board, when necessary.	Ensure County is represented professionally at the MGB Hearing
2-5 days File	Subdivision and Development Appeal Board	Review, prepare, and/or present to Subdivision and Development Appeal Board, when necessary.  Secretary to Subdivision and Development Appeal Board. (Note: Time varies due to nature of the proposed subdivision or development).	Ensure Development Authority is represented professionally at the SDAB Hearing. Ensure agenda packages are prepared and distributed for the hearing. Notify all affected parties
15 min/week	Commissioner for Oaths	<ul style="list-style-type: none"> <li>Review and sign documents as required.</li> <li>Commission expires September 26, 2016.</li> </ul>	Ensure that my appointment with Alberta Justice is being adhered to.
2 days/ file	Land Title Transfer	<ul style="list-style-type: none"> <li>Meet with the proponent to review process and timelines to have title transferred.</li> <li>Prepare agreements have same executed.</li> <li>Prepare appropriate documentations for land title transfers as required by Council resolution.</li> <li>Ensure that improvements have been completed as per agreement.</li> <li>Follow up on Spin II, Alberta Land Titles System to ensure titles has been transferred accordingly.</li> <li>File land transfer documents in respective land file.</li> </ul>	Monitor and ensure title is being transferred in a timely manner.

1 – 2 hours/ file	Development Permits	<ul style="list-style-type: none"> <li>Follow up to ensure all previously issued permits are being complied with and that all outstanding conditions have been completed if not ongoing with the proposed development. (Obtaining and providing a copy of the proper government approvals, haul road agreement, security, approach construction approvals, drafting development agreements).</li> </ul>	Ensure developer has complied with all conditions as set out to the Development Permit.
1-2 hrs/month	Website	Review and update website as required.	Ensure the County's website remain current.
TBD	Strategic Plan 2012-2014	Monitor strategic action item and report same to Council.	Ensure action items are being completed for the current year.
TBD	NEW Strategic Plan	Gather information and formatting of new County Strategic Plan following the Strategic Planning Priorities session in March 2014.	Attend Strategic Planning Meetings
5-10 days/year	Training	Attend training and educational sessions as applicable to Planning and Development.	Attend and take notes at training session for future reference
TBD	Land Use Bylaw	Work with Municipal Planning Services (MPS) to adopt the draft Land Use Bylaw (LUB).	The LUB was adopted by Council on January 31, 2013.  <b>Strategic Plan: Goal 1.4.1(a)(b)(d) and 3.4.1(b)</b>
TBD	Victoria District Area Structure Plan	Work with Municipal Planning Services (MPS) to adopt the draft Victoria District Area Structure Plan.	The Victoria District ASP is adopted by Council in 2013/2014.  <b>Strategic Plan: Goal 1.4.1(i)(e) and 2.4.1(b)</b>
2-10 days to research and draft policy	Policy Development	Research and analyze best practices and prepare policies for: <ul style="list-style-type: none"> <li>New – Land Sale Policy</li> <li>New – Compliance Certificate Policy</li> <li>Update – Municipal Reserve Policy</li> </ul> Review all Planning and Development related policies annually to ensure current with the up-to-date practices in the planning field. Ensure all policies are being followed as passed by Council.	Ensure that Planning and Development is working efficiently with current practices.
TBD	Planning and Development Brochures	Prepare one page flyers on Planning tips to assist developers, ratepayers with developing lands in Smoky Lake County.	<b>Strategic Plan: Goal 1.4.1(g)</b>
<b>PROJECTS CARRIED OVER FROM PREVIOUS YEAR(S)</b>			
TBD	Road Closure Files	Approximately 15 files. The plan to complete 4 files this year with the given budget and staffing.	
TBD	Land Titles Transfers	Approximately 4 files.	
TBD	Hanmore Lake PSDS Inspection Files	Research next steps to proceed to obtain compliance for the respective properties at Hanmore Lake.	
TBD	Edward	Continue with proposed plan to alleviate concerns with municipal reserve and road plan in the Hamlet.	
TBD	Land Filing	Organize and file backlog of road closure files with original bylaws in the vault. Approximately: 20 files.	

**Addition to the Agenda:**

**Development Permit: Listing Review**

Smoky Lake County 2014 Development Permits Issued to Date: 60 Permits.

**Addition to the Agenda:**

**Subdivision File: Listing Review**

Smoky Lake County - Listing of Outstanding Subdivision Files: 11 Files open.

830-14: Bobocel

That County Council accept the following received correspondence:

- Briefing Notes: Subdivision Authority.
- Bylaw No. 996-95: Subdivision Authority.
- Subdivision Fees.
- Planning and Development Manager: Work Plan for 2014.
- Development Permit Listing for 2014.
- Subdivision Listing.

for information.

Carried.

**Addition to the Agenda:**

**Executive Session: Land**

831-14: Bobocel

That County Council go into Executive Session to discuss a land issue, time 12:00 p.m.

Carried.

832-14: Lukinuk

That County Council go out of Executive Session, time 12:10 p.m.

Carried.

**ADJOURNMENT:**

833-14: Smigerowsky

That the County Council Committee of the Whole Meeting for the purpose of Planning – Subdivision Authority, be adjourned at 12:11 p.m.

Carried.

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REEVE

**S E A L**

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CHIEF ADMINISTRATIVE OFFICER