

SMOKY LAKE COUNTY

Minutes of the **County Council Meeting** held on Friday, **January 22, 2016** at 9:02 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>Friday, January 22, 2016</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	Absent
Public Works Mgr.	Doug Ponich	Present
GIS/Communication	Paul Miranda	Present
Legislative Svcs/R.S.	Angela Bilski	Present

1 Member of the Media:
The Review in attendance.

Jordan Ruegg, Planning and Development Manager entered Council Chambers, time 9:02 a.m.

2. Agenda:

Agenda
307-16: Cholak

That the Agenda for Friday, January 22, 2016 County Council Meeting be adopted, as amended:

Addition(s):

1. Delegation – Pat Flinn, Secretary, Smoky Lake Agricultural Society
2. 2016 SWANA Conference
3. Letter: Graham/Sherene Crawford re: Land (tree) issue
4. Letter from Vilna COPS
5. Request for funding for the Learn to Curl Event on March 1, 2016

Carried Unanimously.

3. Minutes:

Minutes of October 28, 2015 – Utilities: Natural Gas Meeting

308-16: Orichowski

That the minutes of the **Utilities: Natural Gas Meeting** held on Wednesday, October 28, 2015, be adopted.

Carried.

Minutes of December 3, 2015 – County Council Meeting

309-16: Lukinuk

That the minutes of the **County Council Meeting** held on Thursday, December 3, 2015, be adopted, as amended:

- Reeve’s Report – Page 12014
 - Bullet #4: Minister of Advanced Education and Job, Skills, Training, & Labour – **NOT** Minister of Agriculture.

Carried.

Minutes of December 7, 2015 – County Council Budget Meeting

310-16: Cholak

That the minutes of the **County Council Budget Meeting** held on Monday, December 7, 2015, be adopted.

Carried.

Minutes of December 17, 2015 – County Council Budget Meeting

311-16: Smigerowsky

That the minutes of the **County Council Budget Meeting** held on Thursday, December 17, 2015, be adopted.

Carried.

4. Request for Decision:

Policy Statement No. 01-45-01: Geographic Information System (GIS)

312-16: Smigerowsky

That **Policy Statement No. 01-45-01: Geographic Information System (GIS)** be adopted:

Title: Geographic Information System (GIS)	Policy No.: 45-01
Section: 01	Code: P-1
	Page No.: 1 of 4 E

Legislation Reference:	Alberta Provincial Statutes
-------------------------------	-----------------------------

Purpose:	<ol style="list-style-type: none">1. To deploy and maintain an efficient, integrated and comprehensive spatial data system that provides County personnel, decision-makers, businesses, and citizens with geographic information and tools to meet a wide variety of needs.2. To incorporate the delivery of leading GIS technology and enhance products and services that provides optimum value to the County, citizens, and businesses.
-----------------	---

Policy Statement and Guidelines:

1. STATEMENT:

- 1.1 A geographic Information System is a digital database of all physical and spatial features in the county.
- 1.2 GIS allows us to view, understand, question, interpret, and visualize data in many ways that reveal relationships, patterns, and trends in the form of maps, globes, reports, and charts.
- 1.3 Smoky Lake County's GIS department, collect, inputs and manages, large and varied data sets. From that information, creative solutions may be derived, making the best use of limited staff and financial resources. County department heads can make confident, data-driven decisions.
- 1.4 The GIS data is often linked to a geographic location and is organized into layers, which helps county personnel and citizens answer questions and solve problems by looking at data on the Smoky Lake County [MuniSight ES](#) in a way that is quickly understood and easily shared.

2. DEFINITION:

- 2.1 GIS is a geographic information system that integrates hardware, software, and data, for capturing, managing, analyzing, forecasting and displaying all forms of geographically referenced information, which is supplied by sources internal and external to the organization.

3. OBJECTIVES:

- 3.1 The function of the GIS Department is to facilitate the use of GIS to be a long-lived asset that will improve county operations, evolve with changing technologies and adapt to the County's changing needs by:
 - 3.1.1 Fostering informed and effective decision making.
 - 3.1.2 Improving the delivery and efficiency of public services.
 - 3.1.3 Providing relevant information to staff and residents.
 - 3.1.4 Promoting innovative solutions for Smoky Lake County.

4. GUIDELINES:

4.1 A Geographic Information System consists of five (5) important components:

- 4.1.1 **Computer Hardware:** The County Server forms the general hardware component of the GIS which is used to store the GIS program and warehouse our data files. Other peripherals included: digital scanners which converts paper maps and documents into digital data, plotter which is used to print out large maps and graphics; and Portable Global Positioning Satellite (GPS) devices used by field personnel to capture new data points.
- 4.1.2 **GIS Software:** The GIS Software component is very important for generating, analyzing, manipulating, and displaying the geographical information. GIS Software determining factors included user friendliness, cost-effectives, system compatibility and software documentation. (Current software includes: Geomedia Professional, Intergraph Webmap, CAMS VA Plus, MuniSight ES, and AIMS).
- 4.1.3 **Data:** The most important and delicate component of GIS is data. This spatially referenced information has many important uses. GIS data is collected or produced in-house; as well as purchased or provided from data organizations, government departments and vendors. Significant time, money and resources are allocated to collecting, storing, analyzing, securing and ensuring the integrity of the GIS data.
- 4.1.4 **People:** GIS technology is useless without people power. Users include specialists who design and support the system, data collectors and office personnel that need to refer to the GIS information in order to complete office tasks and service to citizens. Proper user training is essential for ensuring effective use of a GIS System.

5. **PROCEDURES:**

5.1 **Operational Models and Procedures:** In order to ensure that GIS equipment, data and resources are used appropriately and effectively, it is imperative to clearly define the operational models and procedures. To understand how the system is to be used, by whom, for what purpose and within what operational procedures – Smoky Lake County will continue in policies development to ensure the smooth operation of a GIS network.

The following services are necessary to make GIS an efficient platform for information sharing:

- 5.1.1 **Data and Records Management:** GIS is the data steward for all County geographic asset records. These County records include hardcopy maps; digital computer aided drafting files; as-built and records of many sizes and formats.
- 5.1.2 **GIS Data Analyses and Visualization:** GIS provides the technical expertise and computing capabilities to analyze and update geographic datasets. GIS technology facilitates the use of multiple diverse datasets undertaking complex analyses and yet provides simple map visualizations to support business decision making and operational processes.
- 5.1.3 **Mapping and Graphics Services:** GIS is responsible for working with end users in the planning and coordinating, and development of customized map products and series maps that focus on municipal management information. GIS group is the data stewards of the corporate geographic data, drafting standards and requirements.
- 5.1.4 **Plotting and Large Format Printing:** GIS provides large format printing and plotting services. We provide engineering size scanning services, permanent corporate mapping retention processes, and online access to our library of corporate records.
- 5.1.5 **GIS Application:** GIS application design and development activities provide full lifecycle services: business needs definition; technologies options assessment; application, database and systems integration design; application development and testing; user documentation and training; and application updating based on changing needs.

<p>5.1.6 The County will endeavor to provide support and educational programs for in-house users.</p> <p>6. DISCLAIMER:</p> <p>6.1 Smoky Lake County makes information available through the County's Public MuniSight to enhance public knowledge and promote a better understanding of the County and its government. Smoky Lake County attempts to provide up-to-date accurate information to all users.</p> <p>6.1.1 However, GIS data may include inaccuracies or typographical errors. The information is provided without warranty or condition of any kind. Smoky Lake County assumes no liability for any damages or loss of any kind that might arise for the use of, misuse of, or the inability to use the Public MuniSight System.</p> <p>6.1.2 Furthermore, this mapping data is for information purposes only and is not intended to act as legal record; and should not be used as a substitute for legal, accounting, surveying real estate, business tax, or other professional advice.</p> <p>6.1.3 Any use of this data beyond that of general information should be verified by the County's GIS Officer before use.</p> <p>6.1.4 Smoky Lake County retains the right to change any GIS content on the County's Public MuniSight without prior notice.</p>
--

Carried.

Policy Statement No. 01-44-01: Communications
313-16: Orichowski

That Policy Statement No. 01-44-01: Communications be adopted:

Title: Communications	Policy No.: 44-01
Section: 01	Code: P-1
	Page No.: 1 of 5 <i>E</i>

Legislation Reference:	Alberta Provincial Statutes
-------------------------------	-----------------------------

Purpose:	<ol style="list-style-type: none"> 1. Smoky Lake County seeks to inform its residents, businesses and visitors by engaging in a proactive Communication program. 2. Communication Policy is an ensemble of objectives, procedures, principles and directives for the internal and external communication to provide a solid foundation of purposeful language by implementing different communication tools deployed for understanding the direction, programs and services of the County.
-----------------	--

Policy Statement and Guidelines:	
1.	STATEMENT
1.1	The County's Communication Policy is to ensure that communications – both to external and internal audiences – are proactive, strategic, effectively managed, consistent and responsive to the diverse information needs of the County's key publics.
1.2	Smoky Lake County, through its Departments is committed to fostering a thorough understanding of the direction, programs and services of the County to its publics.
2.	DEFINITIONS:
2.1	Communications: the practice of receiving, interpreting and transmitting information.
2.2	Publics: as taxpayers, employees, community organizations, businesses, suppliers to the County, levels of government, and all individuals and groups which the County works with and serves.
3.	OBJECTIVE:
3.1	To provide a framework for the County to enhance its two-way communication, improve stakeholder relationships, and encourage public participation in the municipal process.
3.2	To generate greater understanding of and support of County programs and services; and increase awareness and interests of Council activities and responsibilities.

- 3.3 To affirm Smoky Lake County Council and its personnel's role to ensure the success of the Communication Policy requires working collaboratively across departments to ensure the County's communication efforts are well coordinated and responsive to the needs of the publics.

4. GUIDELINES

- 4.1 Communication foundation "Model" has been developed based upon the eight (8) principles of good communication, to be utilized when implementing a Communication Tool; namely –
- 4.1.1 **Visibility:** To maintain a strong two-way communication relationship with the publics, is important that the County is visible as much as possible. Visibility leads to recognition and acceptance; as well, it allows the community to see the range and value of the municipality's work.
 - 4.1.2 **Simplicity:** Communication must be simple and straight forward and reflect timely, accurate and clear processes.
 - 4.1.3 **Repetition:** Wherever possible a repetitive schedule will be devised for message placement to ensure it receives publics consideration. The more the message is repeated the wider its audience will become, and the more the message will be retained by the audience.
 - 4.1.4 **Value:** Ensuring the message has a reasonable level of value for the publics is paramount to gain their attention and interest.
 - 4.1.5 **Variety:** To ensure a message is received by the publics-at-large, it needs to be transmitted through a number of different communication tools. The more mediums the message appears in - the wider the coverage will be.
 - 4.1.6 **Listening:** Good (and effective) communication requires two parties – the sender and the receiver. When a message is sent, you must expect to receive some form of response at times. It is important that feedback on all issues is encouraged and processed.
 - 4.1.7 **Consistency:** To build credibility and a positive reputation messages need to be consistent.
 - 4.1.8 **Evaluation:** The only accurate way of knowing if communication is good or not is to evaluate its effectiveness.
- 4.2 **Brand defined:** "Who are we"? and "Why do we matter"? The County identity is the image of Smoky Lake County (as shown) by design elements and correct use of the County's signature, logo, and service profile. Consistent use of the Smoky Lake County identity strengthens the relationship with the publics by expressing a vision and direction in a way that people can understand and support.
- 4.2.1 Smoky Lake County logo is contemporary, yet simple and sophisticated. Description of Logo: "Smoky Lake": stylized cursive writing (red), underlined.
"County": capitalized print (black) is inset within the bottom of the circle pattern (blue).
Interpretation of Logo: represents
"Smoky Lake County" is a united community.



5. PROCEDURES

- 5.1 The GIS/Communication Director assists County departments and Council to provide timely, relevant information to the publics. Such services include:
- 5.1.1 Advertising
 - 5.1.2 Media Releases
 - 5.1.3 Brochures and Newsletters
 - 5.1.4 Municipal Identification
 - 5.1.5 Promotion and Publicity
 - 5.1.6 Special Events
 - 5.1.7 Website Administration
 - 5.1.8 Social Media Administration
- 5.2 In support of the County's strategic direction, communication policy and guidelines, the Chief Administrative Officer will advise and assist elected officials, senior management, and departmental managers in areas related to public relations, (including internal communication),

A handwritten signature in black ink, located in the bottom right corner of the page.

media relations crisis/emergency and safety communications, and public consultation.

5.3 The Communication tools utilized by the County to disseminate its information, engage its publics and obtain feedback as outlined in **Schedule "A": Communication Tools** are indicated in color code by priorities from 1 to 15: **"Top Priority"**, and **"As Needed Basis"**.

5.4 To measure effective communication tools and to evaluate the communication processes that are utilized by the publics; the GIS/Communication Department will prepare an annual survey to address current communication methods used and explore what other communication methods might work better.

5.4.1 The survey will be released within the publication of the Annual Booklet.


5.4.2 The survey will be posted on the County Website.

5.5 Communication Policy is governed and guided by policies, practices, acts and relevant plans and Communications processes adhere to applicable federal, provincial and local laws. All content (messaging, data, and digital) will be managed, stored and retrieved to comply within the appropriate regulations; i.e., *Freedom of Information and Protection of Privacy Act*.

Section 01

Policy: 44-01

SCHEDULE "A"

		COMMUNICATION TOOLS	
"Top Priority": Number 1 to 7		"As Needed Basis": Number 8 to 15	
Communication	Purpose	Action	
1. Advertising	To promote, inform, educate the publics through paid advertising, such as for employment opportunities, tax information, Grapevine, public hearings, and others.	Standards will be established for the look of ads that will be used for all advertising. Standardization will mean that an ad will be easily identifiable by readership. All advertising will include the County logo located in the top left-hand corner.	
2. Calendar	Internal Communications of County activities.	Produced and distributed Monthly consisting of information regarding County functions.	
3. GIS	Geographic Information System (GIS) makes information available through the County's Public Muni-Site to enhance public knowledge and promote a better understanding of the County and its government.	GIS organizes geographic data so that a person reading a map can select data necessary information for a specific project or task.	
4. Grapevine	Serves as a useful monthly information place for providing current information.	Published and released monthly normally following the County Council meeting.	
5. Logo / Branding	To develop practice to standardize branding through the use of the County logo on promotional items, letterhead, news releases, advertising, and other. To create a positive public image and visual identity of the County.	The County logo will be implemented on all Communication vehicle sources. Currently, there is no standardized use of the logo's color. Original Logo: Color reflects Red and Blue.	




			Each department can develop a brand personalized to associate to its department, as long as the Smoky Lake County name is implemented.
6.	Social Media	Social Media vehicles used are: Facebook and Twitter. Social media methods are being use more frequently to promote any County activities.	Telling the story. To celebrate, be proud and to regularly communicate the work, successes and achievements of the County.
7.	Website	To provide the publics with up-to-date information on County business and to be the go-to resource for information, forms, and current information that may be needed to communicate urgently.	Updated County website with a look that reflects a progressive municipality that provides information in a timely manner. e.g., <i>Bylaws, Policies, Meeting Agenda and Minutes and Departmental activities.</i>

Schedule "A": COMMUNICATION TOOLS: Page 1 of 2.

Section 01

Policy: 44-01

SCHEDULE "A"

		COMMUNICATION TOOLS	
Top Priority : Number 1 to 7		As Needed Basis : Number 8 to 15	
Communication	Purpose	Action	
8. Annual Booklet	To provide annual reporting on financial information, key County operations, and key contact information.	The booklet will be produced each year at Council's discretion and contents (as per purpose) will be adjusted, as necessary.	
9. Brochures and Newsletters	To provide brief information packages on topics of interest to residents.	Shall be produced, as necessary, to target a specific issue.	
10. Electronic Bulletin Board	Located in the County Lobby to provide information to walk-in publics.	Limited communication to the publics who come into the County building. Information posted, for example, Meeting dates, Events - Calendar.	
11. Emergency Communications	To be part of the Emergency Team and to provide communications on emergency incidents to the public, media, government and other agencies.	Communication Process is part of the Smoky Lake County's Emergency Response Plan .	
12. Employee Communications	To provide employees with regular communication on information on County business.	At weekly Management Meetings: Managers communication information back to the employees. Messages from the Chief Administrative Officer and Assistant Chief Administrative Officer to Managers and staff will be distributed by email or other means, as necessary.	
13. Media: Radio	To provide the release of information on the air for immediate notification.	Radio communication will be utilized where there is a unique or urgent story.	



14.	Public Consultation	Public Consultation is a normal part of Local Government. Public engagement strengthens decision-making and endears publics to their government.	Public Consultation shall be conducted when and in such a form as per requirements of the <i>Municipal Government Act</i> , County Bylaw and at the direction of Council when necessary from time to time.
15.	Safety Communications	To promote the successes County employees achieve regarding safety standards to employees and to the publics.	Communicate to all staff the discussion from the Monthly Safety Meetings as there may be discussions and outcomes that involve all employees.

Schedule "A": COMMUNICATION TOOLS: Page 2 of 2.

Carried.

Policy Statement No. 03-25-07: Sale of Gravel or Sand

314-16: Cholak

That Policy Statement No. 03-25-07: Sale of Gravel or Sand be amended:

Title: Sale of Gravel or Sand	Policy No.: 25-07
Section: 03	Code: P-1
	Page No.: 1 of 5 <i>E</i>

Legislation Reference:	Alberta Provincial Statutes
-------------------------------	-----------------------------

Purpose:	To provide a guideline for the sale of Gravel or Sand Material.
-----------------	---

Policy Statement and Guidelines:

The County will sell on an annual basis the equivalent of a maximum **115 tonnes** total per resident household of Gravel and/or Sand material to be used within the Smoky Lake County boundaries.

- At the current commodity price of royalty, crushing cost, reclamation, loading, and hauling:

GRAVEL		
Per Tonne	Ratepayers	Others
Royalty	\$ 4.00	\$ 5.00
Crushing Cost	\$12.00	\$12.00
Reclamation	\$ 2.00	\$ 2.00
Loading	\$ 0.00	\$ 1.00
Hauling	\$ 6.00	
TOTAL	Tandem: \$24.00 Belly Dump: \$24.00	\$ 20.00

SAND		
Per Tonne	Ratepayers	Others
Royalty	\$ 2.00	\$ 3.00
Reclamation	\$ 2.00	\$ 2.00
Loading	\$ 0.00	\$ 1.00
Hauling	\$ 10.50 or \$ 7.50	
TOTAL	Tandem: \$14.50 Belly Dump: \$11.50	\$ 6.00

- The County will haul the material at the current uniform price.
- The County may sell twice the annual basis material to a resident household for a special project at the discretionary decision of the Public Works Manager. However, any amounts above the 115 tonnes shall be at a rate of 30% higher than the current price charged for the first 115 tonnes.
- Larger quantities of material purchases by others within the Smoky Lake County boundaries may require the decision of the Chief Administrative Officer or Council. However, any amounts above the 115 tonnes shall be at a rate of 30% higher than the current price charged for the first 115 tonnes.
- County projects requiring Gravel and Sand Hauling are first priority.

Carried.

7. Delegation(s):

Marvin Bjornstad, Riverland Recreational Trail Society

Funding for the Maintenance and Operation of the Riverland Recreational Trail Society

Present before County Council at 9:40 a.m. to 10:15 a.m. was Marvin Bjornstad, President, Riverland Recreational Trail Society to discuss funding for the maintenance and operation of the Riverland Recreational Trail Society as per the letter received from Jerry Bidulock, Continuing Active Director and Exec member and Historic Founding President: Alberta's Iron Horse Trail, dated January 22, 2016. Mr. Bjornstad distributed the following documents:

- Minimizing Risk and Liability – Best Practices Guide for Trail Stewards, Operators, Managers and Owner: Government of Alberta.
- Alberta's Iron Horse Trail – Celebrating its 13th Anniversary on June 8, 2016.
- Riverland Recreational Trail Society Maintenance Program – 2013, 2014, 2015.

315-16: Lukinuk

That Smoky Lake County contribute in the amount of \$2,500.00 towards the Winter Maintenance Program for the Iron Horse Trail; 57% of which is to be contributed to the Riverland Recreational Trail Society and 43% of which is to be contributed to the Iron Horse Trail Groomer Foundation (Smoky Lake Trail Twister Snowmobile Club); to be allocated from the 2016 Budget entitled "Grants to Individuals and Organizations".

Carried.

Addition to the Agenda:

Sharon Boychuk, President, Ed Boychuk, Director, Smoky Lake Agricultural Society

Future Support from Smoky Lake County

Present before County Council at 10:28 a.m. to 10:46 a.m. were Sharon Boychuk, President and Ed Boychuk, Director, Smoky Lake Agricultural Society to discuss future support from Smoky Lake County. The delegation distributed Projected Income Statement – Year Ending September 30, 2015.

316-16: Smigerowsky

That Smoky Lake County continue to fund for Year 2016, from general operating revenue, the following:
\$60,000.00 to Smoky Lake Agricultural Society for annual operating expenses, an increase from prior contribution of \$48,000.00;
\$17,500.00 to Vilna Agricultural Society for annual operating expenses, an increase from prior contribution of \$14,000.00;
\$17,500.00 to Waskatenau Agricultural Society for annual operating expenses, an increase from prior contribution of \$14,000.00.

Carried.

County Dog Shelter Caretaker Service Agreement

317-16: Lukinuk

That Smoky Lake County execute the **County Dog Shelter Caretaker Service Agreement** with Kountry Kennel c/o Diana Bochar as the County Dog Shelter place located on SE 1-61-18-W4 – 61014-RR180 for a Five (5) Year Term: January 1, 2016 to December 31, 2020 for \$1,000.00 per month.

Carried.



Policy Statement No. 02-12-02: Traffic Safety Plan

318-16: Orichowski

That **Policy Statement No. 02-12-02: Traffic Safety Plan** be amended:

Title: Traffic Safety Plan	Policy No.: 12-02
Section: 02	Code: P-1
	Page No.: 1 of 5 E

Legislation Reference:	Peace Officer Ministerial Regulations Act Traffic Safety Act
-------------------------------	---

Purpose:	To submit a Traffic Safety Plan to the Alberta Solicitor General as part of the Peace Officer Program. A mandatory requirement for all Authorized Employers who conduct moving traffic enforcement.
-----------------	---

Policy Statement and Guidelines:

1. PREAMBLE

- 1.1 The intent of the Traffic Safety Plan is to bring awareness to the authorized employer of the frequency and locations of motor vehicle collisions that involve serious injury or death and to then direct enforcement activities to target causal factors.
- 1.2 It is anticipated that targeted use of Peace Officers resources focused on statistical areas of concern will enhance Peace Officer ability to have a positive effect in traffic safety in their community.

2. STRATEGIC GOALS

The Traffic Safety Plan addresses six main goals:

- 2.1 Overview to identify the communities and/or main arterial roadways within agency jurisdiction – numbered highways and busy County roads by name. Provide an indication of what portion of Peace Officer duties are dedicated to traffic enforcement.
- 2.2 Obtain a synopsis of the local police service’s traffic safety plan from the local police. The synopsis will identify areas of concern that are the major contributors to death and serious injury in the jurisdictional area. The plan may, in some cases, identify locations, which are prone to fatal and serious injury collisions.
- 2.3 Based on information provided, identify what educational programs can be delivered addressing issues within the scope of Peace Officer’s authority. Identifies opportunities to work within schools or the community in delivery these programs.
- 2.4 Utilize the synopsis will identify those aspects of traffic enforcement, which fall within agency mandate. Identifies peak periods and, if identified, locations to be targeted. This may also include school zones, playground zones or other high profile locations that the employer has identified as a priority.
- 2.5 Determines and identifies what enforcement and educational efforts will be contributed towards reducing the fatal and serious injury collisions by the agency.
- 2.6 Keeping statistical records of enforcement and educational efforts in the areas identified as the major causes of death and serious injury (i.e., adult seat belt charges, child passenger charges, stop sign infractions, traffic light infractions, intersection infractions, speeding infractions and others).

3. PROCESS

- 3.1 In order to ensure fair and consistent enforcement that improves traffic safety, Authorized Employers are required to file an updated Traffic Safety Plan with Public Security Division every **three years**.
- 3.2 The plan must incorporate the most recent collision data available from the police service of jurisdiction and based on information shared between parties.
- 3.3 The following format **Schedule “A”: Traffic Safety Plan** will be completed and submitted to the Director of Public Security Peace Officer Program.
- 3.4 Once Smoky Lake County has prepared the Traffic Safety Plan, a copy will be presented to the local police service for forwarding to their respective traffic unit. Upon review and acceptance, the police agency will forward the plan to the Public Security Division and the Peace Officer Agency will receive written confirmation to that effect.



PEACE OFFICER PROGRAM	SMOKY LAKE COUNTY
	<p>TRAFFIC SAFETY PLAN</p> <p>ENFORCEMENT SERVICES</p> <p>AS OF January 1, 2016</p> <p><u>Submit to:</u> Public Security Peace Officer Program</p>

TRAFFIC SAFETY PLAN	SMOKY LAKE COUNTY
<p>At the present time, Smoky Lake County employs one Peace Officer. His purpose is to enforce all County Bylaws, as well as the following Alberta Legislation and all regulations there under, within the Smoky Lake County in the Province of Alberta and has authority throughout the Province of Alberta to execute a duty when the matter under investigation occurred within the Smoky Lake County in the Province of Alberta relating to:</p> <ul style="list-style-type: none"> ■ The Animal Protection Act. ■ The Dangerous Dogs Act. ■ The Environmental Protection and Enhancement Act, Part 9 Division 2. ■ The Fuel Tax Act. ■ The Gaming and Liquor Act. ■ The Petty Trespass Act ■ The Provincial Offences Procedures Act. ■ The Stray Animals Act. ■ The Traffic Safety Act. <p>It is estimated that at least 20% of working hours are dedicated to moving traffic enforcement within the County boundaries.</p> <p>Smoky Lake County has two 2 – digit highways and six 3 digit highways. Highway 28: runs east and west for 77 km in the centre of the County. Highway 36: runs north and south for 22 km in the east side. Highway 652: runs east and west for 23 km in the east/south area. Highway 656: runs east and west for 3 km in the west/central area. Highway 831: runs north and south for 16 km near Waskatenau. Highway 855: runs north and south for 48 km through Smoky Lake Town. Highway 857: runs north and south for 16 km near Bellis. Highway 859: runs north and south for 15 km near Vilna.</p> <p>Smoky Lake County has 1600 kilometers of gravel and oiled roads within its boundaries. The County also has four Hamlets and 15 multi-lot country residential sub-divisions. There is a 70 kilometer long multi-use recreation trail running east and west through the entire County.</p> <p>There is also one town and two villages within the Smoky Lake County boundaries, that are responsible for its own enforcement issues.</p>	

TRAFFIC SAFETY PLAN		SMOKY LAKE COUNTY	
RCMP Occurrence Statistics			
<u>Fatal/Serious Injury Crashes</u>		<u>Property Damage Collisions</u>	
2011	19	2011	226
2012	19	2012	195
2013	21	2013	227
2014	25	2014	211
2015	14	2015	143

Based on visual observation, there is a very high use of All Terrain Vehicles throughout the area. Areas of concern are the multi-lot country residential sub-divisions. From May until September, these areas experience a high volume of pedestrian, motor vehicle, and all terrain vehicle traffic.

To address safety concerns, Smoky Lake County has reduced the speed limit in these areas to between 20km/hr and 50km/hr. The Peace Officer has been certified in the operation and use of typical mobile and stationary radar and will continue to monitor traffic patterns and behavior in the above noted areas.

The RCMP statistics indicated traffic infractions and collisions occur primarily on the Provincial Highways. The RCMP, therefore have limited manpower to address concerns on rural County roads with respect to passenger vehicles and/or all terrain vehicles. The Smoky Lake County Peace Officer, therefore, will focus efforts on dealing with these concerns on the rural roads within Smoky Lake County's hamlets, subdivisions, and on the multi-use trail trails.

As education and awareness are recognized as important components of traffic safety enforcement, local media and educational pamphlets are being used throughout the County.

Enforcement efforts will be recorded by offence for violations of the *Traffic Safety Act* for year-end statistical data to determine overall effectiveness. Recorded efforts to also include public awareness and educational situations

Carried.

GIS (Geographic Information System) Services

319-16: Lukinuk

That Smoky Lake County extend the Memorandum of Agreement with Accurate Assessment Group Ltd. for GIS (Geographic Information System) Services for an additional two years: January 1, 2016 to December 31, 2017; as per original agreement executed on December 24, 2013 by Smoky Lake County and on January 10, 2014 by Accurate Assessment Group Ltd., in accordance with the "Request for Proposal" – Section 1.1.4 (B) dated July 17, 2013.

Carried.

Addition(s) to the Agenda:

2016 SWANA Conference

320-16: Cholak

That County Council and relevant Administration who can attend – attend the 2016 SWANA NLC "Sign of the Times" Conference scheduled for May 11, 2016 to May 13, 2016 to be held at the Deerfoot Inn and Casino in Calgary, Alberta.

Carried.

Graham & Sherene Crawford, Landowners

321-16: Cholak

That Smoky Lake County take no action on the request for compensation as per the letter received from Graham & Sherene Crawford, landowners, dated January 16, 2016 in regards to damage and substantial destruction of a treed shelter belt on County Road Allowance along the eastern boundary of: SE 19-59-15-W4 and NE 18-59-15-W4 along RR155.

Councillor Craig Lukinuk requested a recorded vote.

For the Motion:

Ron Bobocel
Dareld Cholak
Randy Orichowski
Cary Smigerowsky

Against the Motion:

Craig Lukinuk

Carried.



Vilna Citizens on Patrol Association

322-16: Cholak

That Smoky Lake County donate in the amount of \$5,000.00 to the Vilna Citizens on Patrol Association (COPS) in order to provide financial assistance to the Vilna COPS Program for 2016 from the 2016 Budget "Grants to Organizations and Individuals"; as per the letter received from Edith Campbell, Secretary Treasurer, Citizens on Patrol Association, dated January 18, 2016.

Carried.

Co-sponsorship of Curling Clinic

323-16: Smigerowsky

That Smoky Lake County, in conjunction with the Federation of Alberta Gas Co-ops, co-sponsor with the Town of Smoky Lake a lunch for the Learn to Curl Event with Heather and Dave Nedohin for children to be held on March 1, 2016 at the Smoky Lake Curling Rink in Smoky Lake, Alberta.

Carried.

5. Issues for Information:

Chief Administrative Officer's Report

The Chief Administrative Officer gave an updated report to Council for the period of December 4, 2015 to January 21, 2016:

Legislative/Governance

- Met with County of St. Paul CAO, engineers as well as our engineers and legal counsel on January 19, 2016 in regards to tie-in of St. Paul water line at Spedden.
- The new January Armet Report with MLA and Ministers' contact information is out. It is provided here for Councillors' information. A handy reference to keep with you if residents require contact for the province.

Administrative:

- PW Manager, Bridge Engineers and I will meet with the AT Regional Director on February 11, 2016 in Barrhead to discuss the four bridge files Council wished discussed with the Deputy Minister.

Financial Update:

As annexed to the minutes:

↳ Financial Statement for the Months: **October and November 2015**

Action List(s):

↳ **Action List(s):**

- **Utilities: Natural Gas Meeting:** October 28, 2015
- **County Council Meeting:** December 3, 2015
- **County Council Budget Meeting:** December 7, 2015
- **County Council Budget Meeting:** December 17, 2015

324-16: Lukinuk

That the updated report for the period of December 4, 2015 to January 21, 2016 by the Chief Administrative Officer, be accepted and filed for information.

Carried.

Finance Manager's Report:

Brenda Adamson, Finance Manager provided an updated Finance report for the period of November 26, 2015 to January 8, 2016.



2016 Family and Community Support Services (FCSS) Funding Agreement

325-16: Orichowski

That Smoky Lake County execute with the Minister of Children and Youth Services the 2016 Family and Community Support Services (FCSS) Funding Agreement in the amount of \$116,635.00: Provincial Contribution: \$93,308.00 and Municipal Contribution: \$23,327.00 for the period January 1, 2016 to December 31, 2016.

Carried.

2016 F.C.S.S.: Community Organization - Funding Organization: Applications

326-16: Smigerowsky

That Smoky Lake County allocate funding amounts from the 2016 F.C.S.S.- : Family and Community Support Services Grants budget to the following Community Organizations for Year 2016:

Community Group	Eligibility	Funding
Smoky Lake Agricultural Society - 2016 Women's Conference	Development of independence, social, interpersonal, and group skills.	\$ 3,000.00

Carried.

327-16: Cholak

That the Finance Manager's Report received by Brenda Adamson for the period of November 26, 2015 to January 8, 2016 be accepted and filed for information.

Carried.

Reeve's Report:

Reeve Ron Bobocel presented the following report:

- ASB Provincial Conference was well received; attendance of 519 delegates was highest in history; Northeast Region organizers including staff from Smoky Lake County were highly commended.
- Email from Anthony Clark, Chief of Staff, Office of the Minister of Agriculture and Forestry dated January 21, 2016 in regards to AFSC's Hay Insurance Program.
- Process for Consultation Purposes for the regulations for Bill 6; link to be added to the County website to encourage public input.
- Survey from AAMDC on infrastructure priorities.
- Northern Alberta Mayors and Reeves Caucus scheduled for Monday, January 28, 2016.

AAMDC Survey on Infrastructure Priorities

328-16: Bobocel

That Administration complete and submit the survey summarizing Smoky Lake County infrastructure priorities as per the email received from Kim Heyman, Director, Advocacy and Communications, AAMDC dated January 21, 2016.

Carried.

329-16: Bobocel

That the Reeve's Report received, be accepted.

Carried.

11:54 a.m.

9. Public Question and Answer Period:

No questions.

Meeting Recessed

Meeting recessed for Lunch, time 11:55 a.m.

Meeting Reconvened

The meeting reconvened on a call to order by Reeve Ron Bobocel at 12:45 p.m. in the presence of all Council, the Chief Administrative Officer, the Assistant Chief Administrative Officer, Public Works Manager, Planning & Development Manager, GIS/Communications Director, and Recording Secretary.



Management Reports

330-16: Cholak

That the management reports received for the period of November 25, 2015 to January 12, 2016 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 Tychowsky, Safety Officer; and Paul Miranda, GIS/Communication Director, be accepted and filed for information.

Carried.

Committee Task Forces and Boards: Reports

Alberta Care

- No report.

Corridor Communications Incorporated

- To be discussed in In Camera portion of the meeting.

Doctor Retention & Recruitment Committee

- Next meeting scheduled for March 23, 2016.

Evergreen Regional Waste Management Commission

- Synopsis of report to be distributed by consultants.
- Looking to find new customers.

Family Community Support Services Committee

331-16: Cholak

That the letter received from Dianne Ross, FCSS Town of Smoky Lake Chair dated December 3, 2015 in regards to request to serve on the Family-School Liaison Committee be forwarded to the Family-School Liaison Committee.

Carried.

Family-School Liaison Committee

- Jacob Fox is settling into his position as Family-School Liaison Worker.
- The financial update for 2015 was submitted and we ended the year with \$134.55 funds remaining.
- A proposal for Review of the FSLW Program in Smoky Lake was submitted by Nancy McLeod and Kathryn Graff of Flourish Consulting Services and will start on February 16, 2016 at 9:00 a.m.

Fire and Rescue Liaison Committee

Smoky Lake:

- No report.

Vilna:

- Vilna Dine & Dance on January 30, 2016.

Waskatenau:

- No report.

Government Liaison Committee

- No report.

Highway 28/63 Regional Water Commission

- Next meeting is scheduled for January 28, 2016.

In-House Safety Committee

- No report.

Municipal Planning Commission

- SDAB Hearing postponed to February 10, 2016 at 3:00 p.m.

Northeast Alberta Information HUB

- Next meeting is scheduled for January 28, 2016.

North East Muni-Corr. Ltd

- A presentation was done by the County of St. Paul pertaining to the Water for Life Project that runs alongside the Muni-Corr Trail; will connect to the existing water line at Spedden.
- A second funding request to the National Trail Coalition for \$29,725.00 was submitted; this puts our total NTC Grant at \$274,548.51.
- A request to meet with Minister Eggen has been sent.
- Meeting is scheduled with Lakeland Geocache Society to talk about the Sails, Rails & Trails WestCan 6 Mega event being held in July 2016.
- Next meeting is scheduled for February 8, 2016.
- Minutes: Organization Meeting – November 9, 2015.
- Controller's Report/Chequing Account: As of October 31, 2015.
- Controller's Report/Chequing Account: As of December 31, 2015.
- County of St. Paul Ashmont/Spedden Regional Water System: January 11, 2016 Presentation.

Northern Lights Library Board

- Currently I am sitting on the Policy Review Committee and have a meeting on January 25 and 26, 2016 in Elk Point at noon to deal with Governance and Administration.
- 2016 – 2018 Proposed Operating Budget.

Policy Committee

- No report.

R.C.M.P. Liaison Committee

- Complaints about inadequate responses to some incidents involving threats.

Regional Community Development Committee (RCDC)

Economic Development – 2016 Budget

332-16: Lukinuk

That Smoky Lake County, as the managing partner of the Regional Community Development Committee (RCDC) approve the 2016 Economic Development Budget in the amount of **\$128,600.00**; as per allocation as follows:

2016 RCDC	Per Capita	Percentage
Smoky Lake County	2,459	61%
Town of Smoky Lake	1,022	25%
Village of Waskatenau	255	6%
Village of Vilna	290	7%
TOTAL		

Carried.

2015 Economic Development: Surplus

333-16: Smigerowsky

That Smoky Lake County, as the managing partner of the Regional Community Development Committee (RCDC), approve to transfer the 2015 Economic Development surplus to the **2016** Economic Development "**Operating Revenue**" for the Regional Community Development Budget; to be apportioned against the municipal contributions according to the respective contribution percentages.

Carried.

Regional Disaster Services Agency Committee

- No report.

Risk-Pro Control Management Committee

- **Waskatenau Pryveet Dance Club**
 - a. November 3, 2015: Minutes
 - b. December 1, 2015: Minutes
- **Friends of the Vilna Pool Hall**
 - c. August 24, 2015: Minutes
- **Smoky Lake Agricultural Society**
 - d. October 27, 2015: Minutes
 - e. September 30, 2015: Financial Statements
- **Smoky Lake Riding Club**
 - f. November 26, 2015: Minutes
- **Vilna Senior Citizen's Recreation Society**
 - g. January 5, 2016: Minutes

Smoky Lake Agricultural Society

- A review is being done on Brookfield's performance since they took over the complex to make sure they are going by the RFP they submitted.

Smoky Lake Foundation

- Special meeting on January 21, 2016 to address process for next phase.
- Items from old building will be sold by auction.
- RFPs will be released January 22, 2016; site meeting will be planned.
- Next meeting to be held on February 17, 2016.

Smoky Lake Heritage Board

- Meeting scheduled for January 28, 2016.

Joint Municipalities

- Next meeting scheduled for January 25, 2016 at 5:30 p.m. at the Village of Vilna.

Spray Park Committee

- No report.

334-16: Cholak

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

Carried.

6. Correspondence:

A.A.M.D.C.

335-16: Cholak

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

- a. Contact Newsletter: December 9, 2015 – Volume 2015, Issue 47.
- b. Contact Newsletter: December 17, 2015 – Volume 2015, Issue 48.
- c. Contact Newsletter: December 23, 2015 – Volume 2015 Issue 49.
- d. Contact Newsletter: January 6, 2016 – Volume 2016 Issue 1.

Carried.

Alberta Government

336-16: Lukinuk

That the letter received from Carol Anne Kushlyk, Assistant Deputy Minister, Corporate Services, Government of Alberta, Shane Schreiber, Acting Managing Director, Alberta Emergency Management Agency, Municipal Affairs, dated October 28, 2015 in regards to Developing framework for emergency situations, be filed for information.

Carried.

Alberta Environment and Parks

337-16: Smigerowsky That the letter received from Approvals and Dispositions Services Unit, Alberta Environment and Parks, dated October 23, 2015 in regards to Surface Materials Lease No. SML 110026, be filed for information.

Carried.

Inside Out Studios Inc.

338-16: Lukinuk That Smoky Lake County acknowledge receipt of the County Map Sales Annual Report from Inside Out Studios Inc., dated December 2, 2015 reporting Total 33 Units and Revenue Received in the amount of \$165.00 for the iHunter Alberta app.

Carried.

Enbridge

339-16: Orichowski That the correspondence received from Dale Burgess, Vice President, Canadian Operations, Enbridge, in regards to the 2016 Calendar dated December 1, 2015, be filed for information.

Carried.

Go East Regional Tourism Organization

340-16: Smigerowsky That the correspondence received from Go East Regional Tourism Organization, dated December 2015 in regards to December Newsletter and Important Updates, be filed for information.

Carried.

Alberta Environment and Parks

341-16: Lukinuk That the letter received from Donna-Jean Zubko, Approvals and Dispositions Unit, Provincial Approvals Section, Alberta Environment and Parks dated December 14, 2015 in regards to Grazing Lease No. GRL 3759, be filed for information.

Carried.

Christmas Cards 2015

342-16: Orichowski That the list of recipients of 2015 Christmas Cards be filed for information.

Carried.

Alberta Infrastructure & Transportation

343-16: Lukinuk That Smoky Lake County acknowledge receipt of the letter received from Honourable Brian Mason, Minister of Infrastructure and Transportation, dated December 9, 2015 in regards to Transportation issues: improvements along Highway 28.

Carried.

Alberta Municipal Affairs

344-16: Cholak That Smoky Lake County acknowledge receipt of the letter received from Danielle Larivee, Minister of Municipal Affairs, dated November 25, 2015 in regards to Acceptance of Projects under the Gas Tax Fund (GTF) as follows:

Project #	Project Name	GTF Funding
710284	RR142	\$200,007.00
710286	Township Road 602	\$200,025.00

Carried.

AAMDC District Meeting

345-16: Smigerowsky That County Council acknowledge receipt of the agenda package for the AAMDC District "5" Meeting hosted by the M.D. of Bonnyville scheduled for Friday, January 29, 2016 at the Flat Lake Hall.

Carried.

ATCO Electric

346-16: Cholak

That Smoky Lake County approve the action taken by the Public Works Manager in notifying by email of the 2016 Road Project; as per the letter received from Crissy Vallee, Customer Services Representative, ATCO Electric, dated January 6, 2016.

Carried.

Reynolds, Mirth, Richards & Farmer LLP 2016 Annual Municipal Law Seminar

347-16: Lukinuk

That County Council and relevant Administration who can attend - attend the Reynolds Mirth Richards & Farmer Municipal Law Seminar on February 19, 2016 in Edmonton, Alberta.

Carried.

Veterans Memorial Highway Association

348-16: Cholak

That the minutes received from the Veterans Memorial Highway Association dated November 20, 2015, be filed for information.

Carried.

Vilna Senior Citizens' Recreational Society: Unit No. 447

349-16: Smigerowsky

That Smoky Lake County reimburse the Vilna Senior Citizens' Recreational Society for the insurance premiums in the amount of \$1,083.56 for the Community Bus Unit No. 447: 2003 Ford E450 Van; as per the letter received from Nancy A. Shysh, Secretary, Vilna Senior Citizens' Recreational Society, dated January 11, 2016.

Carried.

Thank You: Summary Listing

350-16: Lukinuk

That Smoky Lake County file for information the January 2016 Summary Listing of Thank You's received from organizations extending appreciation of support:

- Vilna and District Agricultural Society – Vilna Fair Donation and Support
- Alberta Equestrian Awareness Society – 2015 Ride for the Cure Participation and Support.

Carried.

Information Releases

351-16: Smigerowsky

That the Information Releases for the Month of December 2015 and January 2016, be accepted and filed for information.

Carried.

10. Bills & Accounts:

352-16: 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
31866	39480 to 39506	\$52,797.72
31881	39507 to 39520	\$235,167.36
31895	39521 to 39526	\$5,127.04
31906	39527 to 39562	\$83,790.46
31909	39563	\$80,559.15
31930	39564 to 39602	\$267,184.03
31956	39603 to 39620	\$40,722.72
31961	39621 to 39622	\$4,682.01
31971	39623	\$110.76
31987	39624 to 39645	\$194,638.09
32021	39646 to 39660	\$141,077.90
32040	39661 to 39696	\$28,446.94
32059	39697 to 39713	\$181,854.16
32069	39714	\$140.70
32124	39715 to 39718	\$1,214.58
32192	39719 to 39740	\$125,717.17
32233	39741 to 39757	\$253,812.35
Total Cheques		\$1,697,043.14
Direct Debit Register		
31935	Smoky Lake County	\$317,728.09
31936	Smoky Lake County	\$4,674.29
32158	Smoky Lake County	\$297,401.88
Total Direct Debits		\$619,804.26
Grand Total Bills and Accounts		\$2,316,847.40

Carried.

Schedule County Council Meeting(s)

353-16: Cholak

That **County Council Meeting(s)** for 2016 be scheduled for Thursday, **February 18, 2016**, Thursday, **March 24, 2016**, Thursday, **April 28, 2016**, Thursday, **May 19, 2016**, and Thursday, **June 16, 2016** at 9:00 a.m.; to be held at the County Council Chambers.

Carried.

Reschedule 2016 Annual Safety Meeting

354-16: Lukinuk

That the 2016 Annual Safety Meeting be rescheduled from April 1, 2016 to April 15 or April 22, 2016.

Carried.

Executive Session:

355-16: Orichowski

That County Council go into Executive Session to discuss a land issue in regards to Mons Lake Boat Launch and legal issues in regards to Corridor Communications Incorporated Agreement and Nuisance Grounds Site, time 2:03 p.m.

Carried.

356-16: Cholak

That County Council come out of Executive Session, time 2:52 p.m.

Carried.

CCI Amending Agreement

357-16: Lukinuk

That Smoky Lake County execute the revised "Unanimous Shareholders Amending Agreement" with Corridor Communications Inc. (The "Corporation").

Carried.

ADJOURNMENT:

358-16: Bobocel

That this meeting be adjourned, time 2:54 p.m.

Carried.



REEVE

SEAL



CHIEF ADMINISTRATIVE OFFICER