

SMOKY LAKE COUNTY

Minutes of the **County Council Meeting** held on Thursday, **August 20, 2015** at 9:05 A.M. in the County Council Chambers.

The meeting was called to Order by the Reeve, Mr. Ron Bobocel, in the presence of the following persons:

<u>Div. No.</u>	<u>Councillor(s)</u>	<u>ATTENDANCE</u> <u>Thursday, August 20, 2015</u>
1	Dareld Cholak	Present
2	Ron Bobocel	Present
3	Craig Lukinuk	Present
4	Cary Smigerowsky	Present
5	Randy Orichowski	Present
CAO	Cory Ollikka	Present
Asst CAO	Lydia Cielin	Present
Finance Manager	Brenda Adamson	Present
Public Works Mgr.	Doug Ponich	Present
GIS/Comm Mgr.	Paul Miranda	Present
Legislative Svcs/R.S.	Angela Bilski	Present

1 Member of the Media:
Redwater Review in attendance.

2. Agenda:

Agenda
854-15: Cholak

That the Agenda for Thursday, August 20, 2015 County Council Meeting be adopted, as amended.

Deletion(s)

1. Delegation - Reggie Semeniuk

Carried Unanimously.

3. Minutes:

Minutes of June 25, 2015 – County Council Meeting

855-15: Lukinuk

That the minutes of the County **Council Meeting** held on Thursday, June 25, 2015, be adopted.

Carried.

Minutes of June 29, 2015 – County Council Committee of the Whole for the Purpose of Planning: Victoria District Area Structure Plan Meeting

856-15: Orichowski

That the minutes of the **County Council Committee of the Whole for the Purpose of Planning: Victoria District Area Structure Plan Meeting** held on Monday, June 29, 2015, be adopted.

Carried.

Minutes of July 22, 2015 – County Council Meeting for the Purpose of the CAO Evaluation

857-15: Smigerowsky

That the minutes of the County **Council Meeting County Council for the Purpose of the CAO Evaluation** held on Wednesday, July 22, 2015, be adopted.

Carried.



4. Request for Decision:

Policy Statement No. 14B-03-07: Insurance Liability Renewal Application for the Additional Named Insured

858-15: Cholak

That **Policy Statement No. 14B-03-07: Insurance Liability Renewal Application for the Additional Named Insured**, be amended:

Title: Insurance Liability Renewal Application for the Additional Named Insured		Policy No.: 03-07
Section: 14	Code: P-R	Page No.: 1 of 5 E
Purpose:	To provide a process for non-profit community organizations to renew insurance coverage as Additional Named Insured from Smoky Lake County's insurance carriers "Jubilee Insurance Agencies Ltd."	
Policy Statement and Guidelines:		
<p>1. STATEMENT:</p> <p>1.1 Jubilee Insurance Agencies has a mandate to provide insurance coverage to non-profit community groups/entities that benefit the community as a whole.</p> <p>1.2 Smoky Lake County requires on an annual basis Questionnaires completed by all Additional Named Insured to renew insurance liability coverage, in order to remain under the County Master Insurance Policy.</p> <p>This is an underwriting measure required in order to demonstrate due diligence as to the management of Additional Named Insured risk for the Superintendent of Insurance for the Province of Alberta, and the County's partner with the Jubilee program.</p> <p>2. RENEWAL APPLICATION PROCESS:</p> <p>Non-profit organizations maintaining coverage as "<u>additional named insured (ANI)</u>" parties to the Smoky Lake County's insurance plan are required to completed the following:</p> <p>Schedule "A": Municipal 2015-2016 Additional Named Insured Liability Insurance Renewal Form.</p>		

Section 14

Policy B.03-07



SCHEDULE "A"

MUNICIPAL 2015-2016 ADDITIONAL NAMED INSURED LIABILITY INSURANCE RENEWAL FORM

GENERAL, CONTACT AND MUNICIPAL INFORMATION		PLEASE ANSWER ALL QUESTIONS	
Organization Name: _____	Number of Employees: _____		
Mailing Address: _____	Number of Volunteers: _____		
Box _____ City or Town _____ Postal Code _____	Number of Board Members: _____		
Website Address: _____	Current Year's budget: _____		
\$ _____	Last Year's Revenue: _____		
\$ _____			
Main Contact: _____	Phone: () _____ Fax: () _____		
Position: _____	Other/Cell Phone: () _____		
Address: _____	Email: _____		
Box _____ City or Town _____ Postal Code _____			
Backup Contact: _____	Phone: () _____ Fax: () _____		
Position: _____	Other/Cell Phone: () _____		
Address: _____	Email: _____		
Box _____ City or Town _____ Postal Code _____			
		Yes	No
▶ Do you have a municipal representative or appointee on your Board of Directors?		<input type="checkbox"/>	<input type="checkbox"/>
▶ Does the municipality provide an operating grant or other funding support to your organization?		<input type="checkbox"/>	<input type="checkbox"/>
▶ Are municipal facilities used for your organization's administrative office?		<input type="checkbox"/>	<input type="checkbox"/>
▶ Is the municipality regularly provided with copies of the Minutes for your organization's meetings?		<input type="checkbox"/>	<input type="checkbox"/>
▶ Is your organization registered as a Not-for-Profit entity?		<input type="checkbox"/>	<input type="checkbox"/>
▶ Does your organization have any other groups that are separately incorporated or governed? IF YES, PLEASE DESCRIBE:		<input type="checkbox"/>	<input type="checkbox"/>
ORGANIZATION TYPE:			
▶ If available, please attach a copy of your Mission Statement.			
▶ Please describe in your own words the purpose/operations of your organization, and your day-to-day activities:			

RB

Section 14

Policy B.03-07

SECTION A: LIABILITY ACTIVITIES		Please indicate if the Category that best applies to you	
Agricultural Society	<input type="checkbox"/>	Fire Association / Club	<input type="checkbox"/>
Airport Board / Commission	<input type="checkbox"/>	Fire Protection Authority	<input type="checkbox"/>
Ambulance Board / Authority	<input type="checkbox"/>	Fitness Club	<input type="checkbox"/>
Ambulance Service	<input type="checkbox"/>	Food Bank	<input type="checkbox"/>
Bingo Association	<input type="checkbox"/>	Golf Club	<input type="checkbox"/>
Cemetery Maintenance / Operations	<input type="checkbox"/>	Homemaker Services	<input type="checkbox"/>
Chamber of Commerce	<input type="checkbox"/>	Kindergarten	<input type="checkbox"/>
Childhood Development Society	<input type="checkbox"/>	Learning Council	<input type="checkbox"/>
Climbing Association	<input type="checkbox"/>	Library Foundation	<input type="checkbox"/>
Community Association	<input type="checkbox"/>	Meals on Wheels Society	<input type="checkbox"/>
Curling Club	<input type="checkbox"/>	Museum Society	<input type="checkbox"/>
Daycare / After School Care	<input type="checkbox"/>	Neighbourhood Watch / Citizens-on-Patrol	<input type="checkbox"/>
Drop-in Centre	<input type="checkbox"/>	Parents Council	<input type="checkbox"/>
Family Community Social Services	<input type="checkbox"/>	Park / Campground Operator	<input type="checkbox"/>
		Recreation Board	<input type="checkbox"/>
		Recycling Society	<input type="checkbox"/>
		Riding Club / Society	<input type="checkbox"/>
		Rodeo Committee	<input type="checkbox"/>
		Search & Rescue Association	<input type="checkbox"/>
		Senior's Club / Society	<input type="checkbox"/>
		Service Club - Local Chapter	<input type="checkbox"/>
		Ski Club	<input type="checkbox"/>
		Sports League / Group	<input type="checkbox"/>
		Transportation Society	<input type="checkbox"/>
		Waste Management Authority	<input type="checkbox"/>
		Youth Camp	<input type="checkbox"/>
		Youth Club	<input type="checkbox"/>

If not listed above, please describe: _____

RISK SURVEY # 1 - SALE AND/OR SERVICE OF ALCOHOL

NOTE: Directly hosting means an event involving the sale and/or consumption of alcohol that is run directly by your organization. It does not apply to Outside Renters of your facilities (such as wedding parties) however, such Renters do require their own separate liability policy that includes Host Liquor Liability and which names your organization as an additional insured.

	Yes	No
▶ Will your organization be DIRECTLY HOSTING any events involving the sale or service of alcohol in the upcoming year? If Yes, how many such events are likely to have 150 or more attendees? 1 to 3 events <input type="checkbox"/> 4 to 6 events <input type="checkbox"/> 7 to 10 events <input type="checkbox"/> 11 or more events <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Will you be hosting Festivals, Parades, Marches, or other Special events where a large concentration of people is expected? IF YES, PLEASE DESCRIBE: _____	<input type="checkbox"/>	<input type="checkbox"/>

RISK SURVEY # 2 - OTHER GROUPS SHARING OR USING YOUR PREMISES

NOTE: Tenants are not automatically insured! Each tenant group or organization must apply for / have its own insurance coverage.

	Yes	No
▶ Does your organization own and operate the building that you occupy?	<input type="checkbox"/>	<input type="checkbox"/>
▶ If Yes, do other groups or organizations also occupy your building as tenants? If Yes: - List the names of these tenant groups or organizations: _____	<input type="checkbox"/>	<input type="checkbox"/>
▶ If you have any tenant(s), do you ask for proof of Liability Insurance from them?	<input type="checkbox"/>	<input type="checkbox"/>
▶ If you have any tenant(s), do you ask that your organization be named as an Additional Insured on their Liability Policy?	<input type="checkbox"/>	<input type="checkbox"/>

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RISK SURVEY # 3 - HIGH RISK ACTIVITIES:

DOES YOUR ORGANIZATION ENGAGE IN ANY OF THE FOLLOWING ACTIVITIES? Check the "Yes" or "No" box for each and every activity.

NOTE: If any activity or event is to take place that is not checked off below, this must be reported to your Insurance & Risk Advisor before it takes place.

	Yes	No		Yes	No
Biking / Mountain Biking on Ski Hills	<input type="checkbox"/>	<input type="checkbox"/>	Marital Arts	<input type="checkbox"/>	<input type="checkbox"/>
Birthing Clinics	<input type="checkbox"/>	<input type="checkbox"/>	Mechanical Bulls	<input type="checkbox"/>	<input type="checkbox"/>
Bow Hunting	<input type="checkbox"/>	<input type="checkbox"/>	Medical Counselling - hospice, grief, suicide prevent	<input type="checkbox"/>	<input type="checkbox"/>
Boxing / Wrestling	<input type="checkbox"/>	<input type="checkbox"/>	Medical Services - midwifery / diagnosis / treatment, casual nursing	<input type="checkbox"/>	<input type="checkbox"/>
Bungee Jumping	<input type="checkbox"/>	<input type="checkbox"/>	Motorized Racing - cars, boats, motorbikes, ATVs, snowmobiles	<input type="checkbox"/>	<input type="checkbox"/>
Carnival / Amusement Rides	<input type="checkbox"/>	<input type="checkbox"/>	Mountain Climbing / Rock Climbing	<input type="checkbox"/>	<input type="checkbox"/>
Chuckwagon Races / Rodeos	<input type="checkbox"/>	<input type="checkbox"/>	Mud Bog / Tractor Pull Events	<input type="checkbox"/>	<input type="checkbox"/>
Climbing Walls - indoor, outdoor	<input type="checkbox"/>	<input type="checkbox"/>	Paintballing	<input type="checkbox"/>	<input type="checkbox"/>
Counselling Services - emotional, social, welfare	<input type="checkbox"/>	<input type="checkbox"/>	Parades	<input type="checkbox"/>	<input type="checkbox"/>
Demolition Derbies	<input type="checkbox"/>	<input type="checkbox"/>	Poker Rallies	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Sports	<input type="checkbox"/>	<input type="checkbox"/>	Professional Counselling - psychological, psychiatric	<input type="checkbox"/>	<input type="checkbox"/>
Farmer's Markets / Agricultural Fairs	<input type="checkbox"/>	<input type="checkbox"/>	Professional Services - engineering, architectural, legal, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Firearms use - hunting, shooting (target / trap/skeet)	<input type="checkbox"/>	<input type="checkbox"/>	Rental / Lending of Equipment to Others	<input type="checkbox"/>	<input type="checkbox"/>
Fireworks	<input type="checkbox"/>	<input type="checkbox"/>	Rodeo Events for Children / Minors	<input type="checkbox"/>	<input type="checkbox"/>
First Aid	<input type="checkbox"/>	<input type="checkbox"/>	"Running of the Bulls" Events	<input type="checkbox"/>	<input type="checkbox"/>
Fitness Facilities	<input type="checkbox"/>	<input type="checkbox"/>	Skydiving	<input type="checkbox"/>	<input type="checkbox"/>
Flea Markets / Secondhand / Thrift Stores	<input type="checkbox"/>	<input type="checkbox"/>	Statutory Holiday / Festival Celebrations	<input type="checkbox"/>	<input type="checkbox"/>
Food Preparation	<input type="checkbox"/>	<input type="checkbox"/>	Trampolines	<input type="checkbox"/>	<input type="checkbox"/>
Go-Kart Tracks	<input type="checkbox"/>	<input type="checkbox"/>	Whitewater Rafting	<input type="checkbox"/>	<input type="checkbox"/>
Horse Pulls	<input type="checkbox"/>	<input type="checkbox"/>			
Inflatable children's jumping apparatus	<input type="checkbox"/>	<input type="checkbox"/>			
Manufacturing / Fabrication Services	<input type="checkbox"/>	<input type="checkbox"/>			

WHERE "YES" IS INDICATED, PLEASE DESCRIBE ACTIVITY: _____

DOES YOUR ORGANIZATION ENGAGE IN OTHER UNUSAL ACTIVITIES? IF SO, PLEASE DESCRIBE: _____

RISK SURVEY # 4 - NEED FOR SPECIALIZED LIABILITY COVERAGE(S)

PLEASE INDICATE IF ANY OF THE FOLLOWING APPLY TO YOUR ORGANIZATION? Check the "Yes" or "No" box for each area:

	Yes	No
▶ Do you operate or perform any activities outside of Alberta?	<input type="checkbox"/>	<input type="checkbox"/>
▶ Do you provide or offer any legal or financial advice?	<input type="checkbox"/>	<input type="checkbox"/>
▶ Do you provide or offer any medical or nursing care or treatment or administer any drugs or medications?	<input type="checkbox"/>	<input type="checkbox"/>
▶ Do you conduct any scientific, food, chemical or similar research?	<input type="checkbox"/>	<input type="checkbox"/>
▶ Do you provide or offer any sort of professional service to others that would usually require a fee being charged/paid?	<input type="checkbox"/>	<input type="checkbox"/>
▶ Does anything you do involve handling materials that are environmentally sensitive or potential pollutants?	<input type="checkbox"/>	<input type="checkbox"/>

Section 14

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CONFIRMATION	
NAME OF INDIVIDUAL COMPLETING THIS APPLICATION: _____ (PRINT NAME)	
SIGNATURE: _____	
TITLE: _____	Date: _____

Carried.

Policy Statement No. 14B-10-02: Insurance Bond and Crime Renewal Application for the Additional Named Insured

859-15: Orichowski

That **Policy Statement No. 14B-10-02: Insurance Bond and Crime Renewal Application** for the Additional Named Insured, be amended:

Title: Insurance Bond and Crime Renewal Application for the Additional Named Insured		Policy No.: 10-02
Section: 14	Code: P-R	Page No.: 1 of 3 E
Purpose:	To provide a process for non-profit community organizations to renew insurance coverage as Additional Named Insured from Smoky Lake County's insurance carriers " Jubilee Insurance Agencies Ltd. "	

Policy Statement and Guidelines:

1. STATEMENT:

- 1.1 Jubilee Insurance Agencies has a mandate to provide insurance coverage to non-profit community groups/entities that benefit the community as a whole.
- 1.2 Smoky Lake County requires on an annual basis Questionnaires completed by all Additional Named Insured to renew insurance Bond and Crime coverage, that have requested for Bond and Crime Insurance Coverage.

This is an underwriting measure required in order to demonstrate due diligence as to the management of Additional Named Insured risk for the Superintendent of Insurance for the Province of Alberta, and the County's partner with the Jubilee program.

2. RENEWAL APPLICATION PROCESS:

Non-profit organizations maintaining coverage as "**additional named insured (ANI)**" parties to the Smoky Lake County's insurance plan are required to completed the following:

Schedule "A": Municipal 2015-2016 Additional Named BOND AND CRIME Renewal Form.

Section 14

Policy B.10-02



SCHEDULE "A"

**MUNICIPAL 2015-2016 ADDITIONAL NAMED INSURED
BOND & CRIME INSURANCE RENEWAL FORM**

GENERAL - CONTACT INFORMATION QUESTIONS		PLEASE ANSWER ALL
Name of ANI: _____		
Mailing Address: _____		
Box	City or Town	Postal Code
Main Contact: _____		Position: _____
Phone: (____) _____		Fax: (____) _____
(____) _____		Other/Cell Phone: _____
Email: _____		
Are you a registered Not-For-Profit entity? <input type="checkbox"/> Yes <input type="checkbox"/> No		

COVERAGE TYPES:	
<input type="checkbox"/> COVERAGE IS REQUIRED <i>(Choose limits below)</i>	
<input type="checkbox"/> COVERAGE NOT REQUIRED	
<input type="checkbox"/> CANCEL EXISTING COVERAGE : Signature: _____	
Employee Dishonesty: ___ \$50,000 ___ \$100,000 ___ \$250,000 ___ \$500,000	
Loss Inside / Outside Premises: ___ \$5,000 ___ \$10,000 ___ \$15,000 ___ \$25,000 ___ \$50,000	
Money Orders / Counterfeit Currency: ___ \$20,000 ___ \$25,000	
Depositor's Forgery Coverage: ___ \$5,000 ___ \$10,000 ___ \$15,000 ___ \$25,000 ___ \$50,000	
Remote Access Telephone Fraud: ___ \$2,500 ___ \$5,000 ___ \$7,500 ___ \$10,000	
** if higher limits are required, please contact our office	
Jubilee Insurance Agencies Ltd. 2510 Sparrow Drive Nisku, Alberta, T9E 8N5	

Section 14

Policy B.10-02

ANI: ADDITIONAL INFORMATION	
<i>Please Complete:</i>	
▶ Number of Employees / Volunteers who handle money / securities as a regular part of their job responsibilities:	
▶ Number of Employees / Volunteers who handle money / securities as an infrequent basis:	
▶ Total Number of Employees / Volunteers:	

INTERNAL PROCEDURES		
Do your routine practices require:	Yes	No
a. All outgoing cheques to be signed by two (2) people?	<input type="checkbox"/>	<input type="checkbox"/>
b. Is there a separate individual who reconciles bank statements that DOES NOT have cheque signing authority?	<input type="checkbox"/>	<input type="checkbox"/>
c. Do you perform an annual independent financial audit for your Organization?	<input type="checkbox"/>	<input type="checkbox"/>
** WARRANTY: PLEASE NOTE THAT IF YOU ANSWER "NO" TO MORE THAN ONE OF THE ABOVE THREE QUESTIONS, EMPLOYEE DISHONESTY COVERAGE WILL BE LIMITED TO \$5,000.00.		

CONFIRMATION	
Signature & Title of Authorized Representative completing this document (Mandatory).	
SIGNATURE: _____	TITLE: _____
* Print Name: _____	Date: _____, 2015

RB

Carried.

Policy Statement No. 01-38-02: Smoky Lake County Strategic Plan 2015-2017

860-15: Cholak

That **Policy Statement No. 01-38-02: Smoky Lake County Strategic Plan 2015-2017**, be amended:

Title: Smoky Lake County Strategic Plan 2015-2017		Policy No.: 38-02
Section: 01	Code: P-I	Page No.: 1 of 5 E
Purpose:	The Strategic Plan is the principle guiding document for governance, community development and service delivery throughout the County to remain responsive to the needs of all our citizens and stakeholders today and for the future.	
Policy Statement and Guidelines:		
1. PREAMBLE:		
1.1 Strategic Planning is a process through which Council determines the municipality's long-term vision of what we would like to see in place for the future and developing goals for achieving opportunities and issues that currently exist.		
1.2 The Strategic Plan is the Road Map of where the County needs to go and the Strategic Priorities Process, as reference in <i>Policy Statement No. 01-43: Strategic Priorities</i> is the vehicle to take us there.		
1.3 Smoky Lake County remains committed to the mission, guiding values and goals as identified in the Strategic Plan; and through this commitment, we believe we can make Smoky Lake County a safe and vibrant community to live, work, and play.		
2. MISSION STATEMENT:		
Smoky Lake County strives for excellence in the provision of transparent and fiscally responsible governance and government services to local residents.		
3. GUIDELINES:		
3.1 The Strategic Plan as per <i>Schedule "A": Strategic Plan 2015-2017</i> serves as the foundation on which the County's work plans and annual budgets are developed.		
Strategic Plan 2015 – 2017 shall be an exhibit to this policy.		
3.2 The Plan is a "living document" and therefore amendments or updates may be required to ensure that it remains consistent with the current needs of the community.		
3.3 Strategic Plan - Core Strategy Areas:		
The County recognizes that achieving success in these Five Core Strategy Areas is fundamental to providing sustainable economic development, socially responsible governance and sound environmental stewardship throughout the region. This Strategic Plan therefore addresses Integrated Community Sustainability Plan (ICSP) and links our ongoing Strategic Priorities to these strategy areas.		
<ul style="list-style-type: none">■ Governance■ Social Services, Arts and Culture■ Economic Development■ Physical Environment■ Built Environment		
3.4 Strategic Plan ensures that strategies and goals are aligned with community and Council needs through setting Strategic Priorities as outlined in <i>Policy Statement No. 01-43: Strategic Priorities</i> that defines a framework for identifying and prioritizing Strategic Priorities.		
4. IMPLEMENTATION:		
4.1 The Smoky Lake County Strategic Plan will be implemented through the establishment of Smoky Lake County Strategic Priorities.		
4.2 County Council and Administration will consider of the Strategic Plan goals and follow the Strategic priorities when creating budgets and work plans.		
4.3 County Council and Administration will review and evaluate this plan following each Election Term, normally in the Month of August at a County Council Strategic Plan Meeting to ensure it remains consistent with our current needs and goals. Updates and amendments		



may be considered at this time if deemed necessary by Council, by resolution, and monitored as per **Schedule "B": Strategic Plan Goal Achievement Summary.**

5. REPORTING:

5.1 The Strategic Plan "Goals", as per **Schedule "B": Strategic Plan Goal Achievement Summary**, as the tracking tool to monitor and measure the Plan's success of each current year stated, will be provided as useful information to assist the decision-making process at the County's annual budget deliberations, since the strategic direction and goals should drive funding decisions.

5.2 The **Strategic Plan Goal Achievement Summary**, will serve as the document for reporting that will identify the date and the "NOW" and "NEXT" **Strategic Priorities** of Council that have been completed. Strategic Plan Goal Achievement Summary can be reported to the community on progress in achieving the strategies and goals of the Strategic Plan; and shall be adopted by County Council at its County Council Strategic Plan Meeting by resolution.

5.2.1 A clear linkage will exist in the alignment of the Smoky Lake County Strategic Plan and Strategic Priorities to identify annually the work done by Council and Administration to communicate to the citizens and stakeholders throughout the County.

5.3 Release:

5.3.1 To assist with communication of the Strategic Plan, following Council's adoption, the Summary report will be released to the public via the County's website (www.smokylakecounty.ab.ca). Hard copies can be made available upon request.

Policy Statement No. 01-43-01: Smoky Lake County Strategic Priorities Process

861-15: Lukinuk

That **Policy Statement No. 01-43-01: Smoky Lake County Strategic Priorities Process**, be adopted:

Title: Smoky Lake County Strategic Priorities Process		Policy No.: 43-01
Section: 01	Code: P-I	Page No.: 1 of 21 E
Purpose:	To provide a process for establishing the ongoing, strategic priorities for Smoky Lake County.	
Policy Statement and Guidelines:		
1. STATEMENT:		
1.1 Strategic Planning is an ongoing process that defines Smoky Lake County's direction and goals. The Strategic Priorities Chart established the NOW, NEXT, and LATER priorities that will move the organization towards the goals of the County's Strategic Plan, as reference in Policy Statement No. 01-38: Strategic Plan.		
2. DEFINITIONS:		
2.1 Strategic Planning: is a process to define an organization's direction, determine long range planning goals and guide decision-making. The Strategic Plan is the organization's Road Map of where the County needs to go.		
2.2 Strategic Priority Setting: is the vehicle to reach the destination. It is the tool to narrow the array of choices facing a local government amidst limited resources.		
2.3 Priority Setting Workshop: Facilitated workshop session held with Council and Management to determine specific priorities for Council attention NOW as well as NEXT and LATER. Full review of strategic planning and priorities will take place after Council Orientation following each general Election.		
3. OBJECTIVES:		
3.1 The ongoing process of setting the Strategic Priorities for Smoky Lake County will incorporate the following components:		
3.1.1 The County's Mission Statement.		
3.1.2 Identification of Issues and Opportunities and Organizational Capacity.		
3.1.3 Identification of Strategic Possibilities.		

- 3.1.4 Active engagement in the process at the Management and Council levels of the organization.
- 3.1.5 Be in alignment with the Mission, Guiding Values and Goals of the Strategic Plan, as identified in *Policy Statement No. 01-38: Strategic Plan*.
- 3.2 To build a one-page document that clarifies Council and Management priorities.
- 4. GUIDELINES:**
- 4.1 The Strategic Priorities first established in Year 2014 as per *Schedule "A": Strategic Priorities 2014* and *Schedule "B": Strategic Priorities Chart* serves as the foundation on which the County's future Charts will be developed.
- 4.2 Council should meet with Management annually to perform a **Vision Check-Up** and review of the emerging issues and opportunities, normally in August.
- 4.2.1 A Vision Check-up shall be performed by reviewing the previous year and updating the expectations, what works well, and the areas that need attention. This ensures that new priorities will be set based on a common understanding of the current environment.
- 4.2.2 The listing of issues and opportunities shall be reviewed and updated. Any changes to the list shall be tracked by resolution.
- 4.2.3 The Strategic Topics list shall be reviewed and updated if necessary. If the listing of issues and opportunities changes substantially, the list of Strategic Topics may need to be recreated.
- 4.3 The strategic priorities shall be updated using a four-step process, the Solution Seeking Model, as suggested by Dr. Gordon McIntosh of the Local Government Leadership Institute, and a Strategic Priorities Chart then created as follows:
- 4.3.1 **Step 1:** Define the topic by identifying the related issues or opportunities, existing information, and the key question to focus on.
- 4.3.2 **Step 2:** Identify the desired outcomes and the single key result expected.
- 4.3.3 **Step 3:** Develop possible options and evaluate them based on the following:
- Reality check – is success likely or unlikely?
 - Urgency check – is the issue urgent or not as urgent?
 - Responsibility – does the issue fall under political or administration responsibility?
- 4.3.4 **Step 4:** Develop an action plan based on organizational capacity. The next key step in the action plan becomes the priority to be placed on the chart.
- 4.3.4.1 The revised Strategic Priorities Chart shall clarify what are "now" priorities and what are the "next" priorities.
- 4.3.4.2 The revised Strategic Priorities Chart shall be adopted by County Council by resolution.
- 4.4 The Chart is a "living document" and therefore amendments or updates may be required from time to time throughout the year.
- 4.4.1 Changes in operational priorities will be communicated to Council at either strategic planning meetings or regular Council meetings.
- 4.4.2 Changes in Councils' priorities can be made at strategic planning meetings or Council meetings using the Solution Seeking Model required in *Section 4.3*.
- 5. REPORTING:**

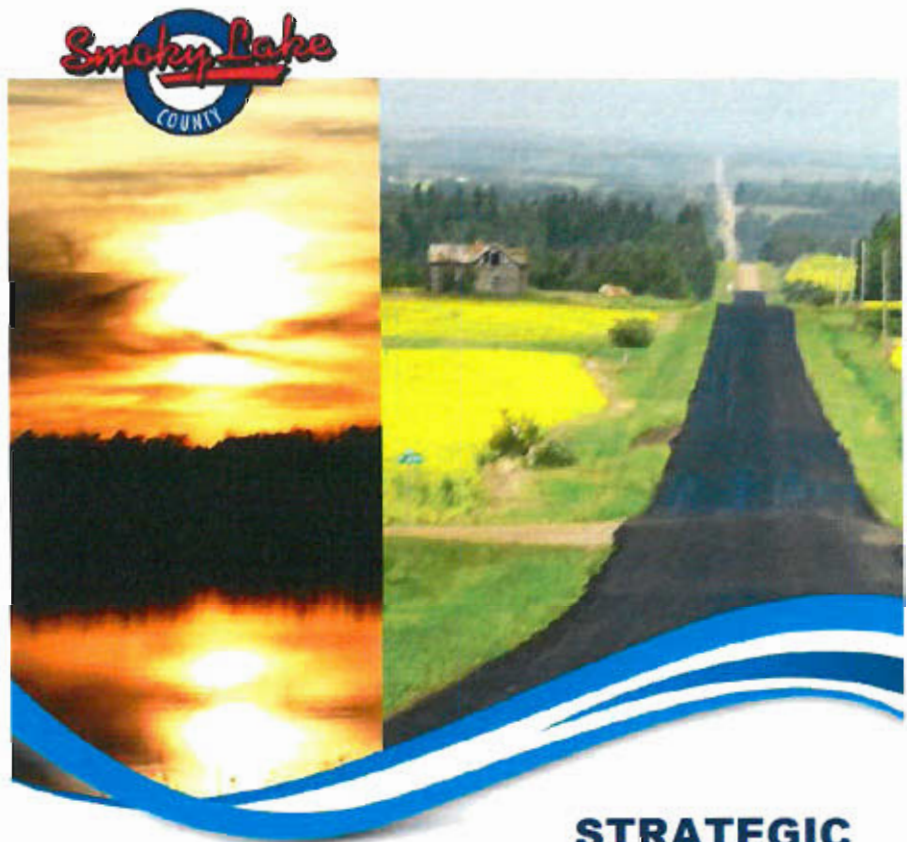


- 5.1 The Strategic Priorities Chart will be included in all regular County Council Meeting agenda and will be used as a reminder of the current County Priorities.
- 5.2 A meeting shall be held quarterly (April, July, October, and January) to communicate and update the status of all priorities.
 - 5.2.1 Managers will utilize **Schedule "C": Strategic Priorities Workplan - Template** to plan and report to the CAO the status of each priority.
 - 5.2.2 **Schedule "D": Strategic Priorities Update** will serve as the tracking tool to communicate success and shall be adopted by County Council at its Council Strategic Plan Meeting by resolution.
- 5.3 The adopted Strategic Priorities Chart shall be released to the public via the County's website (www.smokylakecounty.ab.ca). Hard copies will be made available upon request.
- 5.4 **Policy Statement No. 01-38: Strategic Plan - Schedule "B": Strategic Plan Goal Achievement Summary** will be used posted on the County's website (www.smokylakecounty.ab.ca) annually to highlight the alignment of goals and achieved priorities.

Section 01

SCHEDULE "A"

Policy: 43-01



STRATEGIC PRIORITIES

2014

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Context

Introduction

Strategic Planning is a process to define an organization's direction, determine long range planning goals and guide decision-making. Most strategic plans address high level initiatives and overarching goals. Metaphorically, a strategic plan is an organizational roadmap.

If strategic planning is the roadmap, *Strategic Priority Setting* is the vehicle to reach the destination. In fact, it is a tool to narrow the array of choices facing a local government amidst limited resources.

To assist Council in this process, Smoky Lake County enlisted the Services of Dr. Gordon McIntosh of the Local Government Leadership Institute of facilitate a **Priority Setting Workshop**. The outcomes of these March 2014 sessions resulted in specific priorities for Council attention NOW as well as NEXT and LATER as resources become available.

The purpose of this report is two-fold:

- To document the process as a reminder of how Council's strategic priorities were identified. Knowledge of the steps and tools used allow Council and Administration to replicate the process thereby keeping strategic priorities current and relevant.
- To document outcomes from the session providing Council with a synopsis of strategic priorities and operational action items along with a detailed work plan to allow for successful follow-up action.

The graphic below illustrate the ever flowing cycle of strategic priority setting. The process and products are documented in the following pages of the report.



Smoky Lake

Smoky Lake is a municipal district located 120 km northeast of Edmonton. The land area of the County covers 3412.81 km². A growing population makes its home in Smoky Lake – 3,910 people (2011 Census) up 16.5% from the 2006 Census. These figures include the Metis communities of Buffalo Lake and Kikino.

The County's economy focuses on oil and gas, agriculture, and recreational tourism.

Smoky Lake is served by a five member council, representing five divisions of the County. Each councillor is elected to a four year term. The current Council was elected in October of 2013.

"Smoky Lake County strives for excellence in the provision of transparent and fiscally responsible governance and government services to local residents."

Source: Smoky Lake County Website

Process

Strategic Leadership Model



The priority setting process followed the open systems model of strategic planning. Beginning with the end in mind, the preferred future is defined and the community vision is revisited. The next step is looking at the community's present conditions by highlighting the current issues and discussing opportunities facing Smoky Lake County.

It is the transformation stage where the gap between vision and reality is closed by defining achievable actions and setting priorities. Strategic priority setting steps involve identifying actions, developing strategies and making choices consistent with the County's mandate and available resources.

A final critically important element of the process is adjusting to change. Strategic priorities need to be regularly monitored and adapted to changing external conditions and organization capacity. Once priorities are completed, new ones can take their place. As well, policies and systems must be aligned for successful implementation of strategies.

Vision Check-up

To begin the workshop process, participants discussed what success would look like for Smoky Lake County using five distinct areas of a sustainable community – Economy, Environment, Infrastructure, Social and Governance factors. The framework creates a Vision Checklist that articulates measurable outcomes that can be assessed in quantifiable terms such as amounts or percentages; observable benefits that can be seen or perceived such as feelings and experiences; tangible outputs that are produced such as services and programs delivered to the community.

During the workshop, the checklist was used as a tool to conduct a Vision Check-up 'what is working well' (factors that ought to be strengthened) and 'areas for attention' (factors that should be addressed).

Council can utilize this tool to monitor and assess the health and progress of the organization – either internally with staff or externally through public consultation processes. Involving stakeholders allows Council to understand community perspectives from residents, businesses and partners. It causes Council and the organization to think about the big picture, not just recent issues, consider external, not just internal interests, and define measures of success for future analysis of strategic directions and priorities.

A Vision Check-up can be conducted annually as part of Council's Priority Setting process.

RB

VISION CHECK-UP		
		March 2014
EXPECTATIONS	WHAT WORKS WELL	AREAS FOR ATTENTION
ENVIRONMENT Human Environment Community Aesthetics Natural Area Protection Environmental Quality Alternative Energy Clean Air Recycling and Reuse Good Water / Clean Lakes North Saskatchewan Watershed Protection	<ul style="list-style-type: none"> • Solar energy promotion • Regional water line • Regional waste management • Oil recycling program • Tire marshaling • Lake Area Structure Plans • Water well information • Weed control 	<ul style="list-style-type: none"> • Reduce carbon footprint • Regional water distribution • Area Structure Plan completion • Environmental promotion • Agricultural recycling (grain bags / twine)
ECONOMY Job Creation Business Retention Business Growth Business Attraction Community Image Community Sustainability Infrastructure Maintenance Infrastructure Enhancements New Investment Value Added - Agriculture Urban Retail Development Quality Hospitals / Schools Residential Development Population Growth	<ul style="list-style-type: none"> • Strong agricultural sector • Excellent road system • Telecommunication • Industrial planning • Tourism opportunities • Hospital / Dr. retention 	<ul style="list-style-type: none"> • Retain labour pool • Diversify agricultural sector • Diversify economic base • Assist rural based businesses • Economic Development Strategy
INFRASTRUCTURE Transportation Utilities Facilities Community Systems Service Delivery Reliable / Safe Roads & Utilities Recreation Facilities Waste Management Up to Date Tools Senior Housing Iron Horse Trail - Rail	<ul style="list-style-type: none"> • Road maintenance • County owned gas system • Regional water • Equipment / tools • Excellent staff • Telecommunications 	<ul style="list-style-type: none"> • Expand recreation programs • Improve internet • GIS • Rail Access • Bridges

Schedule "A": Strategic Priorities: Page 4 of 11.

Page 7 of 21.

VISION CHECK-UP		
		March 2014
EXPECTATIONS	WHAT WORKS WELL	AREAS FOR ATTENTION
SOCIAL Arts & Culture Support Network Citizen & Property Safety Healthy Lifestyles Health Services Access Sense of Heritage Community Participation Safety Recreation Opportunities Communication Tourism	<ul style="list-style-type: none"> • Internet services • Protective Services • Rural Crime Watch • Education programming • Community business support 	<ul style="list-style-type: none"> • Rural / urban divide • Volunteer recruitment • Recreation facility maintenance • Seniors services
GOVERNANCE Good Policies Strategic Role Agency	<ul style="list-style-type: none"> • Not discussed 	<ul style="list-style-type: none"> • Not discussed

Issues and Opportunities

Before designing a building, architects survey the landscape – then they bring the client’s vision into existence. Following this notion, by surveying the landscape of the community, Council is better prepared to address public expectations and needs. The end result is key strategic topics to be addressed in the priority setting process.

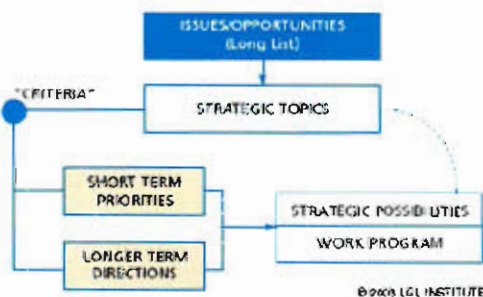
During the March workshop, Council identified a list of current and emerging issues and opportunities facing Smoky Lake County.

LONG LIST					
"C" indicates Council scoring, "S" indicates staff scoring					
ISSUES / OPPORTUNITY	C	S	ISSUE / OPPORTUNITY	C	S
Partnership Potential - Collaboration	-	1	Hanmore Lake Development	-	6
Economic Development	-	19	Smoky Lake Golf Course Expansion	5	6
Industry Ready Site	30	29	Infrastructure Funding – Bridges	13	10
Recreation Facility Expansion	1	40	Hamlet land Expansion – Growth	-	3
Sharing Services	-	40	Population Growth	4	2
Reduce Red Tape	9	2	Equipment – Safety, Efficiency	-	18
Salt Shed Construction	1	10	Emergency Services – Volunteers	6	9
Shop Yard Expansion	-	15	Value for Money	4	15
Industrial Tax Base	6	26	River Crossings	-	7
Hospital Emergency – Maintenance	-	19	Staff Capacity	14	42
Human Resource Policy	-	7	Emergency Preparedness	4	13
Protective Services Building	7	8	Land Use Bylaw – Update	5	7
Time Efficiency	-	2	Crime Prevention Awareness	-	-
County Promotion – Branding	11	12	Alternate to Asphalt	9	15
Community Support	-	7	Regionalization of Protective Services	2	15
Heritage Restoration – Buildings/Sites	-	1	Rural Business base	1	14
Family / School Liaison Support	2	-	Residential Growth	7	8
Improve Policing	2	6	Cost Sharing	-	4
Diversified Agriculture	15	26	Utility Expansion / Upgrade	2	8
Community Volunteer Retention	-	9	Rail capacity	-	2
Utility Upgrading	-	7	Seniors Housing	22	1
Healthcare Access	-	58	Mower System Upgrade	-	-
Youth Programs	-	6	Amalgamation	12	19
Public Consultation	-	7	Public Safety Education	-	-

LONG LIST					
"C" indicates Council scoring, "S" indicates staff scoring					
ISSUES / OPPORTUNITY	C	S	ISSUE / OPPORTUNITY	C	S
Improving Internet Connectivity	7	14	Rebuilding Reserves	-	16
Town / Village Sustainability	-	34	Priority Planning for Future	-	4
Smoky Lake Cell at Landfill	1	4	Enhanced Data Collection	-	7
Tourism Promotion	13	9	Long Term Financial Plan	27	18
Road Base Stabilization Research	8	14	Watershed Protection	-	6
SME Exploration – Gravel	-	16	Cemetery – Long Term Planning	-	-
Strategic Planning Awareness	6	-	Revenue Sharing	-	-
Family Support Services	-	-	Records System	-	10
Fire Department Housing	-	-	Property Assessment Process Review	9	-
Website	-	8	Regional Strategic Plan	27	5
County Viability Study	-	4	Regional Economic Development	-	13
Trail Development	-	1			

This long list of items was scored with both Council and staff choosing their "top ten" items from the list. The facilitator extracted the overall top ranked items forming a short-list of issues and opportunities (see next page). Some items were ranked higher by Council or staff and some were common to both. The short list contains Council driven matters and staff-lead teams.

Issues and Opportunities to Priorities



RB

SHORT LIST			
ISSUES / OPPORTUNITY	COUNCIL	STAFF	TOTAL
INDUSTRY READY SITE	30 (# 1)	29 (# 4)	59
Healthcare Access	-	58 (# 1)	58
STAFF CAPACITY	14 (# 7)	42 (# 2)	56
LONG TERM FINANCIAL PLAN	27 (# 2)	18 (# 8)	45
DIVERSIFIED AGRICULTURE	15 (# 5)	26 (# 5)	41
Sharing Services	-	40 (# 3)	40
REGIONAL STRATEGIC PLAN	27 (# 3)	5	32
INFRASTRUCTURE FUNDING	15 (# 6)	10	25
COUNTY PROMOTION	11 (# 10)	12 (# 10)	23
SENIORS HOUSING	22 (# 4)	1	23
TOURISM PROMOTION	13 (# 8)	9	22
AMALGAMATION	12 (# 9)	9	21
Economic Development	-	19 (# 6)	19
Hospital Retention	-	19 (# 7)	19
Regionalization of Protective Services	2	15 (# 9)	17

BOLD CAPITALS = Council / Staff COMMON ITEMS CAPITALS = COUNCIL ITEMS and Title Case = Staff lead items

Strategic Topics

The Issue and Opportunity Short List was reviewed and discussed. From this discussion, Council developed a list of Strategic Topics, which became the focus of the priority setting process. The Strategic Topic list is not the same as the issue short list. There may be several items captured within one topic. Council agreed to explore the following strategic topics:

1. Industry Readiness
2. Diversified Agriculture
3. Infrastructure Funding
4. Tourism
5. Regional Strategy
6. Economic Development
7. Long Term Financial Plan
8. Health Services
9. Seniors Housing
10. Protective Services

Seeing the Possibilities

Moving towards something that is desirable, the possibilities are immense. To move from strategic topics to strategic priorities, a four-step process, the **Solution Seeking Model**, was utilized.



Participants began by clarifying the strategic topic, then identifying desired outcomes if the topic was successfully addressed. Next, options or ways to achieve the desired outcome were explored and a 'preferred strategy' was selected.

The solution seeking discussion generated enough information to consider the strategic topics as *strategic possibilities*. This does not make them priorities – yet. There are too many of them given the organization's limited capacity. An organization's capacity box is not readily visible but does have limitations or boundaries. It is useful to look at organizational capacity as a box of balls. If the box is full then Council must be realistic about putting more initiatives inside. Some of the limitations include:

- Policy – procedures that define mandate and roles
- Finances – available net resources
- Culture – norms delineating acceptable behaviors
- Risk – tolerance for organization and legal exposure
- Human resources – available staff and competency levels

These capacity box elements are impacted by dynamic internal and external factors:

- Funding – available funding beyond day-to-day operations
- Scrutiny – level of visibility for organizational actions
- Demands – diverse requests from clients and the public
- Environment – conditions impacting the organization
- Support – legitimacy and trust among stakeholders

STRATEGIC POSSIBILITIES	
STRATEGIC TOPIC - DISPOSITION	ACTION
1. INDUSTRY READINESS (COUNCIL NOW PRIORITY) <i>Industrial Park Business Case</i>	<ul style="list-style-type: none"> Develop business case for the servicing of industrial lots considering the benefits and risks associated with County or regional development. Include promotion of industry in the Economic Development Strategy (see #6).
2. DIVERSIFIED AGRICULTURE (COUNCIL NEXT ITEM) <i>Agricultural Strategy</i>	<ul style="list-style-type: none"> Work through Agricultural Services Board to host a stakeholder forum to recommend an Agricultural Strategy to Council.
3. INFRASTRUCTURE FUNDING (Operational item)	<ul style="list-style-type: none"> Develop as part of the Long Term Financial Plan (see #7).
4. TOURISM (COUNCIL NEXT ITEM) <i>Strategy</i>	<ul style="list-style-type: none"> Draft terms of reference for the development of a regional strategy to be considered through the 2015 budget process.
5. REGIONAL STRATEGY (COUNCIL NOW PRIORITY) <i>Regional Priority Session</i>	<ul style="list-style-type: none"> Invite Urban partners to participate in a collaborative regional priority setting session to discuss opportunities for collaboration.
6. ECONOMIC DEVELOPMENT (COUNCIL NOW PRIORITY) <i>Economic Development Strategy</i>	<ul style="list-style-type: none"> Develop Terms of Reference to undertake an economic development stakeholder's forum to develop economic development targets and strategies.
7. LONG TERM FINANCIAL PLAN (COUNCIL NEXT ITEMS) <i>3 year Budget</i> <i>Long Term Capital Plan</i>	<ul style="list-style-type: none"> Develop operational and maintenance expectations and needs for a three year budget cycle. Inventory current capital projects and define priorities for inclusion in a long term plan.
8. HEALTH SERVICES (COUNCIL ADVOCACY ITEM) <i>Hospital Retention</i> <i>Doctor Recruitment</i>	<ul style="list-style-type: none"> Advocate to Alberta Health Services to keep the hospital open and well maintained. Meet with Alberta Health Services re: doctor recruitment strategy.
9. SENIORS HOUSING (COUNCIL NOW ITEM) <i>Seniors Lodge</i>	<ul style="list-style-type: none"> Request SLFS to undertake assessment to determine and support the need for the development of a new seniors lodge and assist them to seek provincial funding.
10. PROTECTIVE SERVICES (COUNCIL NOW ITEM) <i>Fire Services Strategy</i>	<ul style="list-style-type: none"> Meet with Department Chiefs to assess needs to see how the County can support efforts to recruit and retain volunteers. Meet with regional partners to determine the value of regionalization.

RESULTS

Strategic Priorities

Based on the number of topics, organizational capacity and the application of the reality, urgency and responsibility criteria, the strategic topics were translated into five **strategic priorities** to be addressed NOW, as documented in *Schedule "B": Strategic Priorities Chart*.

The Strategic Priorities Chart captures Council's priorities and operational strategies at the time of the March workshop. Items listed in **BOLD CAPITALS** indicate priorities Council wishes to address NOW. These items automatically enter the appropriate operational unit at the bottom of the chart. This shows the alignment of staff work with Council direction. Items listed in CAPITALS indicate priorities that will be addressed NEXT or when a NOW item is completed. **Bold** items indicate Organizational improvements to maximize Council and staff capacity as well as excellence in governance.



In addition to Council priorities, there are other strategic matters receiving the attention of administration. These Operational Strategies are noted in regular font on the Strategic Priorities Chart.

The utility of the priority setting process is evident in the number of items that can truly be acted upon as **Strategic Priorities**. The focus is on five NOW priorities. When these are completed, one-by-one they are replaced with NEXT items. LATER items or NEW items are not lost. They are reviewed using specific criteria and move up the list as resources become available or as new needs emerge. Accomplishments are achievable – not just words on paper.

To this end, the Strategic Priorities Chart should be reviewed regularly as a reminder of the organization's capacity to make adjustments, change priorities and celebrate achievements. It should be included in every Council meeting agenda as a constant reference, updated monthly by the CAO (Chief Administrative Officer) with Council and reviewed quarterly by the CAO with Council and with staff.

SCHEDULE "C"
Strategic Priorities Workplan

Strategic Priorities Work Program

As the final stage in the solution seeking process, an action plan was developed that identifies resources and responsibilities to implement Council's priorities. The Strategic Priorities Work Program is used to determine the activities and resources required to implement strategic priorities. It is necessary for:

- **Budgeting** – the true acid test for a strategic priority is whether it gets funds within the annual budget process. If not it should move to NEXT status.
- **Work Planning** – the CAO will be better equipped to assign work know the time and effort required of staff to implement Council priorities.
- **Performance Monitoring** – Council will be able to perform its oversight role better if there are timeframes to monitor progress and results.

The Work Program lays out what is necessary from staff and / or partners to implement a strategic priority. The Work Program clearly itemizes Council expectations in terms of:

- **Who** – responsibility for implementation and decisions
- **Why** – success indicators to monitor progress and results
- **What** – specific task and activities that need to be done
- **When** – sequencing of activities with target dates
- **How** – human, material and fiscal resources required

The Strategic Priorities Work Program defines the desired outcomes for each priority (column 1), options for achieving the priority (column 2) and actions, responsibility and timelines (column 3).

Regular updating of the chart ensures that everyone is 'on the same page'. Roles are clear, the focus is defined and progress is monitored and celebrated. Extracted from the report, the Strategic Priorities Chart and Work Program are intended to be working documents, updated regularly.



March 2014

Strategic Priority Work Plan - Template

PRIORITY / Desired Outcomes	OPTIONS / Strategy	ACTION - What, When
1. SENIORS HOUSING (Cory) How do we keep seniors and families in the community? • New Seniors Lodge • Aging in place – full continuum, transition of care • Keep families together • Subsidized living accommodations • Attract seniors • Clear funding strategy • Medical service market • Replacement of Bar V Work	• County • Regional Municipalities • Private • Province • Combination • Campus of Care • Stand alone facility	1. Gather municipal support, letter of intent – June 2. Undertake needs assessment – Sept. 3. Determine conceptual design, location, costs – Oct. 4. Meet with Province – Fall of 2015
2. FIRE SERVICE (Scott) How do we plan to ensure the viability of fire services? • Fire Services Strategy • Fire suppression • Emergency response within standards • Emergency preparedness plan • Adequate well trained fire personnel • Appropriate equipped and positioned fire units • Well maintained equipment and technology	• In house • Consultant • Member input	Recruitment 1. Meet with Department Chiefs to assess needs – May 2. Develop Terms of Reference – Master Plan Regionalization 3. Assess value of regionalization 4. Revise agreements with regional partners 5. Develop Fire Services Strategy
3. REGIONAL STRATEGY (Cory) How can we work with our municipal partners to further the interests of the region? • Regional Priority Session • Community Viability • Avoid duplication of services • Enhance external communications • Leverage tax dollars	• In house • Consultant • Combination	1. Invite Urbans to regional strategy session – April 2. Research partnership opportunities – Summer 3. Host forum – Sept.
4. INDUSTRIAL LOTS (Aline) How can we prepare for and encourage industrial growth? • Industrial Park Business Case • Serviced commercial lot supply • Appropriate zoning • Costs to readiness defined • Benefits and impacts understood • Developer certainty for investment • Diverse economy • Increased assessment • County role identified • Target market identified	• County • Regional effort • Province • Combination	Industrial Park 1. Approach other potential partners – April 2. Retain help to develop business case – May 3. Review business case – Sept 4. Determine County or regional role – Nov. Industrial Development include in Economic Development Strategy (see below)
5. ECONOMIC DEVELOPMENT (Cory) How can we encourage industrial, commercial and residential growth? • Strategy • Clear definition / role and vision • New business attraction • Increased tax base • Job creation • Solid and sustained funding model • Proactive approach • Clear aims and defined benefits • Defined focus and targets	• In house • Consultant • Committee • Council • Combination	1. Development Terms of Reference – July 2. Approach regional partners – Sept. 3. Budget for process – Nov. Undertake process in 2015

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March 2014

PRIORITY / Desired Outcomes	OPTIONS / Strategy	ACTION - What, When
TOURISM (Cory)		
<p><i>How can we attract visitors and increase the profile of the County?</i></p> <ul style="list-style-type: none"> • Strategy • Visitor attraction • Increased tourism spending • Support for local activities and events • Development of spin off business and services • Public awareness and regard • Community pride 	<p>NEXT</p> <ul style="list-style-type: none"> • In house • Consultant • Combination <ul style="list-style-type: none"> • Committee • County • Regional 	<ol style="list-style-type: none"> 1. Develop terms of reference – Sept. 2. Invite Village/Team involvement – Sept. 3. Develop process and budget for 2015 – Nov.
CAPITAL PLAN (Brenda)		
<p><i>How do we allocate current and future capital funding and what are the priorities?</i></p> <ul style="list-style-type: none"> • Long Term Capital Plan • Current and future needs assessed • Operating and maintenance costs known • Funding sources identified • Priorities determined • Comprehensive inventory • Efficient and safe systems and facilities • Inventory of projects • Budget alignment / proactive planning 	<ul style="list-style-type: none"> • In house • Consultant • Combination 	<p>Inventory</p> <ol style="list-style-type: none"> 1. Inventory current projects – Sept. <p>Capital Plan</p> <ol style="list-style-type: none"> 2. Identify gaps and funding sources – July 3. Create priority list of projects and timelines – Sept 4. Develop strategy – Sept (2015) 5. Draft Assessment Cycle Policy – Sept (2015)
BUDGET (Brenda)		
<p><i>How do we anticipate and plan for operational, maintenance and project funds?</i></p> <ul style="list-style-type: none"> • 3 Year Budget Process • Staff certainty • Financial stability • Fiscal responsibility • Better decision making • Ability to incorporate priorities • Ability to plan for next projects 	<ul style="list-style-type: none"> • In house • Consultant • Combination 	<ol style="list-style-type: none"> 1. Draft 3 year budget – April 2. Present revisions to Council – Sept.
AGRICULTURAL SERVICES (Kurt)		
<p><i>What is the County's role in helping to diversify the agricultural sector of the region?</i></p> <ul style="list-style-type: none"> • Agricultural Strategy • Effective use of technology • Value added products • Increased local food production • Recognizable product branding • Utilization of all assets • Agri-tourism • Bio-energy • Research and training centre 	<ul style="list-style-type: none"> • In house • Consultant <ul style="list-style-type: none"> • County • Agricultural Services Board (ASB) 	<ol style="list-style-type: none"> 1. ASB Invitation to Agriculture Forum – April 2. Host forum – Nov.

March 2014

PRIORITY / Desired Outcomes	OPTIONS / Strategy	ACTION - What, When
ADVOCACY		
<p>SENIORS LODGE</p> <ul style="list-style-type: none"> • Expansion 	<ul style="list-style-type: none"> • Assist with proposal to advocate to the Province for expansion of the Seniors Lodge 	
<p>HEALTH SERVICES (Added to SPC)</p> <ul style="list-style-type: none"> • Hospital Retention • Regional Medical Professional Recruitment 	<ul style="list-style-type: none"> • Advocate to Alberta Health Services to keep hospital open and maintained. • Meet with Alberta Health Services re: doctor recruitment strategy. 	

Bolded items indicate the Council priority, the preferred option to achieve the outcome and the primary action necessary to address the priority. The question used by the Council to focus their priority setting discussion is italicized.

Section 01

Policy: 43-01

SCHEDULE "D"
Strategic Priorities Update - Template

Date: _____

PRIORITY	ACTION TAKEN	Date Completed
NOW		
<p>1. XXXXXX (Manager responsible)</p> <p><i>Problem?</i></p> <ul style="list-style-type: none"> • Strategy • Desired Outcomes 	<ol style="list-style-type: none"> 1. 2. 3. 	
<p>2. XXXXXX (Manager responsible)</p> <p><i>Problem?</i></p> <ul style="list-style-type: none"> • Strategy • Desired Outcomes 	<ol style="list-style-type: none"> 1. 2. 3. 	
<p>3. XXXXXX (Manager responsible)</p> <p><i>Problem?</i></p> <ul style="list-style-type: none"> • Strategy • Desired Outcomes 	<ol style="list-style-type: none"> 1. 2. 3. 	
NEXT		
<p>XXXXXX (Manager responsible)</p> <p><i>Problem?</i></p> <ul style="list-style-type: none"> • Strategy • Desired Outcomes 		
<p>XXXXXX (Manager responsible)</p> <p><i>Problem?</i></p> <ul style="list-style-type: none"> • Strategy • Desired Outcomes 		
ADVOCACY		
<p>XXXXXX</p> <p><i>More detailed description</i></p>		
<p>XXXXXX</p> <p><i>More detailed description</i></p>		

Carried.

Jordan Ruegg, Planning and Development Manager entered Council Chambers, time 9:15 a.m.

Tax Agreement: Roll #15583210

862-15: Cholak

That Smoky Lake County execute a Tax Agreement for SE 32-58-15-W4, as per Policy Statement No. 12-01-01: Tax Agreement for Tax Roll Number 15583210 to pay the amount of **\$348.00 per month** for a period of 36 Months effective September 12, 2015.



Carried.

2015 Tax Sale : Reserve Bids

863-15: Lukinuk

That Smoky Lake County not hold a 2015 Tax Sale, as there are no properties for the tax sale list.

Carried.

Policy Statement No. 61-15-01: Designation of Municipal Historic Resources

864-15: Lukinuk

That Policy Statement No. 61-15-01: Designation of Municipal Historic Resources, be adopted:

Title: Designation of Municipal Historic Resources		Policy No.: 15-01
Section: 61	Code: P-1	Page No.: 1 of 23 E
Legislation Reference:	Alberta Historical Resources Act, Smoky Lake County Bylaw 1236-11 Smoky Lake County Regional Heritage Board	
Purpose:	To provide standardized criteria for evaluating historic resources and to outline the procedures and requirements for designating an historic resource as a Municipal Historic Resource as defined under Section 26 of the Historical Resources Act, R.S.A. 2000, c. H-9	
Policy Statement and Guidelines:		
1. STATEMENT:		
1.1 The Designation of Municipal Historic Resources Policy is intended to encourage the recognition, designation, protection and rehabilitation of historic resources within Smoky Lake County.		
1.2 The Designation of Municipal Historic Resources Policy provides guidance to Council, administration and property owners as a precondition to the Designation Bylaw applicable to each designated resource.		
1.3 The Designation of Municipal Historic Resources Policy facilitates the maintenance and preservation of Municipal Historic Resources by establishing the process and conditions for the issuance of a Heritage Resource Intervention Permit.		
2. OBJECTIVE:		
2.1 Smoky Lake County receives requests to designate historic resources as Municipal Historic Resources. The County wishes to have a policy that formalizes the procedures for processing such requests.		
2.2 Smoky Lake County wishes to have a policy that formalizes the procedures for issuing Heritage Resource Intervention Permits.		
3. DEFINITIONS:		
For Interpretation purpose:		
3.1 Character-Defining Elements: the materials, forms, location, spatial configurations, uses and cultural associations or meanings that contribute to the heritage value of an historic place, which must be retained to preserve its heritage value.		
3.2 Designation Bylaw: A bylaw passed by Council designating an historic resource as a Municipal Historic Resource. A Designation Bylaw must include the legal description of the property that is to be designated and a declaration that the property is being designated as a Municipal Historic Resource pursuant to the <i>Historical Resources Act</i> .		
3.3 Heritage Resource Intervention Permit: A Heritage Resource Intervention Permit is required when interventions are proposed to a building or site that has been designated as a Municipal Historic Resource. Interventions include, but are not limited to, construction, additions, alterations, demolition, cosmetic changes and signage.		
3.4 Heritage Survey: A heritage survey gathers and records information associated with the physical remains of the past to identify, document and understand potential historic resources in a community. A heritage survey lays the foundation for continued heritage protection, promotes public awareness and fosters grassroots support for heritage preservation, and offers municipalities a planning tool for managing and preserving historic sites.		
3.5 Heritage Value: The aesthetic, historic, scientific, cultural, social or spiritual importance or significance for past, present or future generations. The heritage value of an historic place is embodied in its character-		

defining materials, forms, location, spatial configurations, uses and cultural associations or meanings.

- 3.6 **Historic Resource:** An historic resource is any work of nature or humans that is primarily of value for its palaeontological, archeological, prehistoric, historic, cultural, natural, scientific or aesthetic interest, including, but not limited to, a palaeontological, archeological, prehistoric, historic or natural site, structure, or object.
- 3.7 **Historic Site:** An historic site is any site that includes, or is comprised of, an historic resource of immovable nature or that cannot be disassociated from its context without destroying some or all of its value as an historic resource.
- 3.8 **Municipal Historic Resource:** A Municipal Historic Resource is an historic resource that is designated by bylaw and protected from unsympathetic alteration or destruction pursuant to the conditions of the *Historical Resources Act*.
- 3.9 **Notice of Intention to Designate:** A Notice of Intention to Designate is a motion passed by Council stipulating that a written notice of intention to designate an historic resource as a Municipal Historic Resource shall be served on the owner of said resource. The Notice shall contain the legal description of the property and a declaration stating Council's intention to designate the property as a Municipal Historic Resource pursuant to the *Historical Resources Act*.
- 3.10 **Smoky Lake Region Inventory of Historic Places:** The Smoky Lake Region Inventory of Historic Places is a register of historic assets within Smoky Lake County, the Villages of Waskatenau and Vilna, and the Hamlets of Bellis, Spedden and Warspite. Resources must be listed in the Inventory before they can be considered for designation as a Municipal Historic Resource.
- 3.11 **Statement of Significance:** A Statement of Significance is a succinct description of an historic resource that includes a brief description of the historic place, identifies the key heritage values of the resource and highlights the resource's character-defining elements.

4. GUIDELINES:

- 4.1 Upon recommendation from the Smoky Lake County Regional Heritage Board, Smoky Lake County Council may decide to designate an historic resource as a Municipal Historic Resource if it deems the resource to be of significant historic value and whose preservation it considers to be in the public interest.
- 4.2 When an historic resource is designated as a Municipal Historic Resource, ownership will be retained by the landowner. However, the landowner will have agreed that there are now limitations and restrictions on how the resource can be altered.

5. PROCEDURES:

- 5.1 Application forms for Municipal Historic Resource Designation can be obtained from the Smoky Lake County Regional Heritage Board, the Smoky Lake County office or online at www.smokylakecounty.ab.ca ('Schedule "A" – Application for Municipal Historic Resource Designation')
- 5.2 Before a historic resource may be considered for designation as a Municipal Historic Resource, a Statement of Significance must first be completed, and the resource listed on the Smoky Lake Region Inventory of Historic Places. A Preliminary Heritage Site Identification form must be completed before a resource can be considered for inclusion on the Inventory ('Schedule "B" – Preliminary Heritage Site Identification Form')
- 5.3 Nominations for designation and/or placement on the Smoky Lake Region Inventory of Historic Places shall be made upon the request of the resource owner, and submitted to the Smoky Lake County Regional Heritage Board for comment.
- 5.4 If recommended by the Smoky Lake County Regional Heritage Board, an application for Municipal Historic Resource Designation will be submitted to the County. The Development Authority will prepare a Request for Decision for Council's consideration, including a draft Designating Bylaw.
- 5.5 If Council deems the historic resource to be worthy of designation, Council shall pass a motion issuing a Notice of Intention to Designate,



- pursuant to Section 26 of the *Historical Resources Act*. (Schedule "C" – Notice of Intention to Designate)
- 5.6 The Notice of Intention to Designate must be served on the resource owner a minimum of sixty (60) days before the consideration of a designation bylaw. During this period the owner of said resource shall not destroy, disturb, alter, restore or repair said resource.
 - 5.7 Following the 60 day notification period, Council may consider a Designation Bylaw for said resource. Council may also decide to revoke a Notice of Intention to Designate if it deems protection of the resource is not in the public interest.
 - 5.8 A Designation Bylaw must be passed within one hundred and twenty (120) days of the serving of the Notice of Intention to Designate. Failure to pass a Designation Bylaw during this period will render the Notice of Intention to Designate invalid.
 - 5.9 Pursuant to Section 26 of the *Historical Resources Act*, a Designation Bylaw must contain the legal description of the property and a declaration that said property is being designated as a Municipal Historic Resource pursuant to the *Historical Resources Act*. (**Schedule "D" – Sample Designation Bylaw**)
 - 5.10 Prior to passing a Designation Bylaw, a written agreement must be entered into between Smoky Lake County and the resource owner, waiving the right to receive compensation for any loss of economic value, perceived or real, as the result of designation. (**Schedule "E" – Municipal Historic Resource Compensation Waiver Form**) A Designation Bylaw will only be considered if the resource owner has waived his or her right to compensation for loss of economic value as a result of designation and has signed a Municipal Historic Resource Compensation Waiver attesting the same.
 - 5.11 Once a Designation Bylaw has been passed by Council, a copy of said Bylaw, including any and all schedules, shall be signed by the owner and registered at the appropriate Land Titles Office against the title of the designated property.
 - 5.12 A certified true copy of the Designation Bylaw shall be provided to the owner of the designated property.
 - 5.13 Upon designation, a Municipal Historic Resource shall be nominated by the County to be placed on the Alberta Register of Historic Places.
 - 5.14 County Council reserves the right to repeal a Designation Bylaw at any time for any reason it deems necessary. Council must pass a bylaw repealing the Designation Bylaw and must serve said repealing bylaw on the owner of the designated resource. The County must also discharge the Designation Bylaw from the land titles registry.
 - 5.15 Upon designation, any alteration, restoration, repair, disturbance, removal, addition or destruction of a Municipal Historic Resource shall require written permission from the Development Authority in the form of a Heritage Resource Intervention Permit. (**Schedule "F" – Application for Heritage Resource Intervention Permit**)



SMOKY LAKE COUNTY REGIONAL HERITAGE BOARD Application For Municipal Historic Resource Designation
Box 310, Smoky Lake, Alberta T0A 3C9

Roll #
Date

Name of Resource

Municipality Municipal Address:

Short Legal Description: Plan: Block: Lot:

Long Legal Description LSD/PL. Section Township Range W4

Please attach:

- Current Certificate of Title
- Recent photographs of the exterior of Site (ensure date and location is indicated on the back of photo)
- Recent photographs of the interior of Site (ensure date and location is indicated on the back of photo)
- Historic photographs of the Site (ensure date and location is indicated on the back of photo)

NOTE: All photographs attached to this application remain the property of the municipality.

The information provided on this form was recorded by:

Name
Address
Postal Code Telephone 1 Telephone 2 Date

Site Owner
Address
Postal Code Telephone

Does the Owner support the possible designation of the Site? Yes No

Does the Owner give permission to the municipality and its heritage contractor (if applicable) to enter the property for the sole purpose of documentation and evaluation of the structure? Yes No

Comments
Owner's Signature Date

The personal information on this form is protected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act SA 2000. The information will be used to process this application for the purpose of having a property considered as a Historic Resource. This document is a public document and is available for public viewing if requested and as a result your name and address may be included on reports and available to public. The municipality WILL NOT use your personal information for unrelated purposes, without your expressed consent.

Application For Municipal Historic Resource Designation Page 2 of 3

No. of structures	<input type="text"/>
Type of structures	<input type="text"/>
Type of construction (log, frame, brick, etc.)	<input type="text"/>
Present Condition	
Roof	<input type="text"/>
Siding	<input type="text"/>
Windows and frames	<input type="text"/>
Foundation	<input type="text"/>
What was the date of construction? Estimated or Actual?	<input type="text"/>
What was (were) the original use(s) of the structure?	<input type="text"/>
What was the nature and date of any later addition?	<input type="text"/>
What is the architectural significance of this site or structure?	<input type="text"/>
What is the name of the architect, if one was involved?	<input type="text"/>
What is the name of the builder?	<input type="text"/>
Does the architect or builder have any special prominence in the community?	<input type="text"/>
Is there something notable about the method of construction or the building materials used?	<input type="text"/>
Is the structure on its original site? If it has been moved, when and why?	<input type="text"/>
In what condition is the building? What alterations have been made in the cause of maintenance or renovation, and when?	<input type="text"/>
If it is in a town or village, does the building fit in with	<input type="text"/>

the age, types, and styles of others on the street, or in the neighbourhood? If it is in a rural area, does it fit in with the local environment?

What is the historical significance of this site and / or structure? Was this site associated with major patterns in economic, social, political, cultural or any other broad development?

Is it a particular visible landmark in the area?

What is the present use of the site or structure?

What is the proposed use of the site or structure?

Are there any plans for restoration / rehabilitation of this site or structure?

Have there been any important event(s) associated with this site or structure? If so, provide an account of it.

Is there something unique or excellent about the artist design and craftsmanship of the site or structure?

Why do you feel the preservation of this resource is in the public interest?

List sources of information and names with contact information of people we can contact for further information.

SMOKY LAKE COUNTY REGIONAL HERITAGE BOARD Preliminary Heritage Site Identification

Requested By: _____ Date: _____

Contact Information: _____

Name(s) of Site: _____

Land Location: _____

Current Owner: _____

Previous Owner: _____

Construction Date: _____ Approximate Actual

Buider / Architect: _____

Additions or Alterations to Original Building

History

Special Exterior Features

Special Interior Features

Additional Information

- Do you have any photographs, documents, blueprints, etc. to show us?
- Do you have any additional information about other buildings in the Smoky Lake Region?

Submit or drop off at:
Smoky Lake County Regional Heritage Board, Box 310, 4612 McDaugall Drive, Smoky Lake, Alberta T0A 3C0



NOTICE OF INTENTION TO DESIGNATE

AS A MUNICIPAL HISTORIC RESOURCE

ALBERTA HISTORIC RESOURCES ACT
Section 26 H.R.A., R.S.A. 1980, c.H-8, as amended

TO:

Notice is hereby given that following at least sixty (60) days from the date of serving of this Notice, on

Council Meeting Date:

the Municipal Council of the

intends to pass a Bylaw that the site legally described as:

Short Legal Description: Plan: Block: Lot:

Long Legal Description: Municipal Address:

Excepting thereout all mines and minerals,

Containing the building(s), known as:

located on the site be designated a **MUNICIPAL HISTORIC RESOURCE** under Section 26 of the Historical Resources Act, as amended from time to time.

AND TAKE FURTHER NOTICE THAT the Municipal Council of the

has appointed the Chief Administrative Officer to implement matters arising from the issuance of the Notice of Intention to Designate a Municipal Historic Resource.

DATED this day of , 201

Attachments:

- Location Map
- Photographs
- Statement of Significance

Chief Administrative Officer

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW XXXX-XX**

A BYLAW OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF DESIGNATING THE (NAME OF RESOURCE) AS A MUNICIPAL HISTORIC RESOURCE

WHEREAS Section 26 and 27 of the Historical Resources Act, R.S.A. 2000, c. H-9, as amended, permits the Municipal Council of a municipality to designate any heritage resource within a municipality whose preservation it considers to be in the public interest as a Municipal Historic Resource, upon giving notice to the Owner of the Resource in accordance with the Historic Resources Act.

AND WHEREAS the Council of Smoky Lake County has determined that the property legally described as:

(NAME OF HISTORIC RESOURCE)
(LEGAL DESCRIPTION)
XXX hectares (XXX acres more or less)

is a site of architectural, historical, cultural, environmental, archeological, paleontological, aesthetic and/or scientific value;

AND WHEREAS not less than sixty (60) days prior to consideration of this bylaw, the Council of Smoky Lake County may by bylaw designate any historic resource within the municipality whose preservation it considers to be in the public interest, together with any land in or on which it is located that may be specified in the bylaw, as a Municipal Historic Resource. A Council that designates an historic resource as a Municipal Historic Resource shall:

- a) cause a copy of the bylaw to be served on the owner of the historic resource and on the owner of any land that will be subject to the bylaw; and
- b) if the bylaw relates to or includes any land, cause a certified copy of the bylaw to be registered at the land titles office.

NOW THEREFORE that the Council of Smoky Lake County in the Province of Alberta, having complied with the Historical Resources Act, and duly assembled, hereby enacts as follows:

1. The property known as (NAME OF RESOURCE) located on lands legally described as (LEGAL DESCRIPTION) excepting thereout all mines and minerals, area (XXX) Hectares ((XXX) Acres more or less) is hereby designated a Municipal Historic Resource within the County as described in Schedule "A".
2. Council wishes that the original character of (NAME OF RESOURCE) be protected and preserved while encouraging changes that will make the related buildings and structures functional, at no cost to the County. The Historic Resource shall not be removed, destroyed, disturbed, altered, rehabilitated, repaired or otherwise permanently affected, other than in accordance with the terms outline in Schedule "B".
3. The administration of this bylaw shall be under the management and control of the Development Authority of Smoky Lake County.
4. This bylaw shall come into effect after third and final reading.

READ A **FIRST TIME** IN COUNCIL THIS XXTH DAY OF XXXXX, AD 20XX.

(NAME)
Reeve

SEAL

(NAME)
Chief Administrative Officer

READ A **SECOND TIME** IN COUNCIL THIS ____ DAY OF ____, AD 20XX.
READ A **THIRD AND FINAL TIME** IN COUNCIL THIS ____ DAY OF ____, AD 20XX.

(NAME)
Reeve

SEAL

(NAME)
Chief Administrative Officer

Schedule "D": Sample Designation Bylaw (2 of 8)
Section 61

Page 11 of 23
Policy 15-01

SCHEDULE "A"

This Statement of Significance forms Schedule "A" to Bylaw XXXX-XX and provides a *Description of the Historic Place*, explains the *Heritage Value* of the building and identifies, by written description and photographs, those *Character Defining Elements* of the (NAME OF RESOURCE) which are regulated by the "General Guidelines for Conservation" (Schedule "B") and must be preserved (the "Regulated Character Defining Elements").

STATEMENT OF SIGNIFICANCE

(NAME OF RESOURCE)
(LEGAL DESCRIPTION)
XXX hectares (XXX acres more or less)

(INSERT THE STATEMENT OF SIGNIFICANCE FOR THE RESOURCE TO BE DESIGNATED,
INCLUDING A DESCRIPTION OF THE HISTORIC RESOURCE, ITS HERITAGE VALUE AND
THE RESOURCE'S CHARACTER DEFINING ELEMENTS)

Schedule "D": Sample Designation Bylaw (3 of 8)
Section 61

Page 12 of 23
Policy 15-01

Photographic Detail

(ADD PHOTOGRAPHS THAT SHOW THE CHARACTER DEFINING ELEMENTS OF THE RESOURCE
TO BE PRESERVED)

Schedule "D": Sample Designation Bylaw (4 of 8)
Section 61

Page 13 of 23
Policy 15-01

SCHEDULE "B"

This is Schedule "B" to Bylaw XXXX-XX and identifies the "General Guidelines for Conservation" for (NAME OF RESOURCE)

GENERAL GUIDELINES FOR CONSERVATION

1. Approval of Development Alterations

As per Section 26 (6) of the Alberta Historical Resources Act, notwithstanding any other Act, no person shall destroy, disturb, alter, restore or repair a Historic Resource or remove any historic object from a Historic Resource that has been designated under this Section, without the written approval from Council or a person appointed by Council for that purpose.

Council appoints an approving Authority to protect the integrity of this municipal heritage resource to whom the Applicant shall submit a Heritage Resource Intervention Permit Application for any proposed restoration/changes to the structure. Any development or alterations affecting the Chahor Church and Bell Tower shall respect and conserve the heritage value and character defining elements identified in the Statement of Significance, in accordance with the below General Guidelines for Conservation and as recommended in the Standards and Guidelines for the Conservation of Historic Places.

2. Compatible Uses

Wherever possible, the use of the Municipal Historic Resource shall be compatible with the existing building such that minimal changes are required to the building. The use of the Municipal Historic Resource for its original purpose is desirable.

3. Original Character

The original distinctive qualities and character of the building as designated by the Municipal Historic Resource Bylaw should be preserved. The removal or alteration of any historical materials or features shall be avoided whenever possible.

4. The Historic Period

The Municipal Historic Resource should be recognized as a product of its own time. Alterations which are not based on historical fact or which recreate an earlier or later idiom shall be discouraged.

5. Witness to Change

Changes to the Municipal Historic Resource may have occurred over time. These alterations are evidence of the history and development of the building. Because this evolution may have acquired significance in its own right, alterations to the original building should be recognized and respected where indicated.

Schedule "D": Sample Designation Bylaw (5 of 8)

Page 14 of 23

6. Repair and Replacement

Deteriorated architectural features shall be repaired rather than replaced wherever possible. Where replacement is necessary, the new material should match the original as to composition, colour, texture, design, etc. The repair or replacement of architectural features shall be based on a sound knowledge of the original characteristics of the features. Such knowledge shall be based on historical or pictorial evidence and not upon conjecture.

7. Style and Craftsmanship

Distinctive stylistic features and examples of skilled craftsmanship that have been designated by the Municipal Historic Resource Bylaw shall be preserved and treated sensitively.

8. Cleaning



In all cases, surface cleaning shall be undertaken with the gentlest means available. Sandblasting in particular, but also other cleaning methods, damage historic integrity and should not be undertaken without thorough testing prior to use on a building. Sandblasting is not recommended on brick, stone or wood. In all instances, it should be ascertained that a building exterior is really in need of cleaning prior to undertaking the work.

9. Reversibility of Improvements

When the introduction of new elements or materials is necessary to stabilize or preserve a municipally designated Historic Resource, alterations shall be undertaken such that the new materials, should they fail, may be removed at a later date without damage to the original fabric of the Municipal Historic Resource. Where this is not possible (i.e. use of epoxy), only those methods and materials that have been thoroughly tested and found satisfactory in situ shall be used.

10. Recording

Prior to undertaking any alterations, particularly in cases where alterations may threaten the building fabric (underpinning and moving structures), the Applicant shall compile a complete record of the architectural features of the Municipal Historic Resource. Measured drawings and photographs of details may prove invaluable if major features are damaged or lost during the subsequent repair work.

11. Original Construction Details

In some historic structures, poor construction details or inappropriate materials resulted in rapid deterioration of certain building elements. In these instances, accurate restoration of the original detail will inevitably result in the failure of the element. Therefore, restoration of the resource should be undertaken in such a fashion as to duplicate the original appearance as closely as possible while using details based on sound construction practice.

Schedule "D": Sample Designation Bylaw (6 of 8)

Page 15 of 23

12. Enforcement

This Bylaw may be enforced, and the contravention of any provisions contained herein restrained, by the Court of Queen's Bench of Alberta upon action brought by Council, whether or not any penalty has been imposed for contravention. If the Development Authority finds that a person is in contravention of this Bylaw, the Development Authority may, by written order, require the person responsible for the contravention to remedy it if the circumstances so require. The order may:

- (a) direct a person to stop doing something, or to change the way in which the person is doing it;
- (b) direct a person to take any action or measures necessary to remedy the contravention of the Bylaw, including the removal or demolition of a structure or part of a structure that has been erected or placed in contravention of the Bylaw, and, if necessary, to prevent a re-occurrence of the contravention;
- (c) state a time within which the person must comply with the directions;
- (d) state that if the person does not comply with the directions within a specified time, the municipality will take the action or measure at the expense of the person.

13. Improvements

Prior to undertaking any improvements, an Application for a Heritage Resource Intervention Permit must be submitted to Smoky Lake County. The Application shall include phasing of alterations where necessary due to program or budget restrictions. The type and timing of both short and long term maintenance work should also be included.

14. Codes

At no time should the life and safety of occupants of a Municipal Historic Resource be deemed of lesser importance than the preservation of the original fabric of the Municipal Historic Resource. The required life and safety standards are those required by the current Alberta Building Code. However, notwithstanding these Code requirements, where the essential character of the structure is threatened by changes for Code reasons, every effort shall be made to achieve an equivalent safety standard by alternate means so as to minimize the impact on the historic fabric.



15. **Signs**

As a general rule, signs should be limited to signs that were originally present on the building. In instances where new use or interpretive functions dictate the use of additional signs, these new elements should be integrated into the general design of the project.

The size, typeface, graphics and materials should be chosen to suit the period of the Municipal Historic Resource, wherever possible. All signs must conform to the Smoky Lake County Land Use Bylaw.

Schedule "D": Sample Designation Bylaw (7 of 8)

Page 16 of 23

16. **Claims**

All covenants, undertakings, obligations, and conditions set out in this Bylaw shall constitute covenants running with the Lands and the County may register a Caveat at the Land Titles Office against the Lands to protect its interest under this Bylaw. Smoky Lake County may grant a postponement of the caveat as to any of the land in development. Smoky Lake County will discharge the caveat promptly upon the acceptance of the various matters required to be performed by the Developer under this Bylaw.

The Developer shall indemnify and save harmless the County from any and all losses, costs, damages, actions, cause of actions, suits, claims and demands resulting from anything done or omitted to be done by the Developer in pursuance or purported pursuance of this Bylaw.

17. **Consent**

This bylaw is hereby agreed to by the Owners as registered as a Caveat on the Certificate of Title XXX XXX XXX: (INSERT NAME OF MUNICIPAL HISTORIC RESOURCE)

(NAME OF LANDOWNER)

(ORGANIZATION – IF APPLICABLE)

(SIGNATURE)

Schedule "D": Sample Designation Bylaw (8 of 8)

Page 17 of 23





**Municipal Historic Resource
Compensation Waiver Form**

Box 310
4612 McDougall Drive
Smoky Lake, AB T0A 3C0
Ph: 656-3730 Fax: 656-3768

MUNICIPAL HISTORIC RESOURCE WAIVER

I/We _____ understand that Smoky Lake County is applying to have
the _____
designated as a Municipal Historic Resource.

In order for Smoky Lake County to proceed with the application, I/We agree to waive the following
clauses of the *Historical Resources Act*.

Compensation

28(1) If a bylaw under section 26 or 27 decreases the economic value of a building, structure or land
that is within the area designated by the bylaw, the council shall by bylaw provide the owner of that
building, structure or land with compensation for the decrease in economic value.

(2) If the council and the owner cannot agree on the compensation payable under subsection (1), the
owner or the council may apply to the Land Compensation Board established under the *Expropriation
Act* to determine the amount of compensation payable by the council to the owner for the decrease in
economic value.

(3) When an application is made to the Land Compensation Board pursuant to subsection (2), the
Expropriation Act and the regulations made under it respecting the determination of compensation,
hearings and procedures, including interest, costs and appeals, apply to the application with all
necessary modifications.

(4) The council may, with the agreement of the owner, provide the compensation under subsection (1)
by grant, tax relief or any other means.

For greater certainty, I/We expressly waive all rights to claim compensation from Smoky Lake County
for any cause whether arising in common law, equity or by statute, because of the County's designation
of the property described above as a Municipal Historic Resource.

Owner's signature _____ Date _____

Owner's signature _____ Date _____

Witness' signature _____ Date _____

SMOKY LAKE COUNTY REGIONAL HERITAGE BOARD Application for Heritage Resource Intervention Permit
Box 310, Smoky Lake, Alberta T0A 3C0

HERITAGE RESOURCE INTERVENTION PERMIT

1. A Heritage Intervention Permit is required to undertake changes to properties because of their historic or architectural
significance under the Alberta *Historical Resources Act*. Municipal governments in Alberta are responsible for safeguarding
the heritage values of these properties. Section 26(6) of the Act requires that "no person shall destroy, disturb, alter,
restore, or repair a historic resource that has been designated...without the written approval of the Council or a person
appointed by the Council for this purpose."
2. The purpose of a Heritage Intervention Permit is to ensure that the proposed changes to a designated Historic Resource
do not alter the property in such a way that the reasons for designation are diminished.
3. A Heritage Intervention Permit is required when interventions are proposed to a Municipal Heritage Resource, including
construction, additions, alterations, demolition, new colors, new windows, lighting, brick work, signs and all applicable
exteriors including roofs.
4. There is no fee for a Heritage Resource Intervention Permit.
5. Applicants are requested to confirm their plans with the Municipality to determine if a Development Permit and/or a
Building Permit are required. It should also be noted that a Heritage Resource Intervention Permit does not supersede
the requirements of the Alberta Building Code, the Municipal Government Act or the municipality's Land Use Bylaw.
6. It is suggested that the Applicant consult with a Heritage Board Member or Heritage Planner when making plans to
submit an Application for Heritage Resource Intervention Permit, as they may offer some suggestions or advise on
appropriate methods of treatment or intervention.
7. All Applications for Heritage Resource Intervention Permit will be evaluated by the Smoky Lake Heritage Board and / or a
Heritage Planner and a recommendation will be presented to the Municipality's Development Officer for final decision.
8. The requirements to complete a Application for Heritage Resource Intervention Permit are:

- Copy of Designation Bylaw, with Statement of Significance (obtain from municipality)
- Concept drawing (e.g. image of structure or finished sign)
- Detailed dimensioned drawings of proposed "work", (structure or sign)
- Site plan detailing the location of the structure or sign, to scale, in relation to other structures
- Historical documentation / photographs to support proposed intervention
- Photographs of existing building, side elevations, finishes, architectural details, streetscape or landscape
- Description of materials to be used for proposed intervention
- IF PAINTING: Samples of heritage colors with manufacturer, name, number and finish for each
- IF SIGNAGE: Sample font, name and size of lettering, and sign mounting information
- IF LIGHTING FIXTURE: images and description of fixtures

9. During the evaluation of this Application, municipal staff, Heritage Board Member and / or Heritage Planner may find it
necessary to enter the property, to view and photograph the Site that is subject to the Application. Failure to allow access
onto the property may result in the Application being considered incomplete.

PART 1 - TO BE COMPLETED BY OWNER

Roll # _____
Permit # _____

Resource Name _____
Municipality _____ Municipal Address _____

Owner Information

Name _____
Address _____
City _____ Province _____
Postal Code _____ Phone Number _____

Legal Description

Plan _____
Block _____ Lot _____
LSD/Pt _____ Sec _____ Twp _____ Rng _____ Wt _____

This Historic Resource is:

listed on Municipal Inventory a Municipal Historic Resource Designation Bylaw # _____

What kind of interventions / changes are being proposed to this Resource?
(Provide a brief summary of the proposed work)

Why are these specific interventions / changes being proposed to this Resource?
(Please check all that apply)

- To conserve the heritage value of the property
- To improve the functionality of the property
- To enable the adaptive re-use of the property
- Other

Provide a brief summary of the rationale for the proposed work.

Certification

I, We the Owner(s) of the subject property, and the Applicant of this subject Application, by signing the Application, agree to allow either municipal staff and/or Heritage Board Committee Member the right to enter onto my property, as necessary, to view and photograph the property for the Application. Failure to allow access onto the property may result in the Application being considered incomplete.

Date _____

Owner's Signature _____
Name: _____

PART 2 - TO BE COMPLETED BY EVALUATOR

What conservation documents or other resources have been reviewed in evaluating the proposed work?
(Check all that apply)

- Municipal Heritage Management Plan Statement of Significance
- Standard and Guidelines for the Conservation of Historic Places in Canada
- Designation Bylaw Proposed work plan / drawings
- Other (please describe)

Municipal governments are responsible for safeguarding the heritage values of these properties. What "heritage values" and / or "character-defining elements" of the Resource (described in the Statement of Significance), if any, would be impacted by the proposed work? How, specifically, would they be affected?

Heritage Values _____

Potential Impact on Heritage Values _____

Character-Defining Elements _____

Potential Impacts on Character-Defining Elements _____

Applying the Standards and Guidelines for the Conservation of Historic Places in Canada helps to ensure that sound conservation principles are considered when reviewing potential changes to historic places. Please check whether the proposed work meets each standard.

General Standards for all projects - "Preservation"

1. Conserve the heritage value of a historic place. Do not remove, replace, or substantially alter its intact or repairable character-defining elements. Do not remove a part of a historic place if its current location is a character-defining element.
 Yes No
2. Conserve changes to a historic place which, over time, have become character-defining elements in their own right.
 Yes No
3. Conserve heritage value by adopting an approach calling for minimal intervention.
 Yes No
4. Recognize each historic place as a physical record of its time, place and use. Do not create a false sense of historical development by adding elements from other historic places or other properties or by combining features of the same property that never co-existed.
 Yes No

- 5. Find a use for a *historic place* that requires minimal or no change to its *character-defining elements*.
 Yes No
- 6. Protect and, if necessary, stabilize a *historic place* until any subsequent *intervention* is undertaken. Protect and preserve archaeological resources in place. Where there is potential for disturbance or archaeological resources, take mitigation measures to limit damages and loss of information.
 Yes No
- 7. Evaluate the existing condition of character-defining elements to determine the appropriate intervention needed. Use the gentlest means possible for any intervention. Respect *heritage value* when undertaking an intervention.
 Yes No
- 8. Maintain *character-defining elements* on an ongoing basis. Repair *character-defining elements* by reinforcing their materials using recognized conservation methods. Replace in kind any extensively deteriorated or missing parts of *character-defining elements*, where there surviving prototypes.
 Yes No
- 9. Make any *intervention* needed to preserve *character-defining elements* physically and visually compatible with the *historic place*, and identifiable upon close inspection. Document any intervention for future reference.
 Yes No

Additional Standards relating to - "Rehabilitation"

- 10. Repair rather than replace *character-defining elements*. Where *character-defining elements* are too severely deteriorated to repair, and where sufficient physical evidence exists, replace them with new elements that match the forms, materials and detailing the sound versions of the same elements. Where there is insufficient physical evidence, make the form, material and detailing of the new elements compatible with the character of the *historic place*.
 Yes No
- 11. Conserve the heritage value and *character-defining elements* when creating any new additions to a *historic place* or any related new construction. Make the new work physically and visually compatible with, subordinate to and distinguishable from the *historic place*.
 Yes No
- 12. Create any new additions or related construction so that the essential form and integrity of a *historic place* will not be impaired if the new work is removed in the future.
 Yes No

Additional Standards relating to - "Restoration"

- 13. Repair rather than replace *character-defining elements* from the restoration period. Where *character-defining elements* are too severely deteriorated to repair and where sufficient physical evidence exists, replace them with new elements that match the forms, materials and detailing of sound versions of the same elements.
 Yes No

APPLICATION DECISION

Based on the assessment of the work proposed, it is certified that the proposed work meets the Standards of Conservation described above, and does not negatively impact the heritage values and character-defining elements of the Historic Resource.

No - Does not meet all the required Standards, work not permitted

Yes - Meets all the required Standards, work permitted

Permitted with Conditions:

Recommendation Date

Final Decision Date

Heritage Evaluator _____

Designated Officer _____

Name

Name

Carried.



5. Issues for Information:

Chief Administrative Officer's Report

The Chief Administrative Officer gave an updated report to Council for the period of June 26, 2015 to August 19, 2015:

Legislative/Governance

- Michael Botros of Alberta Transportation has suggested some meeting dates to discuss development regulations with Council.
- The Farmers' Advocate Office is creating a new landowner compensation database and is asking landowners to volunteer details of their recent agreements with pipeline companies to the FAO to build the database.

Administrative:

- Submitted new SME application and FNC application.
- The Smoky Lake Foundation is asking for Council's consideration for equipment, operators, and gravel for an amended parking lot plan for the Vilna Lodge.

Financial:

- Our Small Communities Fund grant applications for the TWP 604 Haul Route and Micro Tower Connectivity have both been declined.
- We have requested an extension of the grant that will provide for a Joint Municipal Emergency Services exercise.

Human Resources:

- FSLW Barb Rose is retiring from her position. She will remain to assist the Committee with the short listing and interviews which will happen in early September (Committee Chair has authorized an ad for replacement with an August 25, 2015 deadline).
- Jordan Ruegg has been appointed as the new Planning and Development Manager. We need a motion of Council to appoint him as a Development Authority Officer as per Bylaw.

Community:

- Provided 6 tandem loads of gravel (c. 72 mT) to the Algonquin Shooting Sports Association. They have requested Council's consideration for a donation of part of this amount.
- The Kinette Club of Smoky Lake has requested a donation to their Outdoor Movie Event to be held on August 26, 2015.
- The Ukrainian Genealogy organization is hosting an event on September 2, 2015 and is inviting attendance.

Training

- Registered in a distance education course on Project Management beginning on October 5, 2015.
- Attending the Alberta Rural Municipal Administrators' Association Conference on September 9 – 11, 2015.

Departmental Operations Meeting

865-15: Cholak

That County Council schedule a County Council **Departmental Operations** meeting with staff from Alberta Transportation for Monday, August 31, 2015 at 10:00 a.m. in Council Chambers.

Carried.

Farmers' Advocate Office

866-15: Orichowski

That County Council advertise in the Smoky Lake County Grapevine and the website to assist the Farmers' Advocate Office in its initiative, "Surface Rights, Land, and Energy: Pricing Transparency Mapping Project" for landowners to provide copies of, no older than 2010 and 2011, their surface lease, transmission line, seismic and pipeline right-of-way agreements to assist in the creation of a new database on projects and compensation values.

Carried.



Smoky Lake Foundation: Vilna Lodge and Villa

867-15: Cholak

That Smoky Lake County approve to provide "in-kind" donation to the Smoky Lake Foundation – Vilna Lodge and Villa – manpower and equipment in addition to the previously approved gravel not to exceed the amount of 150 tonnes to assist the Parking Lot Project; in reference to the letter received from Wanda Sullivan, Assistant CAO, Smoky Lake Foundation, dated August 19, 2015.

Carried.

Fire Services and Emergency Preparedness Program (FSEPP)

868-15: Lukinuk

That Smoky Lake County execute and submit to Alberta Municipal Affairs the Amending Conditional Grant Agreement for the Fire Services and Emergency Preparedness Program (FSEPP) with a term extended to March 31, 2016.

Carried.

Family School Liaison Worker

869-15: Smigerowsky

That Smoky Lake County acknowledge receipt of the letter received from Barb Rose, Family School Liaison Worker dated August 6, 2015 and effective September 1, 2015, and be accepted as information.

Carried.

Appoint Development Authority Officer

870-15: Smigerowsky

That County Council appoint Jordan Ruegg, Planning & Development Manager as a Development Authority Officer as per Bylaw 994-95 for Smoky Lake County.

Carried.

Algonquin Shooting Sports Association

871-15: Smigerowsky

That Smoky Lake County donate the 72 tonnes of gravel provided on August 13 and 14, 2015 to the Algonquin Shooting Sports Association.

Carried.

Kinette Club of Smoky Lake

872-15: Cholak

That Smoky Lake County donate in the amount of **\$500.00** to the Kinette Club of Smoky Lake for the Outdoor Movie Event to be held on August 26, 2015, and allocate funds from Grants to Individuals and Organizations.

Carried.

The Alberta-Ukraine Genealogical Project

873-15: Cholak

That the email correspondence received from The Alberta-Ukraine Genealogical Project dated August 17, 2015 in regards to the Program for the Ukrainian SIG Meeting scheduled for Wednesday, September 2, 2015 in Edmonton, Alberta, be filed for information.

Carried.

STRATEGIC PRIORITIES – CHART:

The Strategic Priorities Chart – July 27, 2015.

Process included in every Council meeting Agenda as a constant reference:

Financial Update:

As annexed to the minutes:



↳ Financial Statement for the Months: **May and June, 2015**

Action List(s):

↳ **Action List(s):**

- **County Council Meeting:** June 25, 2015
-

874-15: Lukinuk

That the updated report for the period of June 26, 2015 to August 19, 2015 by the Chief Administrative Officer, be accepted and filed for information.

Carried.

7. Delegation(s):

Dennis and Darlene Harris, Landowners

Fire invoice No. 35425 and Council's decision of July 7, 2015

Present before County Council at 9:58 a.m. to 10:04 a.m. was Dennis Harris to request Council reconsider the decision of July 7, 2015 to uphold Fire Invoice No. 35425 in the amount of \$1,500.00 as per Appeal Notice received on June 29, 2015 from Dennis and Darlene Harris for the grass fire located at 58304 – RR 180.

875-15: Lukinuk

That Smoky Lake County, on the basis of new information and testimony provided by Dennis Harris regarding Fire Invoice No. 35425 and the July 7, 2015 appeal decision thereto, reduce Fire Invoice No. 35425 from \$1,500.00 to \$1,000.00 to Dennis and Darlene Harris for the grass fire located at 58304 – RR 180.

Carried.

Finance Manager's Report:

Brenda Adamson, Finance Manager provided an updated Finance report for the period of June 16, 2015 to August 7, 2015.

County Budget Meeting

876-15: Cholak

That County Council schedule a **Budget meeting** for Monday, September 28, 2015 at 1:00 p.m. in Council Chambers.

Carried.

Tax Agreement: Roll #17601510

877-15: Smigerowsky

That Smoky Lake County execute a Tax Agreement for SE 15-60-17-W4, as per Policy Statement No. 12-01-01: Tax Agreement for Tax Roll Number 17601510 to pay the amount of **\$246.72 per month** for a period of 36 Months effective September 1, 2015.

Carried.

2015 F.C.S.S.: Community Organization - Funding Organization: Applications

878-15: Lukinuk

That Smoky Lake County grant \$0 of FCSS funds towards the High School Student fundraising and trip to learn about historical Renaissance Italy: to Vilna School Parents Advisory Council.

Community Group	Eligibility	Funding
Vilna School Parents Advisory Council – Historical Renaissance Trip to Italy	Primarily recreational or leisure activities; funding would only benefit those students who can afford to pay for the trip.	Not eligible

Carried.

Request for Proposals for Electricity Purchasing Programs

879-15: Cholak

That Smoky Lake County proceed with a Request for Proposals (RFP) for Electricity Purchasing programs.

Carried.

Canada 150 Program: Bellis Lake Campground

880-15: Bobocel

That Smoky Lake County Council approve the execution of the Contribution Agreement with Western Economic Diversification Canada Grant 13706 for Bellis Lake Campground.

Carried.

Accounts Receivable Write-off

881-15: Cholak

That Smoky Lake County approve to write off the Accounts Receivable Aged Trial Balance Report of accounts over 90 days that are in the amount of \$10.00 and under for the Accounting Period Dated August 10, 2015.

Carried.

882-15: Orichowski

That the Finance Manager's Report received by Brenda Adamson for the period of June 16, 2015 to August 7, 2015 be accepted and filed for information.

Carried.

7. **Delegation(s):**

Alberta Municipal Services Corporation (AMSC)

Present before County Council at 10:40 a.m. to 11:03 a.m. was Andrew Riley, Alberta Municipal Services Corporation (AMSC) to discuss the Alberta Municipal Services Corporation (AMSC) Energy Program which addressed Electricity, Natural Gas, and Green Energy.

Reeve's Report:

Reeve Ron Bobocel presented the following report:

- Northern Alberta Mayors' & Reeves' Caucus Meeting Minutes: June 12, 2015.
- A Story of Zero Waste: Opportunities, Plans and Paths Forward
- Western Canada Summer Games 2015: Wood Buffalo
- 2015 Northern Alberta Mayors' and Reeves' Caucus
- Northern Alberta Mayors' and Reeves' Caucus Meeting: June 12, 2015.
- Multi-Stakeholder Collaboration: An RMWB Case Study Examining the Factors Influencing Success.
- Northern Alberta Mayors' and Reeves' Caucus Meeting: Amended Minutes of February 13, 2015.
- Northern Alberta Mayors' and Reeves' Caucus Group Photo.
- Attended Canada 150 Grant presentation for Bellis Campground.
- Letter received from Rachel Notley, Premier of Alberta dated August 8, 2015 expressing a Thank You for the congratulatory letter.
- Copy of letter sent by Mayor Don Iveson, City of Edmonton to Honourable Irfan Sabir, Minister of Human Services and Honourable Deron Bilous, Minister of Service Alberta dated August 17, 2015 in regards to the need for providing 211 services to all Albertans.

883-15: Cholak

That the letter received from Honourable David Eggen, Minister of Alberta Culture and Tourism in regards to the 2017 Alberta 55 Plus Games, be filed for information.

Carried.



884-15: Bobocel That the Reeve's Report received, be accepted.

Carried.

Management Reports

Public Works Manager

Project: TWP 584 from HWY 855 to RR 173

885-15: Lukinuk That Smoky Lake County amend the 2015 – Three Year Road Plan – “Oil Treatment / Paving” to include a Maintenance/Upgrade Project on TWP 584 – HWY 855 – RR 173 of 1.1 mile for the Total Project cost not to exceed the amount of \$260,000.00; and that the unbudgeted expenditure to be allocated from the Aggregate Haul Levy Budget; and that Smoky Lake County contract Sandstar Construction Ltd. to provide and lay asphalt with a 70 mm overlay on TWP 584 – Hwy 855 – RR 173 of 1.1 Mile; after patching is completed by the County.

Carried.

886-15: Cholak That Smoky Lake County pay **Location Cats Ltd.** from St. Paul, Alberta for 2015 Construction Project No. C1315-15 the full amount of \$190,400.00 (original bid of \$238,000.00 less a 20% discount of \$47,600.00) and waive the 10% holdback; as per the letter received from William Wychopen, Manager, Location Cats dated August 6, 2015.

Carried.

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

- 2015 Road Projects completed up to August 11, 2015.

Management Reports

Planning and Development Manager

Casey Tchir, Landowner

887-15: Cholak That the email received from Mr. Casey Tchir, landowner dated July 3, 2015 in regards to his intention to withdraw his application for subdivision of NE 34-59-13-W4M, be accepted as information.

Carried.

Alberta Parks

888-15: Cholak That Smoky Lake County advise Alberta Parks that County Council does not approve of the reclassification of Garner Lake Provincial Park to a Provincial Recreation Area; as per the email received from Rae Boisvert, Alberta Parks, to the Planning and Development Manager, dated August 10, 2015.

Carried.

Committee of the Whole Meeting: Planning

889-15: Cholak That County Council reschedule the Fire Protective Services Committee Meeting/Agricultural Services Board Meeting/Utilities Meeting: Environmental Operations/Utilities Meeting: Natural Gas from Tuesday, September 8, 2015 to Friday, September 4, 2015 at 9:00 a.m.; and to be followed by a **Committee of the Whole Meeting: Planning** to discuss Expressions of Interest for County-owned land near Whitefish Lake and in the Hamlet of Warspite.

Carried.



Management Reports

890-15: Smigerowsky

That the management reports received for the period of June 17, 2015 to August 12, 2015 from Doug Ponich, Public Works Manager; Bob Novosiwsky, Public Works Foreman; Dave Kully, Public Works Shop Foreman; Ed English, Peace Officer; Jordan Ruegg, Planning and Development Manager; Trevor Tychkowsky, Safety Officer; and Paul Miranda, GIS/Communication Manager, be accepted and filed for information.

Carried.

11:40 a.m.

9. Public Question and Answer Period:

No Questions.

Committee Task Forces and Boards: Reports

Alberta Care

- 16th Annual Alberta Recycling Conference hosted by Alberta C.A.R.E. on September 9 – 11, 2015 at the Whitecourt & District Agriculture Society Westward Community Hall in Whitecourt, Alberta.

Corridor Communications Incorporated

- No report.

Doctor Retention & Recruitment Committee

891-15: Bobocel

That Smoky Lake County contact the Town of Smoky Lake to request an organizational meeting be scheduled for the Doctor Retention & Recruitment Committee.

Carried.

Evergreen Regional Waste Management Commission

- Consultant to help the development of a business plan.
- Looking for higher volumes.

Family Community Support Services Committee

- No report.

Family-School Liaison Committee

- Barb Rose retirement; last day is September 1, 2015.
- Position advertised: Deadline for submission is August 25, 2015

Fire and Rescue Liaison Committee

Smoky Lake:

- No report.

Vilna:

- No report.

Waskatenau:

- No report.

Government Liaison Committee

AAMDC: District 5 Meeting

892-15: Lukinuk

That Smoky Lake County Council who can attend – attend the Alberta Association of Municipal Districts and Counties District 5 Meeting on September 25, 2015 in Kinsella, Alberta hosted by the County of Minburn.

Carried.

Highway 28/63 Regional Water Commission

- Met with Deputy Minister regarding extension of line into County of St. Paul; no confirmation on funding under the Water for Life program.

RB

- Special meeting scheduled for Tuesday, August 25, 2015 to discuss a legal issue.

In-House Safety Committee

- Three incidents:
 - Damage on the end gate of a truck while unloading posts.
 - Damage to the passenger door of a truck while crossing railroad tracks.
 - Rope sprung backward in the process of unplugging the mulcher; a chain should be used instead.
- Public Works needs a TV to use for viewing safety videos.
- Testing for silica exposure in the near future.
- Hazard assessments are being worked on.
- Orientation to be done for 2 more transfer station sites.
- Next meeting scheduled for Wednesday, September 23, 2015.

Municipal Planning Commission

- No report.

Northeast Alberta Information HUB

- Next meeting scheduled for September 17, 2015.
- Need to increase visibility; assist organizations with grant applications; assist businesses with business ideas, financial preparation, business planning.
- Economic Development Workshop for Elected Officials has been scheduled for September 22, 2015.
- Need to promote buying local.

893-15: Smigerowsky That the letter received from Bob Bespalko, Executive Director, Northeast Alberta Information HUB dated July, 2015 in regards to Alberta HUB Board of Directors, be filed for information.

Carried.

North East Muni-Corr. Ltd

- The railing on the trestle is almost complete.
- MCSNet will not be pursuing the installation of their fibre optic line on the trail.
- Held the Annual Golf Tournament in Cold Lake on August 10, 2015.
- A meeting with MLA's Piquette, Cyr, and Hanson to request funding has been scheduled.
- Advised the Board that Smoky Lake County will not be installing the Texas Gates on the trail, as requested.
- Next meeting is scheduled for Monday, September 14, 2015.

Northern Lights Library Board

- Next meeting is scheduled for Saturday, September 12, 2015 in Elk Point.
- 25th Anniversary and Convention scheduled for September 17 – 18, 2015 in Elk Point.

Policy Committee

- No report.

R.C.M.P. Liaison Committee

894-15: Cholak That the letter received from Cst. Andrew Sallows, Smoky Lake RCMP, dated July 31, 2015 expressing a Thank You for supporting Crime Prevention Week BBQ, be filed for information.

Carried.



Regional Community Development Committee (RCDC)

- Report included in Northeast Alberta Information HUB above.

Regional Disaster Services Agency Committee

- Granting process for training; will be submitting application.

Risk-Pro Control Management Committee

- No report.

Smoky Lake Agricultural Society

- Need to purchase two stand alone boilers.
- Contracting Symco to perform start-up and shut down of chilling system.
- Demolition Derby event was very successful.
- Will host a Halloween Dance this year but not a New Year's Eve event.
- Fire lanes to be painted.

Smoky Lake Foundation

- Tentative completion date set for August 30, 2015.
- Project is currently on budget.
- Short list for interviewing for Bar V Nook Manager position.
- Preliminary stages of next phase of the project.
- Will arrange for Council and staff tour of new building.
- Minutes:
 - January 19, 2015
 - March 25, 2015
 - May 1, 2015
 - June 4, 2015

Smoky Lake Heritage Board

- No report.

Joint Municipalities

- Next meeting on September 28, 2015 in the Village of Waskatenau.

Spray Park Committee

- No report.

895-15: Cholak

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

Carried.

Meeting Recessed

Meeting recessed for Lunch, time 12:28 p.m.

Meeting Reconvened

The meeting reconvened on a call to order by Reeve Ron Bobocel at 12:36 p.m. in the presence of all Council, the Chief Administrative Officer, the Assistant Chief Administrative Officer, Finance Manager, Public Works Manager, Planning & Development Manager, GIS/Communication Director, and Recording Secretary.

6. Correspondence:

A.A.M.D.C.

896-15: Cholak

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

- a. Contact Newsletter: July 2, 2015 – Volume 2015, Issue 25.
- b. Contact Newsletter: July 8, 2015 – Volume 2015, Issue 26.
- c. Contact Newsletter: July 16, 2015 – Volume 2015, Issue 27.
- d. Contact Newsletter: August 5, 2015 – Volume 2015, Issue 30.



Carried.

Government of Alberta

897-15: Lukinuk

That the letters received from the following Provincial Ministers expressing a Thank You for the congratulatory letter, be filed for information:

1. Oneil Carlier, Minister of Agriculture and Forestry, dated June 12, 2015.
2. Irfan Sabir, Minister of Human Services, dated June 23, 2015.
3. David Hanson, MLA, Lac La Biche- St.Paul-Two Hills, dated June 12, 2015.
4. Margaret McCuaig-Boyd, Minister of Energy dated June 15, 2015.
5. Brian Mason, Minister of Infrastructure and Transportation, dated July 8, 2015.
6. Deron Bilous, Minister of Alberta Municipal Affairs, dated July 2, 2015.
7. Lori Sigurdson, Minister of Jobs, Skills, Training and Labour, dated July 16, 2015.

Carried.

Alberta Municipal Affairs

898-15: Orichowski

That the letter received from Honourable Deron Bilous, Minister of Municipal Affairs, dated June 17, 2015 in regards to extending Council sincere appreciation for Smoky Lake County's early submission of the 2014 Financial Information Return and 2014 Financial Statements well before the year's submission deadline of May 1, 2015, be filed for information.

Carried.

Alberta Development Officer's Association (ADOA)

899-15: Cholak

That Smoky Lake County provide a "Bronze" Sponsorship contribution in the amount of **\$500.00** to the Alberta Development Officer's Association (ADOA) towards the 30th Anniversary Conference scheduled on September 29 - 30, 2015 in Slave Lake, Alberta.

Carried.

Northern Lights Library System

900-15: Lukinuk

That the letter received from Julie Walker, Interim Director, Northern Lights Library System dated July 2, 2015 in regards to Smoky Lake County Board of Record Funding Disbursement, be filed for information.

Carried.

Waskatenau Motors

901-15: Orichowski

That Smoky Lake County approve to provide "in-kind" donation to Waskatenau Motors of 87 tonnes of gravel, manpower and grader equipment for the yard access road.

Carried.

ATCO Electric

902-15: Smigerowsky

That the email received from Wanda Goudy, Supervisor, Customer Services, ATCO Electric, dated July 6, 2015 in regards to Additional video(s) launch

1. Behind the Switch – an overview of Alberta's electricity industry
 2. Delivering More – Distribution Rates
- by ATCO Electric, be filed for information.

Carried.

Wild Pink Yonder

903-15: Lukinuk

That The Pony Express Newsletter, Wild Pink Yonder, Issue 1, dated April 2015 – The Route for the 2015 Tour and The Pony Express Newsletter, Wild Pink Yonder, Issue 2, dated June 2015 – The Start of the 2015 Tour, be filed for information.

Carried.

Alberta Environment and Sustainable Resource Development: SME 150034

904-15: Bobocel

That Smoky Lake County acknowledge receipt of the letter received from Catalina Montinola, Provincial Approvals Section, Alberta Environment and Sustainable Resource Development, dated July 7, 2015 in regards to Completeness Review Decision – Acceptance, for the County Surface Materials Exploration – SME 150034.

Carried.

STARS

905-15: Cholak

That the invitation received from STARS for the Open House – celebrating 30th Anniversary on October 8, 2015 at the Edmonton International Airport in Edmonton, Alberta, be filed for information.

Carried.

Alberta School of Business

906-15: Smigerowsky

That the correspondence received from Cheng-Hsin Chang, Director, Government Programs, Alberta School of Business, dated July 9, 2015 in regards to the Certificate in October 2015 – June 2016 Municipal Management and Leadership Program Brochure, be filed for information.

Carried.

2015 Stars of Alberta Volunteer Awards

907-15: Orichowski

That County Council advertise in the Smoky Lake County Grapevine and the web-site the 2015 Stars of Alberta Volunteer Awards: Call for Nominations recognizing extraordinary Albertans for persons interested to self-application nominations deadline of September 15, 2015 where the ceremony to be held on or around December 5, 2015 in Edmonton on International Volunteer Day.

Carried.

Kalyna Country

908-15: Lukinuk

That the Member Certificate received from Kalyna Country be filed for information.

Carried.

Mons Lake Association

909-15: Smigerowsky

That Smoky Lake County donate in the amount of **\$500.00** to the Mons Lake Association towards their Canada Day Fireworks event, as per the email received from Glenda McGinnis, Mons Lake Association dated July 7, 2015.

Carried.

Minister of Seniors

910-15: Cholak

That the letter received from Sarah Hoffman, Minister of Seniors, dated July 20, 2015 in regards to Letters received concerning elimination of grants in place of taxes on social housing properties, be filed for information.

Carried.

RR

Royal Canadian Legion Smoky Lake Branch #227

911-15: Smigerowsky That Smoky Lake County acknowledge receipt of the Development Permit, dated June 26, 2015 approved by the Town of Smoky Lake dated July 8, 2015, and the engineered drawings, provided by the Royal Canadian Legion – Smoky Lake Branch #227 on the proposed expansion of the Legion Hall Building on a portion of the property located on Lot 2, Plan 8621882 in the Town of Smoky Lake, owned by Smoky Lake County.

Carried.

Alberta Municipal Affairs: 2015 – 16 MSI Funding

912-15: Cholak That Smoky Lake County acknowledge receipt of the letter received from Honourable Deron Bilous, Minister of Alberta Municipal Affairs, dated July 27, 2015 in regards to Municipal Sustainability Initiative Funding for the 2015-16 Program allocation of \$1,172,008.00, which includes funding of \$1,055,238.00 Capital and \$116,770.00 Operating.

Carried.

Highway 28

913-15: Cholak That County Council approve the action taken as per Resolution 852-15 County Council meeting of August 17, 2015 as follows:
That Smoky Lake County send a letter to Honourable Brian Mason, Minister of Transportation and Infrastructure in regards to improvements to Highway 28;
as per the email received from David Hanson, MLA for Lac La Biche-St. Paul-Two Hills dated July 31, 2015.

Carried.

Alberta Culture and Tourism

914-15: Lukinuk That the letter received from Honourable David Eggen, Minister of Culture and Tourism, dated July 2015 in regards to 2018 Alberta Summer Games/2018 Alberta Winter Games, be filed for information.

Carried.

Redwater-Smoky Lake Victim Services Unit

915-15: Orichowski That the letter received from Delores Cherwoniak, Program Manager, Redwater-Smoky Lake Victim Services Unit, dated July 10, 2015 expressing Thank You for donation and support of 2015 Annual Charity Golf Tournament, be filed for information.

Carried.

Alberta Municipal Affairs: SCF Funding

916-15: Cholak That Smoky Lake County acknowledge receipt of the letter received from Brad Pickering, Deputy Minister, Alberta Municipal Affairs, dated July 31, 2015 in regards to Small Communities Fund (SCF) declined applications for the following projects:

- Township Road 604 Aggregate Haul Route - \$6,000,000.00
- Micro-Tower Broadband Connectivity - \$400,000.00;

and be filed for information.

Carried.

Thank You: Summary Listing

No correspondence was received for the Months of July and August 2015 Summary Listing of Thank You from organizations.

RB

Information Releases

917-15: Lukinuk

That the Information Releases for the Month of July and August 2015, be accepted and filed for information.

Carried.

10. Bills & Accounts:

918-15: Cholak

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
31053	38504 to 38577	\$5,469.14
31080	38578 to 38629	\$153,002.20
31087	38630 to 38633	\$33,592.84
31088	38634 to 38639	\$12,957.40
31112	38640 to 38652	\$291,334.57
31135	38653 to 38688	\$369,399.49
31161	38689 to 38724	\$35,051.10
31172	38725	\$1,309.18
31174	38726	Void
31176	38727	\$32,655.00
31196	38728 to 38731	\$36,330.82
31197	38732 to 38767	\$154,636.96
31231	38768 to 38776	\$21,307.20
31233	38777 to 38798	\$52,498.72
31258	38799	\$6,124.65
31275	38800 to 38835	\$156,095.56
31294	38836 to 38848	\$243,691.42
31311	38849 to 38883	\$171,279.72
31315	38884 to 38893	\$32,038.48
Total Cheques		\$1,808,774.45
Direct Debit Register		
31125	Smoky Lake County	\$343,992.12
31298	Smoky Lake County	\$325,890.51
Total Direct Debits		\$669,882.63
Grand Total Bills and Accounts		\$2,478,657.08

Carried.

8. Executive Session:

Land: SW 36-59-17-W4

919-15: Lukinuk

That County Council go into Executive Session to discuss a land issue in regards to SW 36-59-17-W4, time 12:56 p.m.

Carried.

920-15: Orichowski

That County Council come out of Executive Session, time 1:02 p.m.

Carried.

921-15: Cholak

That Smoky Lake County take no action to the land request, as per letter received from Mike Pecuh, Westload Transport Ltd. dated August 7, 2015 in regards to portion of land located on SW 36-59-17-W4.

Carried.



Schedule County Council Meeting(s)

922-15: Lukinuk

That the next County Council Meeting(s) be scheduled for Thursday, **September 24, 2015**; Thursday, **October 29, 2015** (Organizational & Regular Meetings); Thursday, **December 3, 2015** at 9:00 a.m.; to be held at the County Council Chambers.

Carried.

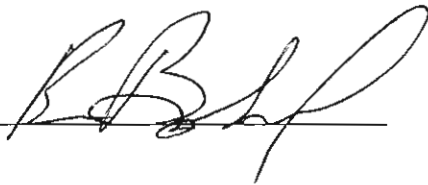
ADJOURNMENT:

923-15: Bobocel

That this meeting be adjourned, time 1:03 p.m.

Carried.

REEVE



SEAL

CHIEF ADMINISTRATIVE OFFICER

