

**SMOKY LAKE COUNTY**

Minutes of the **County Council Meeting** held on Thursday, **February 18, 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>Thursday, February 18, 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	Present
Public Works Mgr.	Doug Ponich	Present
GIS/Communication	Paul Miranda	Present
Legislative Svcs/R.S.	Angela Bilski	Present

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2 Member of the Media:

The Review and Smoky Lake Signal in attendance.

Jordan Ruegg, Planning and Development Manager, Tori Cherniawsky, Agricultural Fieldman, and Amanda Shapka, Assistant Agricultural Fieldman entered Council Chambers, time 9:02 a.m.

**2. Agenda:**

That the Agenda for Thursday, February 18, 2016 County Council Meeting be adopted, as amended:

Addition(s):

1. Nomination to Participate in a Working Group for the Development of the Enhanced Protection for Farm and Ranch Workers Act Regulation.
2. Schedule Meeting with County of St. Paul.

Deletion(s):

1. Delegation – Glenda Farnden, STARS.

Carried Unanimously.

**3. Minutes:**

**Minutes of January 22, 2016 – County Council Meeting**

371-16: Lukinuk

That the minutes of the **County Council** Meeting held on Friday, January 22, 2016, be adopted, as amended:

- Reeve’s Report – Page 12059
  - Bullet #5: Northern Alberta Mayors and Reeves Caucus scheduled for Monday, March 14, 2016 **not** Monday, January 28, 2016.

Carried.

**Minutes of January 27, 2016 – County Council Strategic Plan Priorities Meeting**

372-16: Cholak

That the minutes of the **County Council Strategic Plan Priorities** Meeting held on Wednesday, January 27, 2016, be adopted.

Carried.



**4. Request for Decision:**

**Tractor Replacement Purchase**

373-16: Cholak

That Smoky Lake County Council approve the purchase of two (2) 2016 JD 6130R tractors for the total amount of **\$264,500.00** from Deerland Fort Saskatchewan and the purchase of one (1) 2016 Degelman Rev 1500 mower and Side Arm 1820 for the amount of **\$48,600.00** from Deerland Fort Saskatchewan; and that the Agricultural Service Board capital budget be increased by the amount of \$3,100.00.

Carried.

**2016 Gravel Crushing**

374-16: Smigerowsky

That Smoky Lake County execute the **2016 Gravel Crushing Agreement with Ferbey Sand and Gravel Ltd.**, Vermillion, Alberta to stockpile at the White Earth Creek Gravel Pit – NW ¼ Section 2-61-18-W4 Gravel Crushing of product Designation 4 and 3 for the following volumes; and at the rates, as per the signed three-year contract dated February 20, 2014.

Class 20 (3/4") material	35,000	Unit Price of \$3.98
Class 25 (1") material	55,000	Unit Price of \$3.95
Class 40 (1 ½ ") material	8,000	Unit Price of \$3.90
Class 12.5c (1/2") material	2,000	Unit Price of \$4.25
Sand Elimination based on 8,000 to 15,000		Unit Price of \$1.15

Carried.

**Policy Statement No. 03-55-02: Equipment Changeover for Seasonal Preparation**

375-16: Orichowski

That **Policy Statement No. 03-55-02: Equipment Changeover for Seasonal Preparation** be amended:

<b>Title:</b> Equipment Changeover for Seasonal Preparation	<b>Policy No.:</b> 55-02
<b>Section:</b> 03	<b>Code:</b> P-R
<b>Page No.:</b> 1 of 1	<b>E</b>

<b>Legislation Reference:</b>	Alberta Provincial Statutes
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<b>Purpose:</b>	To provide a guideline to allow for proper servicing of equipment for seasonal preparation.
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<b>Policy Statement and Guidelines:</b>	
<b>1. OBJECTIVES:</b>	
1.1.	To allow the Public Works mechanical staff sufficient time to repair and/or convert road equipment to Winter operations, October 1st of each year has been arbitrarily chosen as the date road equipment will begin to be repaired/converted. For converting equipment from Winter operations, road equipment will be converted starting April 1st of each year.
<b>2. GUIDELINES:</b>	
2.1.	Through budgetary efficiency, most County owned road equipment, i.e. trucks and graders, provide road maintenance services all year round.
<b>3. PROCEDURES:</b>	
3.1	Conversions will be done on an individual rotational basis in order to minimize the overall impact on seasonal operations. Once a piece of equipment has been converted, it shall once again be sent out to carry on with any maintenance needs.
3.2	Appropriate equipment should be available to provide the level of service as indicated in <i>Schedule "A": Levels of Service for County Roadway System</i> and in accordance with <i>Policy Statement No. 03-51: Road Maintenance</i> .

Carried.

*RB*

**Policy Statement No. 61-08-02: Corridor Communications Incorporated: Terms of Reference**

376-16: Lukinuk

That **Policy Statement No. 61-08-02: Corridor Communications Incorporated: Terms of Reference** be amended:

<b>Title: Corridor Communications Incorporated: Terms of Reference</b>		<b>Policy No.: 08-02</b>
<b>Section: 61</b>	<b>Code: P-1</b>	<b>Page No.: 1 of 2</b>

<b>Legislation Reference:</b>	Alberta Provincial Statutes
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<b>Purpose:</b>	Corridor Communications Incorporated is listed under the <b>Planning, Development &amp; Sub-Division Control Services</b> .  Corridor Communications Incorporated is a corporation made up of Gas Co-ops and municipalities, and Smoky Lake County's membership was formally established by Ministerial Consent issued July 21, 2009 - Ministerial Order No. <b>L:156/09</b> approving Smoky Lake County to invest as a shareholder.  Appointment held annually at County Organizational Meeting.
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<b>Policy Statement and Guidelines:</b>	
<b>1. MEMBERSHIP:</b>	<b>County Shareholder Representative to Corridor Communications Incorporated (CCI):</b> 1.1 One member of Council. 1.2 One member as alternate.
<b>2. DEFINITION:</b>	2.1 <b>Corridor Communications Incorporated. (CCI):</b> is a locally focused, publicly controlled, private corporation, which is owned and controlled by rural utility associations (consisting of Natural Gas Co-operatives and Rural Electrification Association) and Alberta Municipalities to provide wireless broadband internet access and related services to rural locations in Alberta.  2.2 Corridor Communications Inc. is a corporation established under the laws of the Province of Alberta – <b>Business Corporation Act</b> .
<b>3. MANDATE:</b>	3.1 To facilitate broadband access to the Internet for the County through participation in Corridor Communications Incorporated (CCI).  3.2 County Shareholder Representative is the Spokesperson at the Shareholders meetings, Annual General Meetings, and other Corridor Communications Incorporated (CCI) events, as required.
<b>4. GUIDELINES:</b>	4.1 As required by the <b>Unanimous Shareholders Agreement</b> , each Shareholder must acknowledge and agree that all information, financial or otherwise, held by the Corporation with respect to the Corporation's customers including customer records, customer lists, addresses and policy information, is privileged and confidential and shall not be used or released by any shareholder for any purposes other than the bona fide purposes of the Corporation.  4.1.1 <b>Responsibility:</b> Smoky Lake County will be responsible for ensuring that any individuals (e.g. Councillors) who receive and review confidential information /documentation, are subject to the form of the Non-Disclosure Agreement in order to ensure that the co-op or municipality can continue to comply with its on-going confidentiality obligations owned by Corridor Communication Incorporated (CCI).  4.2 Smoky Lake County, in regards to information management, receiving information from a <u>third party</u> has obligations with respect to disclosure under <i>Freedom of Information and Privacy Act (FOIP)</i> – Heading 4.2 - " <u>Disclosure Harmful to Business Interests of a Third Party: Section 16(1)</u> – <i>creates a mandatory exception for information which, if disclosed, would reveal certain types of third party business information supplied in confidence and could also result in one or more specified harms.</i>
<b>5. PROCEDURES:</b>	5.1 Therefore, all discussions relating to the Corridor Communication Incorporated (CCI) shall be discussed during Council Meeting(s) held in Executive Session (In-Camera).





**Smoky Lake County, as a shareholder  
must treat all information relating to the Corporation  
received from the Corporation, the Board, any Director or any Shareholder,  
as confidential.**

5.2 Other than as specifically defined by the Unanimous Shareholders Agreement or this Policy, the County's interests in Corridor Communication Incorporated (CCI) shall be determined by Motions of Council.

Carried.

**Policy Statement No. 02-11-09: Peace Officer: Annual Reporting**

377-16: Orichowski

That **Policy Statement No. 02-11-09: Peace Officer: Annual Reporting** be amended:

<b>Title:</b> Peace Officer: Annual Reporting	<b>Policy No.:</b> 11-09
<b>Section:</b> 02	<b>Code:</b> P-1
<b>Page No.:</b> 1 of 6 <i>E</i>	

<b>Legislation Reference:</b>	Peace Officer Ministerial Regulations Act
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<b>Purpose:</b>	To submit a written report to the Alberta Solicitor General on an annual basis on the Peace Officer Program.
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**Policy Statement and Guidelines:**

**PREAMBLE**

The annual report is a new requirement designed to facilitate communication with the Director of the Alberta Solicitor General.

The annual report includes areas such as the service provided, operational practices of the Peace Officer and enforcement related activities.

**ANNUAL REPORT**

The Annual report must include:

1. The general nature of the services provided by the peace officer.
2. Operational practices of the peace officer.
3. Enforcement and enforcement-related activities of the peace officer.
4. Name of the agency contact person in a senior management position.
5. Statistical data required by the director.
6. An updated list of peace officers employed and their positions in the agency.
  - The following format **Schedule "A": Peace Officer Annual Report** will be completed by January 31 each year and submit to the Director of Public Security Peace Officer Program.

*Schedule "A"*

PEACE OFFICER PROGRAM

**SMOKY LAKE COUNTY**

ENFORCEMENT SERVICES

ANNUAL REPORT  
2015

Submitted to:  
Tammy Spink  
Manager  
Public Security Peace Officer Program

<b>PEACE OFFICER: ANNUAL REPORT</b>	<b>EMPLOYEE FILE NUMBER:</b> <b>APPOINTMENT NO: 12013</b>
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1. **General Nature of the Services provided by the Peace Officer:**  
**Program Overview:**
  1. The Peace Officer is responsible for the enforcement and investigation of Municipal Provincial Statutes for Smoky Lake County.
  2. As a Peace Officer, the overall duty is to protect and educate people and property, and to preserve and maintain the public peace.
  3. The Peace Officer reports to the Smoky Lake County, Chief Administrative Officer (C.A.O.)
2. **Operational Practices of the Peace Officer:**

*RB*

**Key Areas:**

- Ensuring public compliance with various County bylaws.
- Provide information and interpretation of Municipal bylaws and Provincial Statutes requirements to the Smoky Lake County residents and community groups.
- Develop and implement to educate on public awareness programs and maintain positive public relations.
- Conducts highly visible mobile patrols of the County for the purpose of preventing and detecting violations of Municipal Bylaws and selected Provincial statutes.

**3. Enforcement and Enforcement-related activities of the Peace Officer:**

**ENFORCEMENT:**

**Responsibilities: Public Safety:**

- 3.1 As a Peace Officer appointed under the *Peace Officer Act*, enforce the following Provincial Statutes and Regulations, including:
- The Animal Protection Act
  - The Dangerous Dogs Act.
  - The Environmental Protection and Enhancement Act.
  - The Fuel Tax Act.
  - The Petty Trespass Act.
  - The Provincial Offences Procedure Act.
  - The Stray Animals Act.
  - The Tobacco Reduction Act.
  - The Traffic Safety Act.
- 3.2 As the Enforcement Officer appointed under the *Municipal Government Act*, enforce Municipal Bylaws, including:
- The Animal Control Bylaw.
  - The Corridor Regulation Bylaw.
  - The Land Use Bylaw.
  - The Off Highway Vehicles Bylaw.
  - The Parks Control Bylaw.
  - The Fire Bylaw.
  - The Road Right of Way Bylaw.
  - The Nuisance and Unsightly Premises Bylaw.
  - The Weight Restrictions For Vehicles Bylaw.
- 3.3 In accordance with the *Municipal Government Act*, the Bylaw Enforcement Officer is a Designated Officer. The Enforcement Officer time is to be equally divided between patrolling and enforcing.

**ENFORCEMENT-RELATED ACTIVITIES:**

**Enforcing Duties:**

- 3.4
- Receiving complaints and inquires.
  - Investigation of complaints.
  - Advising responsible parties of infractions, and taking remedial actions and/or following enforcement procedures.
  - Advising responsible parties of infractions and laying of charges if founded.
  - Educating and/or prosecuting violators.
  - Conducts patrols of the trail systems, roads and hamlets within the corporate limits of Smoky Lake County.
  - Receives and documents evidence relating to investigation and ensures that continuity of such evidence is maintained, stored, and destroyed accordance with Provincial County Regulations and/or County policies.
  - Prepares prosecutor information sheets and court briefs concerning a charge or ticket.

**Other Duties:**

- Assist R.C.M.P., as required.
- Prepare Monthly reports and distribute to Council, Chief Administrative Officer.
- Report at weekly Management meetings.
- To be familiar with the Policies of the Smoky Lake County and the mandate of the Peace Officer Program.



- Personnel conduct to enhance the image of Peace Officer in the Smoky Lake County.
- Attendance at conference and training programs that are pre-approved by the Chief Administrative Officer.
- Preparation and revision of Municipal Bylaws.
- Issue various letters of Permission and Permits relating to Municipal Bylaws.
- Participation with community interest groups as requested.
- Develop and/or take part in public awareness programs and maintain positive public relations.
- Conducts other related duties as required.

**Working Relationship:**

- To be accessible, approachable and helpful to the residents and public who require information or assistance.
- To establish and maintain a positive working relationship with Smoky Lake County employees.
- To continue and enhance communication to the Chief Administrative Officer to be informed on all issues or concerns that could affect the Peace Officer Program.

**Decision Making: Independence of Action:**

- Works under minimal supervision while on patrol.
- Deals with the public in confrontational situations and must use own judgment to resolve them, based on instant decisions relating to knowledge of laws and regulations.

**4 Name of the Agency Contact Person in a Senior Management Position:**

**Smoky Lake County:** Cory Ollikka, Chief Administrative Officer  
Box 310  
4612 McDougall Drive Phone: 780-656-3730  
Smoky Lake, Alberta Fax: 780-656-3768  
T0A 3C0 E-Mail:  
collikka@smokylakecounty.ab.ca

**5. Statistical Data Required by the Director:**

Types of Incidents	2015
Animal Control:	45
Unsightly Premises	2
Land Use Issues	22
Road Right of Way	12
Fire Issues	1
Traffic Safety Issues	6
<b>TOTAL</b>	<b>88</b>

Combined complaints, written warnings, and violation tickets.

**6. An updated List of Peace Officer Employed and their Position in the Agency:**

Name: James E. English Phone: 780-656-3730  
Title: Peace Officer Fax: 780-656-3768  
Agency: Smoky Lake County Cellular: 780-650-5429  
Address: Box 310, 4612 McDougall Drive  
Smoky Lake Alberta T0A 3C0 E-Mail: [eenglish@smokylakecounty.ab.ca](mailto:eenglish@smokylakecounty.ab.ca)

Carried.

**Addition to the Agenda:**

**Nomination to Participate in a Working Group for the Development of the Enhanced Protection for Farm and Ranch Workers Act Regulation**

378-16: Cholak

That Smoky Lake County Council nominate Tori Cherniawsky, Agricultural Fieldman to submit an application to the Farm and Ranch Secretariat, to be represented as a technical member on a working group to help develop the Regulations for The Enhanced Protection for Farm and Ranch Workers Act of Alberta.

Carried.

Tori Cherniawsky, Agricultural Fieldman, and Amanda Shapka, Assistant Agricultural Fieldman left Council Chambers, time 9:40 a.m.



**5. Issues for Information:**

**Chief Administrative Officer's Report**

The Chief Administrative Officer gave an updated report to Council for the period of January 23, 2016 to February 17, 2016:

**Legislative/Governance**

- Need to schedule a Departmental Operations Meeting in March.
- Attended a meeting with Alberta Transportation in Barrhead. It was a useful meeting. The province is still writing up the new program guidelines and the new bridge money will not flow until later in the 2016-2017 budget cycle. They will likely be taking the first applications this fall.

**Administrative:**

- The office renovations are well underway.
- Completed the AAMDC Infrastructure survey. It was disappointingly short.
- The MOU between the County and the Highway 28/63 Regional Water Services Commission has been revised to include financial and administrative services. It has been ratified by the Commission.

**Human Resources:**

- We will be advertising for the Planning and Development Officer position in March to be ready for the summer development season and to catch up on road closure, heritage and other files.

**Community:**

- Wrote a letter supporting in principle the Smoky Lake Agricultural Society's grant application to fix boiler, compressor and condenser at the Complex.
- AFSC is hosting a cupcake day event to create awareness and financial support for the work of Humane Societies and the SPCA.

**Schedule Departmental Operations Meeting**

379-16: Cholak

That Smoky Lake County Council schedule a **County Council Meeting for the purpose of Departmental Operations** for Monday, **April 4, 2016** at 9:30 a.m. to be held in the Council Chambers.

Carried.

**Addition to the Agenda**

**Schedule County Council Meeting with County of St. Paul**

380-16: Lukinuk

That Smoky Lake County Council schedule a **County Council Meeting** with the County of St. Paul for Thursday, **March 3, 2016** at 1:00 p.m. to be held in the Council Chambers.

Carried.

**Infrastructure Bridge Priorities**

381-16: Cholak

That Smoky Lake County submit 2016 infrastructure bridge priorities to Alberta Transportation with carbon copies to be sent to Colin Piquette, MLA for Athabasca-Sturgeon-Redwater and David Hanson, MLA for Lac La Biche-St. Paul-Two Hills, as follows:

1. Bridge File #79279 – RR 133A; North of TWP RD 620
2. Bridge File #1603 – RR 133; North of Highway 28
3. Bridge File #8201 – TWP RD 594; West of RR141
4. Bridge File #74018 – RR 170; North of TWP RD 584A

Carried.



**Memorandum of Understanding: Highway 28/63 Regional Water Services Commission**

382-16: Lukinuk

That Smoky Lake County execute the Memorandum of Understanding between the Highway 28/63 Regional Water Services Commission and Smoky Lake County for the provision of financial and administrative services, and site-operational services for all Commission facilities and Equipment in Smoky Lake County, as presented.

Carried.

**AAMDC Spring Convention**

383-16: Cholak

That County Council who can attend and relevant Administration attend the 2016 Spring AAMDC (Alberta Association of Municipal Districts and Counties) Convention on March 14 – 16, 2016 at the Shaw Conference Centre in Edmonton, Alberta.

Carried.

**Letter of Support: Smoky Lake Agricultural Society**

384-16: Orichowski

That County Council approve action taken by the Chief Administrative Officer in writing a letter, dated February 1, 2016 supporting in principle the Smoky Lake Agricultural Society's grant application to replace the ice making condenser, repair the ammonia compressor, and replace the gas fired boiler at the Smoky Lake Complex facility.

Carried.

**AFSC: National Cupcake Day**

385-16: Smigerowsky

That Smoky Lake County donate in the amount of \$250.00 to the National Cupcake Day in support of SPCAs and Humane Societies, hosted by the Smoky Lake Agriculture Financial Services Corporation (AFSC) Branch Office on February 29, 2016.

Carried.

**Financial Update:**

As annexed to the minutes:

↳ Financial Statement for the Months: **December 2015**

**Action List(s):**

↳ **Action List(s):**

■ **County Council Meeting:** January 22, 2016

■ **County Council Strategic Plan Priorities Meeting:** January 27, 2016

386-16: Lukinuk

That the updated report for the period of January 23, 2016 to February 17, 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 January 9, 2016 to February 10, 2016.

**2015 Surplus Funding**

387-16: Cholak

That County Council approve to transfer any surplus from the Year 2015 Operating Budget to the Year 2016 Operating Budget.

Carried.





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

388-16: Orichowski

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
Holy Family Catholic School Leader Core Group	Develop independence, awareness of social needs, interpersonal and group skills.	\$ 1,000.00

Carried.

**Discussion: County Investments**

Councillor Randy Orichowski declared pecuniary interest due to spouse employed at ATB Financial and left Council Chambers, time 10:44 a.m.

389-16: Smigerowsky

That Administration gather additional information on the Municipal employee benefit program offered by ATB Financial and bring it back to a future meeting of County Council.

Carried.

Councillor Randy Orichowski entered Council Chambers, time 10:48 a.m.

**Cash Management Proposal for Smoky Lake County**

390-16: Cholak

That Smoky Lake County take no action on the Cash Management Proposal for Smoky Lake County received from Jason Oreto, CIM, Cash Management Specialist, Raymond James Ltd., dated February 16, 2016.

Carried.

**Hal Horsnett, Ratepayer**

391-16: Orichowski

That Smoky Lake County cancel the 2015 Property Tax penalties in the total amount of \$70.22, as follows:

<u>Tax Roll Number</u>	<u>Amount</u>	<u>Tax Roll Number</u>	<u>Amount</u>
17610720	\$6.36	18611310	\$6.24
17610730	\$6.31	18611320	\$6.31
18611210	\$6.23	18611330	\$6.31
18611220	\$6.24	18612310	\$6.67
18611230	\$6.26	18612450	\$7.05
18611240	\$6.24		

Carried.

392-16: Cholak

That the Finance Manager’s Report received by Brenda Adamson for the period of January 9, 2016 to February 10, 2016, be accepted and filed for information.

Carried.

**Reeve’s Report:**

Reeve Ron Bobocel presented the following report:

- Attended LARA Farmer Appreciation Night in Glendon on February 5, 2016; event was also attended by several Smoky Lake County residents.
- Will be attending Northern Mayors & Reeves Caucus meeting on Monday, March 14, 2016.
- Attended Vilna Annual Community Supper on February 13, 2016.

393-16: Bobocel

That the Reeve’s Report received, be accepted.

Carried.

11:30 a.m.

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

No questions.

**Management Reports**

**Planning and Development Manager**

**Road Closure and Cancellation Listing**

394-16: Cholak

That County Council acknowledge the Road Closure and Cancellation Listing prepared by the Planning and Development Manager, dated February 11, 2016; and approve the following action:

The following files will be worked on by Administration and AMEC Foster Wheeler for completion in 2016:

File No. RC-014: N ½ -NE 3-60-14-W4M – Road Plan 3214HW.

File No. RC-015: SE 2 and SW 1-62-17-W4M - Long Island Lake.

File No. RC-019: Lot 1, Block 1, Plan 0326069 – Victoria Trail re-alignment.

File No. RC-023: NW 5-59-16-W4M – Road Plan 2494BM

The following files will be worked on by Administration and Explore Surveys for completion in 2016:

File No. RC-002: SW 3-59-19-W4M – Undeveloped road allowance.

File No. RC-003: NE 24-60-18-W4M – Road Plan 19CL.

File No. RC-004: NW 24-60-17-W4M – Road Widening

File No. RC-024: E ½ 32-59-13-W4M – Road Plan 6259BM.

Outstanding Road Closure files to be reviewed in 2016.

File No. RC-001: SE 8-59-14-W4M – Road Plan 8415 ET and 1863AU.

File No. RC-005: SE 14-58-13-W4M – Road Plan 6194BM.

File No. RC-006: NE 10-58-13-W4M – Road Plan 1350CL.

File No. RC-007: NW 10-58-13-W4M – Road Plan 4368NY.

File No. RC-008: SE 145813W4M – Road Plan 270EO.

File No. RC-010: NE 9-58-13-W4M – Road Plan 2814ET.

File No. RC-011: SW 14-58-13-W4M – Road Plan 2229ET.

File No. RC-012: NE and SE 32-59-19-W4M – Road Plan 6259BM.

File No. RC-017: SW 29-58-16-W4M.

File No. RC-018: SW 21-57-13-W4M – Road Plan 2241ET.

File No. RC-020: SW 4-59-19-W4M – Victoria Trail re-alignment.

Carried.

**Schedule MPC Meeting**

395-16: Cholak

That the next **Municipal Planning Commission meeting** be scheduled for Tuesday, March 1, 2016 at 2:00 p.m. to be held in the Council Chambers.

Carried.

**Smoky Lake County Regional Heritage Board (SLCRHB)**

396-16: Lukinuk

That Smoky Lake County reimburse the Smoky Lake County Regional Heritage Board the amount of \$458.70 for the Board Members 2015 expenses, as per Bylaw 1236-11.

Carried.

**Management Reports**

397-16: Orichowski

That the management reports received for the period of January 15, 2016 to February 11, 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 Tychkowsky, 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 (CCI)**

**Executive Session: Legal**

398-16: Cholak

That County Council go into Executive Session to discuss a legal issue in regards to the Tower Co-location License Agreement with Corridor Communications Incorporated, time 11:41 a.m.

Carried.

399-16: Lukinuk

That County Council go out of Executive Session, time 12:27 p.m.

Carried.

**Meeting Recessed**

Meeting recessed for Lunch, time 12:38 p.m.

**Meeting Reconvened**

The meeting reconvened on a call to order by Reeve Ron Bobocel at 1:24 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.

**Doctor Retention & Recruitment Committee**

- Next meeting scheduled for March 23, 2016 will be postponed due to scheduling conflict.
- Reeve Ron Bobocel wished former Town of Smoky Lake CAO Holly Habiak the best of luck in her new position.

**Evergreen Regional Waste Management Commission**

- Next meeting scheduled for March 10, 2016.
- Still working on the 2016 budget; expecting to receive audited financial statements next month.

**Family Community Support Services Committee**

- No report.

**Family-School Liaison Committee**

- Kathryn Graff and Nancy McLeod of Flourish Consulting were contracted to review the FSLW Program; report is expected in mid-April.
- Next meeting will be scheduled at the Call of the Chair.

**Fire and Rescue Liaison Committee**

**Smoky Lake:**

- No report.

**Vilna:**

- Successful Dine and Dance Event but with less in attendance than in previous years.

**Waskatenau:**

- No report.

**Government Liaison Committee**

- Deputy Reeve Dareld Cholak will be attending the leader's reception next week.
- Reeve Ron Bobocel is still awaiting additional information on the Hay Insurance Program.



### Highway 28/63 Regional Water Commission

- Next meeting is scheduled for March 3, 2016.

### In-House Safety Committee

- Meeting held on January 27, 2016; seven incidents reported.
- Several committee members attended a NASC/SASC workshop on January 13, 2016 which had speakers on WCB as well as on dealing with mental health issues.
- First aid courses were completed at Waskatenau School and Vilna School; Further Education is to be done this Saturday.
- The Annual Safety Meeting has been set for April 22, 2016 starting 8:00 a.m.; Chris Terry and Susan Sawasky are the 2 speakers confirmed so far.
- Some employees are refusing to wear their seatbelts while heading out to job sites; Doug is dealing with this.
- There was one Lost Time Claim this past month involving someone slipping on the ice and breaking his ankle; this will be a WCB claim.
- This report also included the February 17, 2016 committee meeting.
- Next meeting is on March 23, 2016.

### Alberta Municipal Health and Safety Association (AMHSA)

400-16: Lukinuk

That Smoky Lake County acknowledge receipt of the letter received from Shannon Thomas, Team Leader, Alberta Municipal Health and Safety Association, dated December 23, 2015 in regards to Partnerships in Injury Reduction Certificate of Recognition.

Carried.

401-16: Orichowski

That Smoky Lake County acknowledge receipt of the Alberta Municipal Health and Safety Association (AMHSA) Summary Score Sheet and extend congratulations and appreciation to all staff in recognition of their contributions in achieving 87% on the 2015 County Internal Safety Audit and for their continued dedication towards an excellent County Safety Program.

Carried.

### Municipal Planning Commission

- Next meeting is scheduled for March 1, 2016 at 2:00 p.m.

### Northeast Alberta Information HUB

402-16: Cholak

That Smoky Lake County Councillor Cary Smigerowsky, Division Four and relevant Administration attend the Hemp Growing Presentation Series in the Northeast Region scheduled for March 3, 2016 at 10:30 a.m. in Marwayne, Alberta; as per the email received from Bob Bezpalko, Executive Director, Northeast Information HUB, dated February 8, 2016.

Carried.

### North East Muni-Corr. Ltd

- Smoky Lake County was acknowledged with a thank you for their contribution.
- An ATV organization from around St. Paul donated \$2,500.00 towards the installation of gates.
- A Run for Ronald event will be held on May 7, 2016.
- Next meeting is scheduled for March 21, 2016.

### Northern Lights Library Board

- Currently sitting on the Policy Review Committee and we had a meeting on January 25, 2016 to start the review process; will be



reviewing the Grievance Policy on February 22, 2016.

- Next Board meeting is scheduled for February 27, 2016.

**Policy Committee**

- No report.

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

- No report.

**Regional Community Development Committee (RCDC)**

**Policy Statement No. 1-M-37-01: Community Economic Development Officer (CEDO) – Job Description**

403-16: Cholak

That Smoky Lake County, as the managing partner of the Regional Community Development Committee (RCDC) acknowledge receipt of the Management **Policy Statement No. M01-37-01: Community Economic Development Officer (CEDO) – Job Description** outlining the Scope of Work; and be accepted for information.

<b>Title:</b> Community Economic Development Officer (CEDO)	<b>Policy No.:</b> 37-01
<b>Section:</b> 1-M <i>Job Description</i>	<b>Page No.:</b> 1 of 4

<b>Classification:</b>	Contract Position
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<b>Purpose:</b>	<p>The Community Economic Development Officer (CEDO) shall report directly to the Regional Community Development Committee (RCDC).</p> <p>The Community Economic Development Officer (CEDO) position is responsible for development, facilitating and promoting plans, projects and initiatives that contribute to the development of the Smoky Lake Region and its economy.</p> <p>The Smoky Lake County Chief Administrative Officer will be the liaison in providing leadership in the business affairs and in the public interest, as well as assisting in the provision of adequate services for the Smoky Lake Region.</p>
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**Policy Statement and Guidelines:**

**RESPONSIBILITIES**

**1. Short-Term Projects: (in no particular order)**

- 1.1 Ongoing economic and community development retention, development and attraction work, as required and/or directed by the Regional Community Development Committee (RCDC).
- 1.2 Manage and/or work on Grant(s) Deliverable, e.g., Alberta Community Partnership (ACP), as needed.
- 1.3 Continue business retention, development and attraction work within targeted industries/sectors.

Specific business attraction opportunities have been identified in a number of areas:

- 1.3.1 Recreation and Tourism.
- 1.3.2 Residential / Recreational Development
- 1.3.3 Retail and Commercial Services
- 1.3.4 Light Manufacturing
- 1.3.5 Oil and Gas-Field Servicing
- 1.3.6 Agriculture and Food Processing
- 1.3.7 Biofuels
- 1.3.8 Trucking, Reload and Transportation Services
- 1.3.9 Trades and Independent Contractor Services (using Smoky Lake Region as a base.

- 1.4 Give increased priority to identifying opportunities for the region and its residents to better integrate and become more closely connected to both existing and emerging oil sands-related service and supply “pipelines”.

- 1.5 Coordinate and lead all Smoky Lake Region Trade Show/Conference, as

budget allows.

1.6 Report monthly on in-bound business attraction/investment initiatives.

1.7 Review and develop content for the Regional Web-Site in conjunction with Smoky Lake County Communication Staff.

2. **Tasks:** *(in no particular order)*

2.1 Further build and strengthen existing relationships, partnerships and alliances with Regional Community Development Committee (RCDC), across Northeastern Alberta:

- Kalyna Country, Lakeland DMO tourism promotion partnership, etc.)
- The Alberta and Federal Governments and their economic development departments, ministries and agencies.

2.2 Continue to closely interact and liaise with local businesses and business groups to ensure the Regional Community Development Committee's economic development programming and priorities continue to be well-targeted to the current and emerging needs of the region's business community.

2.3 Promote Smoky Lake Region's competitive business fundamentals and advantages – e.g., relative to other rural municipal jurisdictions in the Alberta Capital Region and Northeastern Alberta.

2.4 Ensure that high-quality business counseling services and support is available – during regular business hours and on an out-reach and after hours basis – when and as requested or required.

2.5 Maintain the appropriate business information / attraction packages and brochures for Smoky Lake Region and ensure that these are current.

2.6 Assist the Regional Community Development Committee in carrying out its primary purpose, role and responsibilities related to economic and community development and the promotion and advancement of economic development within the region/individual municipalities.

2.7 Assist the Regional Community Development Committee in preparing an annual year-end report to the four member Councils, and the Smoky Lake Region Joint Municipalities Committee, on the various initiatives and activities it has undertaken.

3. **Bylaw:**

3.1 Ensure the implementation of the Regional Community Development Committee (RCDC) Terms of Reference, as set forth in *Bylaw No. 1273-14: Regional Community Development Committee (RCDC): Joint Agreement – Terms of Reference.*

3.2 Refer economic development matters to the Committee for its information, review, consideration and/or recommendations.

3.3 Undertake lead role on Strategic priorities as listed on the Regional Strategic Priorities Chart, as required.

3.4 Prepare, oversee and advise the Regional Community Development Committee on its operating budget.

3.5 Assist the Regional Community Development Committee in responding to specific issues that the Smoky Lake Region Joint Municipalities Committee Council has requested be reviewed or considered in more detail.

4. **Meetings:**

4.1 Regular Regional Community Economic Development (RCDC) Meeting will be held monthly and the Community Economic Development Officer will attend, participate, and provide a written report on all related activities at each of these meeting to brief the RCDC members.

4.2 Preparation and Distribution of Agendas and Minutes of the Regional Community Economic Development (RCDC) Meetings.

4.3 Record the proceedings Regional Community Economic Development (RCDC) Meeting in an orderly and concise manner.

4.4 Prepare an action list immediately following each meeting and provide this action list to the next Regional Community Economic Development (RCDC) Meeting.

4.5 Prepare News Releases after each Regional Community Economic

RB




<p>Development (RCDC) Meeting, or as required, to highlight the work of the Regional Community Development (RCDC) Meeting.</p> <p>4.6 Provide Smoky Lake County, as the managing partner, the Minutes of each meeting to be executed by the appropriate signing authorities and to keep current all minute books.</p> <p>4.7 Attend Joint Municipalities Meetings as needed to report on Regional Community Development (RCDC) work.</p>
<p><b>OTHER RESPONSIBILITIES</b></p>
<ul style="list-style-type: none"> <li>■ Other responsibilities of duties as assigned from time to time by the Regional Community Development Committee (RCDC).</li> </ul>
<p><b>KNOWLEDGE AND ABILITIES</b></p>
<ul style="list-style-type: none"> <li>■ A degree or diploma in a related discipline, or an equivalent combination of education and experience.</li> <li>■ Knowledge of board governance and policy development and an Ec.D. designation are assets.</li> </ul>
<p><b>PERFORMANCE APPRAISAL</b></p>
<ul style="list-style-type: none"> <li>■ By the Regional Community Development Committee (RCDC) – annually.</li> </ul>
<p><b>SALARY RANGE</b></p>
<ul style="list-style-type: none"> <li>■ As per <b>Contract</b>.</li> </ul>

Carried.

**Policy Statement No. 61-17-01: Regional Community Development Committee (RCDC): Community Economic Development Officer (CEDO) – Performance Appraisal**

404-16: Lukinuk

That Smoky Lake County, as the managing partner of the Regional Community Development Committee (RCDC) adopt **Policy Statement No. 61-17-01: Regional Community Development Committee (RCDC): Community Economic Development Officer (CEDO) – Performance Appraisal** for internal operations of RCDC.

<p><b>Title: Regional Community Development Committee (RCDC): Community Economic Development Officer (CEDO) – Performance Appraisal</b></p>		<p>Policy No.: <b>17-01</b> <b>E</b></p> 
<p>Section: <b>61</b></p>	<p>Code: <b>P-1</b></p>	<p>Page No.: <b>1 of 7</b></p>
<p><b>Legislation Reference:</b></p>	<p>Alberta Provincial Statutes</p>	
<p><b>Purpose:</b></p>	<p>The purpose of a Performance Appraisal is an internal process established to evaluate the performance of the Community Economic Development Officer (CEDO) and to understand the abilities of the individual for future growth and development; as well as promote collaboration to contributing to the overall success of the Regional Community Development Committee.</p>	
<p><b>Policy Statement and Guidelines:</b></p>		
<p><b>1. STATEMENT:</b></p>		
<p>1.1 The Regional Community Development Committee (RCDC) translates its vision into measureable operational goals that are communicated to the Community Economic Development Officer.</p>		
<p>1.2 These goals are linked to the individual performance goals which are assessed on an annual basis as an internal process established as per Schedule "A": Community Economic Development Officer (CEDO) Performance Appraisal.</p>		
<p>1.3 A Performance Appraisal creates an open and communicative environment which a review of performance indicators are analyzed to evaluate and make recommendations to improve the future RCDC's performance and quality feedback is provided regarding goals and progress.</p>		

*RB*

**2. OBJECTIVES:**

- 2.1 The performance appraisal is to provide an opportunity for formal communication between the Regional Community Development Committee (RCDC) and the Community Economic Development Officer (CEDO) concerning how the RCDC believes that the CEDO is performing and the communication is understood.
  - 2.1.1 This will create a Regional Community Development Committee (RCDC) culture that promotes personal success, along with collaboration to strengthen their relationship with the CECO.
- 2.2 The Community Economic Development Officer (CEDO) needs reinforcement of knowing that his/her contributions are valued by the committee. The performance appraisal is to provide the opportunity for the CEDO to speak and provide feedback to the committee about concerning factors that inhibit his/her ability to successfully perform.
  - 2.2.1 This will allow the CEDO to develop goals that link to the RCDC's objectives, reinforce understanding of strategy, generate commitment, and motivate personal accountability.

**3. GUIDELINES:**

- 3.1 To ensure the way the Community Economic Development Officer (CEDO) works individually for developmental purposes is by providing a clear line-of-sight from the top down and bottom up – so the CEDO can understand how his/her day-to-day actions are contributing to the overall Regional Economic Development Committee's (RCDC) success. This in turn translates RCDC will improve productively overall.
- 3.2 The **Performance Appraisal Format** will be based on the evaluation of the following **Performance Factors**:
  - Section A:**
    - 3.2.1 Leadership Style
    - 3.2.2 Relationship to the Committee
    - 3.2.3 Program Development and Delivery
    - 3.2.4 Community Relations
  - Section B:**
    - 3.2.5 Strengths and Accomplishments
    - 3.2.6 Performance Areas which need Improvement
  - Section C:**
    - 3.2.7 Community Economic Development Officer (CEDO): Comments
  - Section D:**
    - 3.2.8 Sign-Off: Signatures
- 3.3 The **Performance Appraisal Review** will be based on a **Rating Criteria** to ensure commonality of language and consistency on overall ratings. As follows:

Rating	Definition
1. Exceptional	Performance is consistently superior.
2. Above Standard	Performance is routinely exceeds job requirements.
3. Standard	Performance is regularly competent and dependable.
4. Unsatisfactory	Performance is consistently unacceptable.

There should be supporting comments to justify ratings of "Exceptional", and "Unsatisfactory".

**4. PROCEDURES:**

- 4.1 Since the Community Economic Development Officer (CEDO) is so central to the success or setbacks of the Regional Community Development Committee and acts both directly and indirectly in managing the committee's performance as a whole; an annual formal Performance Appraisal is an important component of the RCDC's responsibilities.
- 4.2 The Regional Community Development Committee, as a whole leads the **Performance Appraisal process**, reports on the evaluation to the entire committee, and makes recommendations.
  - 4.2.1 The current Job Description -- **Policy Statement IM-37: Community Economic Development Officer** and RCDC

completed Strategic Priorities can be used to assist in the Performance Review.

4.2.2 The CEDO's level of performance will be rated as per criteria outlined in Section 3.3.

4.3 The Regional Community Development Committee (RCDC) Chairperson and committee members will meet with the Community Economic Development Officer (CEDO) to review the Performance Appraisal.

4.3.1 Each performance factor used to evaluate the CEDO work performance will be reviewed with the CEDO.

4.4 The Performance Appraisal Process will establish a good working relationship where constant feedback flows in both directions.

Section 61

Schedule "A"

Policy: 17-01

RCD Logo

COMMUNITY ECONOMIC DEVELOPMENT OFFICER  
(CEDO)

PERFORMANCE APPRAISAL  
FORM

**PERFORMANCE APPRAISAL EVALUATION  
FOR THE POSITION OF  
COMMUNITY ECONOMIC DEVELOPMENT OFFICER  
(CEDO)**

Rate each **Performance Factor** according to your perception of the performance of the Community Economic Development Officer (CEDO).

Provide narrative comments or examples to illustrate. There should be supporting comments to justify ratings of "Exceptional", and "Unsatisfactory".

Rating Criteria

Rating	Definition
1. Exceptional	Performance is consistently superior.
2. Above Standard	Performance is routinely exceeds job requirements.
3. Standard	Performance is regularly competent and dependable.
4. Unsatisfactory	Performance is consistently unacceptable.

Regional Community Development Committee (RCDC):

Evaluation Process: Motion: \_\_\_\_\_ Date \_\_\_\_\_

Evaluation Review: Motion: \_\_\_\_\_ Date \_\_\_\_\_



**PERFORMANCE APPRAISAL  
OF THE  
COMMUNITY ECONOMIC DEVELOPMENT OFFICER  
(CEDO)**

**Section A: Performance Factors**

Leadership Style		Rating
a.	Strength of administrative, leadership, decision making ability (e.g., decisiveness, quality); approachability and Responsiveness.	___
b.	Quality of advice, guidance and direction given the Committee for the development of its decisions.	___
c.	Planning and organizing (setting long and short-term objectives).	___

Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Relationship to the Committee		Rating
a.	Understanding of the Committee's mandate and responsibilities in relation to that of the Economic Development Officer. Ability to respond quickly and appropriately to the direction of Regional Community Development Committee (RCDC).	___
b.	Quality of communication with the Regional Community Development Committee (RCDC). Ability to present reasonable and professional views in a Straight-forward pleasant manner.	___

Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Performance Appraisal: CEDO - Page 1 of 3

Program Development and Delivery		Rating
a.	Ensures that the agency has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.	___
b.	Meets or exceeds program goals in quantity and quality and evaluates how well goals and objectives have been met.	___
c.	Maintains and utilizes a working knowledge of significant developments and trends in the field.	___

Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Community Relations		Rating
a.	Serves as an effective spokesperson for the agency; represents the programs and point of view of the organization to agencies, organizations, and the general public.	___
b.	Establishes sound working relationships and cooperative arrangements with community groups and organizations.	___

Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section B: RCDC Comments**

**Strengths and Accomplishments**  
(Include those which are relevant during the evaluation period. This should be related to performance aspects you appreciated in the CEDO's performance)


\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Performance Areas which need Improvement**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*RB*

<b>Section C:</b>	<b>CEDO Comments</b>
<b>Community Economic Development Officer (CEDO):</b>	
Comments:	
_____	
_____	
_____	
_____	
_____	
_____	
_____	


<b>Section D:</b>	<b>Sign Off</b>
<b>SIGNATURES:</b>	
Signature of the Community Economic Development Officer (CEDO) - (this indicates only that this appraisal has been discussed with you, not whether you agree or not with the comments/rating).	
_____	_____
Chairperson	Community Economic Development Officer
	_____
	Date
	
<b>NOTE:</b> Signature does not necessarily denote agreement with official review and means only that the Community Economic Development Officer (CEDO) was given opportunity to discuss the official review with the Regional Community Development Committee (RCDC).	
Performance Appraisal: CEDO - Page 3 of 3	

Carried.

**Policy Statement No. 61-16-01: Regional Community Development Committee (RCDC): Communications**

405-16: Orichowski

That Smoky Lake County, as the managing partner of the Regional Community Development Committee (RCDC) adopt **Policy Statement No. 61-16-01: Regional Community Development Committee (RCDC): Communications** for internal operations of RCDC.

<b>Title:</b> Regional Community Development Committee (RCDC): <b>Communications</b>		<b>Policy No.:</b> 16-01  E
<b>Section:</b> 61	<b>Code:</b> P-I	<b>Page No.:</b> 1 of 5
<b>Legislation Reference:</b>	Alberta Provincial Statutes	
<b>Purpose:</b>	The purpose of communications is to connect with your publics in order to ensure that information is reaching the right people. The Regional Community Development Committee responsibility is to provide leadership to advance all strategic communication initiatives for the Smoky Lake Region.	
<b>Policy Statement and Guidelines:</b>		
<b>1. STATEMENT:</b>		
1.1. The Regional Community Development Committee (RCDC) oversees economic development activities and this Policy will serve as a guide for the Regional Community Development Committee, each partnering municipality, administrators and all employees are responsible for determining appropriate protocols for implementing different communication methods deployed for understanding the direction, programs and services of the RCDC.		
<b>2. DEFINITIONS:</b>		
2.1 <b>Communications:</b> the practice of receiving, interpreting and transmitting information.		



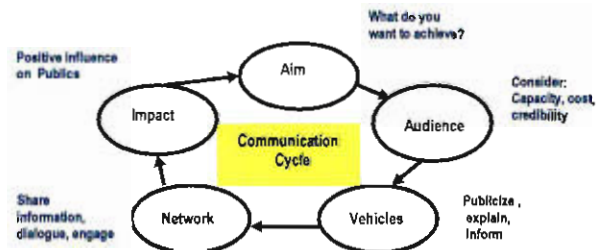
2.2 **Publics:** as residents, employees, community organizations, businesses, suppliers to the Smoky Lake Region, levels of government and all individuals and groups which the Regional Community Development Committee works with and serves.

3. **OBJECTIVES:**

- 3.1 To provide the public with timely, clear and accurate delivery of information about the Regional Community Development Committee priorities, initiatives, programs and services.
- 3.2 Consider stakeholder's interests and concerns when establishing priorities, planning, and delivering programs and services.
- 3.3 Ensure that the Smoky Lake Region – Regional Community Development Committee is identified and visible in a clear and consistent way – in communications ranging from advertising, telephone, mail, print, multimedia materials and the Internet.
- 3.4 Employ a variety of ways and means to communicate, and provide information in the most appropriate formats to accommodate diverse needs.
- 3.5 Keep each respective partnering municipality, administrators, and all employees informed about Regional Community Development Committee about its priorities, initiatives, programs, and services.
- 3.6 Work collaboratively with the Community Economic Development Community Officer (CEDO) to ensure commitment to fostering a thorough understanding of the direction, programs and services of the Regional Community Development Committee to its key publics.

4. **GUIDELINES:**

4.1 The **Communication Process Model** will be implemented whereby communicators move through a **cycle** of defining their aims, choosing their audience, determining the appropriate communication vehicle and giving expression to their communication to network and engage in dialogue to achieve an impact on an issue.



- 4.1.1 At each stage in the Communication Process Cycle, communicators should ask questions;
- What is the **aim** of the proposed communication?
  - Which are the target **audiences**, and what is the anticipated achievement?

The answers to this question will determine the next step:

- Choosing appropriate **communication vehicles**. When choosing the most appropriate communication vehicle, communicators need to consider their capacity, their access and their needs in terms of cost, and what will result in the most credible communication for their chosen audiences.
- Present the issue to as many people as possible by **networking** to influence change and engage dialogue to seek other opinions and to mobilize the issue to **impact** and reach a positive delivery of your message. .
- The effectiveness of the Communication Process Cycle will provide feedback to the original aims of the communication.

4.2 Communications is a vital component to deliver a message which the publics are able to arrive at their own understanding of issues, to consider and discuss ideas, and engage the community. The above practice using a broad range of tools and methods, also seek change at different levels, including listening, building trust, sharing knowledge and skills.

4.2.1 This supports two-way communication as a vital element in programming efforts aimed at achieving the RCDC's priorities, initiatives and services that enable dialogue and allows communities to speak out and participate in decisions that relate to their concerns.

*RB*



**5. PROCEDURES:**

- 5.1 The Regional Community Development Committee provides leadership in establishing the priorities and overall communications and are the principal spokespersons for the Smoky Lake Region. They are supported in the delivery of communications by the CEDO and administration across all the partnering municipalities.
- 5.2 The Community Economic Development Officer (CEDO) supports and leads in all RCDC initiatives and aims to reflect effective and efficient communications to all key publics.
- 5.3 To ensure a message is received by the publics-at-large, it needs to be transmitted through a number of different communication vehicle choices.

**Communication Vehicles:**

- 5.3.1 **Advertisement:** To maintain a strong two-way communication relationship with the publics, it is important that the RCDC 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 Regional Community Development Committee's work.
  - News Releases published in the newspaper highlighting the RCDC work to inform and serve the Smoky Lake Region.
  - Development of various brochures/pamphlets to highlight the Economic Development in general or programs offered.
  - Displays on development and delivery of various education programs for businesses.
- 5.3.2 **Community Relations:** To build credibility and a positive reputation, relationships need to be cultivated with local Community agencies and organizations/clubs.
  - Personal contacts: Consult the Community by paying close attention to the resources and programs of other agencies and organizations already operating in the area; e.g., Chamber of Commerce, Community Futures, HUB,
  - Public meetings, Site tours, Public Speaking, Educational opportunities.
  - Direct Mailing.
- 5.3.3 **Stakeholder Participation:** Consult, listen to and take account of stakeholders' interests and concerns when establishing priorities, developing initiatives, planning programs and services. To be able to "serve" businesses and industries you need community awareness and support.
  - Establish an annual "Public Participation" mechanism: Open House /Forum / information sessions / informal meeting with diverse publics for opinions to provide feedback and input on issues that concern them.
  - Surveys and/or studies that provide more research and statistical material.
  - Communicate activities, processes on an ongoing basis to identify areas for improvement and to make adjustments as needed.
  - Development of database of existing businesses – regular contact.
  - Creation of a land inventory database.
- 5.3.4 **Website Administration:** Development / updating the Regional Economic Development website to service various stakeholders in the community.
  - Posting of up-to-date information and reports about RCDC's plans, programs and performance is available.
  - To be the go-to resource for information, forms, and current information that may be needed to communicate urgently.
- 5.3.5 **Social Media:** Social Media vehicles used are: Facebook and Twitter.
  - Help broaden the conversation and awareness – part of a wider communication strategy.
- 5.3.6 **Committee Communication:** RCDC Identification – Consistent and clear use of the Regional Community Development Committee identity strengthens the relationship with the publics by helping to recognize and access plans, programs and services of the Regional Community Development Committee that people can understand and support.
  - Promotion and Publicity: Whenever 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.
  - Campaigns awareness and existence.

5.3.6.1 Regional Community Development Committee: Internal Logo  
Description of Logo: "Four Corners": represents the four partnering municipalities as "Regional Community Development Committee:



**Smoky Lake County: Red**  
**Town of Smoky Lake: Orange**  
**Village of Waskatenau: Blue**  
**Village of Vilna: Green**

5.3.6.2 Regional Community Development Committee: External Logo  
Description of Logo: To represent "Smoky Lake Region" under development.

5.3.7 **Government Relations:** Participation involves the more equitable sharing of both political and economic power of the Municipal, Provincial, and Federal Government. Be aware and work closely with government agencies to build strategic alliances and collaborative partnerships.

- Enhance further resources of expertise and funding.
- Awareness of Policies, Bylaws and Regulations.
- Awareness of Smoky Lake Region services and concerns.

5.4 "Communication Initiative" 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.*

**Communications of the RCDC is to consistently  
deploy pro-active communications  
to inform, educate, enhance and increase  
understanding of the Smoky Lake Region – wide issues and encourage  
the publics' participation.**

Carried.

#### **Schedule Industry Liaison Meeting**

406-16: Cholak

That Smoky Lake County Council schedule a **County Council Committee of the Whole for the purpose of Industry Liaison Meeting** for April 5, 2016 at 10:00 a.m. to be held in the Council Chambers, and invite oil, gas, and aggregate sectors to attend.

Carried.

#### **Regional Disaster Services Agency Committee**

- No report.

#### **Risk-Pro Control Management Committee**

- **Waskatenau Pryveet Dance Club**
  - a. January 5, 2016: Minutes
  - b. January 26, 2016: Minutes
- **Smoky Lake Riding Club**
  - c. Revenue and Expenditures: Period Ended December 31, 2015.

#### **Smoky Lake Agricultural Society**

- Sharon and Ed Boychuk had a meeting with the Town of Smoky Lake to discuss increasing their annual contribution to the Ag Society; the Town deferred it to another meeting until they have further information.
- CASA is holding a night of entertainment that includes supper and comedian Nestor Pistor.
- The Town has decided not to renew their contract with the Ag Society to take care of the campground after 25 years of performing that service.
- There is a Women's Conference scheduled for March 12, 2016.
- Brookfield gave their report of certain work that still needs to be done and what has been completed; a report has been handed in for next month's Council agenda package.

RB

- Next meeting will be at the Call of the Chair.

#### Smoky Lake Foundation

- Recently met with the new owners of Smoky Lake IDA Pharmacy to discuss available services.
- No response from province on Vilna Lodge upgrades.
- Victim Services will be delivering workshops of interest to seniors.
- Book exchanges
- Sandy Kingdon is retiring from Vilna Lodge on March 19, 2016; advertising for new manager
- RFP for project was released; site visit was last week; will be reviewing submissions on February 29, 2016.
- CUPE negotiations scheduled for March 2, 2016.
- ASCHA meeting scheduled for March 11, 2016 in Spruce Grove.
- ASCHA Conference April 25 – 27, 2016.
- Next meeting scheduled for March 30, 2016.

407-16: Cholak

That County Council who can attend – attend the retirement party for Sandy Kingdon, Villa Lodge Manager scheduled for March 18, 2016 at 1:00 p.m. at the Vilna Lodge; and that an appropriate retirement gift be presented on behalf of Smoky Lake County.

Carried.

#### Smoky Lake Heritage Board

- Discussed in Planning and Development Report.

#### Smoky Lake Fire & Rescue

- Considering scheduling a meeting in late March or early April, preferably on a Friday during the day.

Scott Franchuk, Fire Chief entered Council Chambers, time 1:55 p.m.

#### Executive Session: Labour

408-16: Smigerowsky

That County Council go into Executive Session to discuss a labour issue in regards to Fire Departments, time 1:59 p.m.

Carried.

409-16: Lukinuk

That County Council go out of Executive Session, time 2:08 p.m.

Carried.

Scott Franchuk, Fire Chief left Council Chambers, time 2:09 p.m.

#### Joint Municipalities

410-16: Lukinuk

That the Joint Municipalities meeting originally scheduled for Monday, April 25, 2016 be rescheduled for Friday, April 29, 2016 at 10:00 a.m. to be held at Warspite Hall hosted by Smoky Lake County.

Carried.

#### Spray Park Committee

- Fundraising is still ongoing; Vegas night made \$10,775.00 in profits.
- The CFEP Grant application was rejected.
- A meeting was held on February 16, 2016 to go over the final design and the cost of the spray park with the money they have raised so far.
- A meeting with the Town will be held on February 19, 2016 to go over the cost of running the spray park.
- Next meeting will be scheduled at the Call of the Chair.





411-16: Orichowski That the Committee Task Force and Board Reports presented by Councillors be accepted.

Carried.

**6. Correspondence:**

**A.A.M.D.C.**

412-16: Cholak

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

- a. Contact Newsletter: January 27, 2016 – Volume 2016, Issue 4.
- b. Contact Newsletter: February 3, 2016 – Volume 2015, Issue 5.

Carried.

**Alberta Environment and Parks**

**Grazing Lease No. 820093**

413-16: Orichowski

That the c.c. letter received from Donna-Jean Zubko, Approvals and Dispositions Unit, Government of Alberta Environment and Parks, dated January 15, 2016 written to William L. Lawrence Professional Corporation, Barrister & Solicitor in regards to the Grazing Lease No. GRL 820093 registered to Shawn Cherniwchan and Donna Cherniwchan as “Joint Tenants” from Wade Mulkay and Natalie Mulkay for 42 AUMs of Grazing Annually – effective January 15, 2016 – expiry December 31, 2025, be filed for information.

Carried.

**Alberta Environment and Parks**

**Grazing Lease No. 39150**

414-16: Smigerowsky

That the c.c. letter received from Donna-Jean Zubko, Approvals and Dispositions Unit, Government of Alberta Environment and Parks, dated January 27, 2016 written to William L. Lawrence Professional Corporation, Barrister & Solicitor in regards to the Grazing Lease No. GRL 39150 registered to Amanda Catherine Flondra and Gregory Peter Flondra as “Joint Tenants” from Gweneth Pamela Veer and Judith Elaine Veer for 672 AUMs of Grazing Annually – effective January 27, 2016 – expiry April 30, 2022, be filed for information.

Carried.

**First Baptist Church of Smoky Lake**

415-16: Cholak

That the letter received from Sharon Phillips, Secretary, First Baptist Church of Smoky Lake, dated January 26, 2016 in regards to Thank you to Public Works personnel Doug Ponich and Bob Novosiwsky for snow clearing, be filed for information.

Carried.

Reeve Ron Bobocel, on behalf of County Council extended appreciation to Public Works via Manager Doug Ponich for their dedicated service to the residents of Smoky Lake County.

**Alberta Health Services**

416-16: Lukinuk

That the correspondence received from Pat Palechuk, dated December 17, 2015 in regards to Alberta Health Services (AHS) Emergency Medical Services (EMS) Performance Dashboard Update, be filed for information.

Carried.



**Glendon Pyrogy Bonspiel**

417-16: Cholak

That the invitation to the Village of Glendon Pyrogy Bonspiel scheduled for March 19, 2016 in Glendon, Alberta, be filed for information.

Carried.

**Vilna Fish and Game Association**

418-16: Smigerowsky

That Smoky Lake County donate 13 Tonne of 1" gravel (cash value of \$312.00) delivered within the boundaries of Smoky Lake County to the Vilna Fish and Game Association Silent Auction Event to be held on March 5, 2016 in celebration of 75<sup>th</sup> year of aiding the preservation and conservation of wildlife in the Community, as per the letter received from the Vilna Fish and Game Association, dated February 2, 2016.

Carried.

**Smoky Lake County Rural Crime Watch Association**

419-16: Cholak

That Smoky Lake County take no action on the donation request received from the Smoky Lake County Rural Crime Watch Association; as per the letter received from Glenda McGinnis, President dated February 9, 2016.

Carried.

**Alberta Environment and Parks**

420-16: Lukinuk

That Smoky Lake County acknowledge receipt of the letter received from Annette Vawter, Application Coordinator, Alberta Environment and Parks, dated February 4, 2016 in regards to Code of Practice for Pits; as well as acknowledge the written authorization received from Mohammad Habib, P. Eng., District Approvals Manager, Northern Region, Alberta Environment and Sustainable Resource Development, dated January 25, 2016 in regards to the 5 Year Report (Schedule 4 – Part 1) for Gladden Pit: Registration No. 16126-02-02 located at NE 9-58-15-W4M – Environmental Protection and Enhancement Act, Code of Practice for Pits.

Carried.

**Thank You: Summary Listing**

421-16: Orichowski

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

- None received.

Carried.

**Information Releases**

422-16: Lukinuk

That the Information Releases for the Month of February 2016, be accepted and filed for information.

Carried.

RB

**10. Bills & Accounts:**

423-16: 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:

<b>Batch #</b>	<b>Cheque Numbers</b>	<b>Total of Batch</b>
32264	39758 to 39800	\$62,009.57
32327	39801 to 39838	\$81,348.91
32393	39839 to 39860	\$39,246.94
32418	39861 to 39876	\$258,840.70
32472	39877 to 39902	\$75,494.01
32520	39903 to 39958	\$114,327.04
Total Cheques		<b>\$631,267.17</b>
<b>Direct Debit Register</b>		
<b>Total Direct Debits</b>		<b>\$0.00</b>
<b>Grand Total Bills and Accounts</b>		<b>\$631,267.17</b>

Carried.

**Schedule County Council Meeting(s)**

424-16: Cholak

That County Council Meeting(s) for 2016 be scheduled for 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.

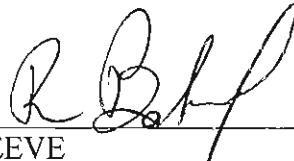
Carried.

**ADJOURNMENT:**

425-16: Bobocel

That this meeting be adjourned, time 2:27 p.m.

Carried.

  
\_\_\_\_\_  
REEVE

SEAL

  
\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER