

SMOKY LAKE COUNTY

Minutes of the County Council meeting held on Thursday, August 28, 2014 at 9:10 A.M. in the County Council Chambers.

The meeting was called to Order by the Deputy Reeve Mr. Randy Orichowski in the presence of the following persons:

Unapproved Minutes

		A T T E N D A N C E
		<u>Thursday, August 28, 2014</u>
<u>Div. No.</u>	<u>Councillor(s)</u>	
1	Dareld Cholak	Present
2	Ron Bobocel	Present
3	Craig Lukinuk	Present
4	Cary Smigerowsky	Present
5	Randy Orichowski	Present
C.A.O.	Cory Ollikka	Present
Asst CAO/R.S	Lydia Cielin	Present
Finance Manager	Brenda Adamson	Present
GIS/Communication	Paul Miranda	Present

2 Members of the Public in attendance.

Aline Brousseau, Planning and Development Manager and Ed English, Peace Officer/Parks & Recreation Manager entered the Council Chambers, time 9:00 a.m.

2. Agenda:

Agenda

729-14: Cholak

That the Agenda for Thursday, August 28, 2014 County Council meeting, be adopted as presented.

Carried Unanimously.

3. Minutes:

Minutes of May 28, 2014 – County Council Committee of the Whole Meeting

730-14: Lukinuk

That the minutes of the County Council Committee of the Whole Meeting for the purpose of Planning Workshop – Victoria District held on Wednesday, May 28, 2014, be adopted.

Carried.

Minutes of June 20, 2014 – County Council Committee of the Whole Meeting

731-14: Smigerowsky

That the minutes of the County Council Committee of the Whole Meeting for the purpose of Planning – Land Use Bylaw held on Friday, June 20, 2014, be adopted.

Carried.

Minutes of June 26, 2014 – County Council Committee of the Whole Meeting

732-14: Bobocel

That the minutes of the County Council Committee of the Whole Meeting for the purpose of Planning – Intermunicipal Development Strategy held on Thursday, June 26, 2014, be adopted.

Carried.

Minutes of July 3, 2014 – County Council Meeting

733-14: Cholak

That the minutes of the County Council Meeting held on Thursday, July 3, 2014, be adopted.

Carried.

Preamble
Bylaw No. 1270-14:

Amend the Land Use Bylaw No. 1250-12 to Amend Section 7.23: Recreational Vehicles.

The Deputy Reeve outlined the ground rules of the hearing and the order of speaking will be:

- The ground rules of the hearing and the order of speaking will be:**
- a. Members of the public, who have signed in will be given the opportunity to speak in the order they signed in.
 - b. Anyone else, who did not sign in will be given the opportunity to speak.
 - c. Planner will be given the opportunity to answer any questions or to comment on any of the issues presented.
 - d. Councillors will be given the opportunity to ask questions.
 - e. Council will then end the Hearing and retire to make consider the information received at the Public Hearing.
 - f. Council will only consider matters raised at the Hearing.
 - g. Only Councillors may ask questions of speakers during the Hearing, If any persons wish to ask questions of a speaker, they must ask Council to ask the question on their behalf during their presentation, and Council will only ask the question if it feels it wishes to have an answer in order to undertake its consideration.

734-14: Orichowski

That County Council recess the County Council meeting to call the Public Hearing Meeting to order, time 9:15 a.m.

Carried.

PUBLIC HEARING:

The Deputy Reeve Randy Orichowski called the Public Hearing to Order at 9:15 a.m. in the presence of all the Council members, the Chief Administrative Officer; the Assistant Chief Administrative Officer/Recording Secretary; and the Finance Manager.

Aline Brousseau, Planning and Development Manager; Ed English, Peace Officer/Parks and Recreation Manager; and Paul Miranda, GIS/Communication Coordinator in attendance for the Public Hearing.

Jane Dauphinee, Principal/Senior Planner, Municipal Planning Services (2009) Ltd. in attendance for the Public Hearing.

General public: 30 members of the public in attendance for the Public Hearing.

Bylaw No. 1270-14:

Amend the Land Use Bylaw No. 1250-12 to Amend Section 7.23: Recreational Vehicles.

1.0 Opening

1.1 Deputy Reeve Randy Orichowski welcomed all persons in attendance to the Public Hearing and self-introductions were made.

1.2 Deputy Reeve at this time asked the Chief Administrative Officer to confirm that the Public Hearing has been advertised and notice has been provided in accordance with the applicable legislation.

► Chief Administrative Officer replied: Yes.

The Chief Administrative Officer summarized the purpose of the Hearing is for the Council of Smoky Lake County to obtain **Public Input**, in favor and opposed to the **Bylaw No. 1270-14: Amend the Land Use Bylaw No. 1250-12 to Amend Section 7.23: Recreational Vehicles.**

1.3

Proposed Bylaw No.:	1270-14
Applicant:	Smoky Lake County
Proposed Amendment to:	Section 7.23: Recreational Vehicles Land Use Bylaw 1250-12

Background:

- **Bylaw No. 1270-14** was given 1st reading on July 3, 2014.
- A complete copy of the proposed amendment as attached has been available on the County’s website from **July 8, 2014** to date.
- The Public Hearing Notice was advertised in the Redwater Review during the week of **August 12, 2014 and August 19, 2014**. The proposed bylaw was advertised and notice has been provided in accordance with Section 230 of the *Municipal Government Act*.
- **Letter(s) from the Public:**
July 23, 2014 from Malcolm and Heidi Kane.

**BYLAW 1270-14
OF
SMOKY LAKE COUNTY**

A BYLAW OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA, TO AMEND BYLAW 1250-12, BEING THE LAND USE BYLAW OF THE SMOKY LAKE COUNTY.

WHEREAS, Council has adopted the Bylaw 1250-12 to be used as the Smoky Lake County Land Use Bylaw;

AND WHEREAS, it is deemed expedient to amend Bylaw 1250-12 as set out in Section 692 of the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended.

NOW THEREFORE under the authority and subject to the provisions of the Municipal Government Act, and by virtue of all other powers enabling it, the Council of Smoky Lake County duly assembled, enacts as follows:

1. That Section 7.23 (Recreational Vehicles) of the Land Use Bylaw 1250-12 be replaced with the attached Schedule “A”.
2. This Bylaw repeals Bylaw 1256-13.
3. This Bylaw comes into effect after third and final reading.

READ A **FIRST TIME** IN COUNCIL THIS 3RD DAY OF JULY, AD 2014.

Schedule “A”

SECTION 7.23 – RECREATIONAL VEHICLES

1. The year round placement of two (2) recreational vehicles on a parcel in Multi-lot Country Residential, Residential (Cluster) Conservation, Victoria Residential or Hamlet Residential Districts is allowed without a development permit.
2. Additional recreational vehicles shall be permitted within the Multi-lot Country Residential, Residential (Cluster) Conservation, Victoria Residential or Hamlet Residential Districts for a maximum of four (4) consecutive days.
3. Notwithstanding **subsection (2)** a development permit may be approved, at the discretion of the Development Authority, for up to one (1) additional recreational vehicle per lot may be allowed for a maximum of ~~thirty (30) days~~ **six months from May 1st to October 31st, the normal duration of the camping season.** The 3rd recreational vehicle on a lot is considered a permitted use under the Land Use Bylaw.

4. No recreational vehicle shall be permanently connected to any utility or municipal service, such as power, gas, water supply, or sanitary sewage disposal facilities unless the recreational vehicle is located in an approved recreational vehicle park.

2.0 Public Testimony and Written Submissions

- 2.1** The Chief Administrative Officer reported that no written submission has been received In Favour and two (2) written submission has been received Opposed to the proposed **Bylaw No. 1256-13: Amend the Land Use Bylaw No. 1250-12 to Amend Section 7.23: Recreational Vehicles.**

Chief Administrative Officer read two letters into record:

August 26, 2014

To: The County of Smoky Lake Council

Re: Bylaw 1270-14

We oppose the passing of Bylaw 1270-14 which is an amendment to replace Section 7.23 Recreational Vehicles of Land Use Bylaw 1250-12.

We only found out about this amendment (past the August 14 deadline for written submissions re this bylaw) when speaking to a neighbor at our cottage in Birchland Resort. When speaking to other neighbours, they had no knowledge of this amendment to the Land Use Bylaw, so we have to assume that affected property owners were not notified of this change.

Our family own property in Spedden and we recently received notification of a change to the Land Use Bylaw for rezoning of property in the town of Spedden, in the notification it states: "As a landowner of a property affected by the proposed rezoning, please review the attached information and provide your comments regarding the proposed changes".

We respectfully request that a notice of the above amendment be sent to all residents of residential lots that are affected by the above bylaw before the bylaw receives final reading.

We oppose this amendment for the following reasons:

Birchland Resort was meant to be a single residential area and The Garner Lake Structure Plan confirms this as follows:

"2.1.2. Only one permanent single family dwelling unit shall be allowed on each residential lot unless otherwise stated in an approved development concept plan or area structure plan".

"3.3.9. Only one single family dwelling shall be allowed on each lot. Guest houses shall not be allowed as they constitute a second dwelling unit."

Adding up to three additional recreational vehicles for 6 months of the year to each lot is adding three additional families to what is meant to be a single family subdivision as indicated in the Garner Lake Structure Plan.

We do not support the purchase of residential lake lots by more than one family where they will have multiple recreational vehicles on each lot for 6 months of the year. This amendment will change a residential area to a mobile home park which was not the intent of the developer of this subdivision as indicated in our Agreement for Sale.

We do not understand why the County of Smoky Lake would want recreational vehicles on residential lots. There is no tax revenue from recreational vehicles and this bylaw would encourage owners not to build.

Adding up to three recreational vehicles to each lot for 6 months a year will add to the already overloaded capacity of the lake as indicated in the Garner Lake Area Structure Plan Bylaw.

"...any changes in the quality of the Garner Lake environment or recreational experience will not be as a result of the impact of new development on the lake because these areas have been almost entirely built out."

"This plan also recognizes that even if no new development occurs in the ASP area the impacts of the existing developments on the lake must be addressed. It has been observed that several portions of the Garner Lake area, which were specifically designed for intensive use, are being used in contravention to the County's land use regulations and the intent of the County's Land Use Bylaw, thus adding to the pressures of on the lake environment. Specifically,

several lots within the multi-lot country residential developments are occupied for substantial part so of the year by a number of recreational vehicles or trailers, the location and use of which substantially increase the impact of these developments on the lake and other community members. This pressure should be controlled if not relieved.”

Allowing up to three recreational vehicles to each lot also means the clearing of vegetation to accommodate these vehicles. The Garner Lake Area Structure Plan indicates the following:

“2.5.3. The clearing of vegetation on lots shall be minimized in order to maintain aesthetic and visual buffers from neighbouring properties and to reduce soil erosion and nutrient runoff into Garner Lake. A site plan detailing the protection to treed areas shall accompany any application for a development permit. The development of any lot should about result in the loss of more than 40% of the vegetation (to be assessed at the time of application) on that lot.”

Diane and Dennis Romanchuk
1111-21 Avenue, Edmonton, Alberta T6J 5C7

From: Diane Romanchuk – annlyn@telusplanet.net
Sent: Tuesday, August 26, 2014 7:54 PM
To: aline brousseau *(Letter same as above – submitted)*
Subject: Submission Bylaw 1270-14

Attached is our letter stating we oppose the above bylaw.
As stated in the attached letter, we were not notified of this bylaw and found out about it after the deadline for written submissions.

We request that it be considered at the Bylaw Hearing on Thursday.

Please confirm receipt of this e-mail.

Thank You!

Diane and Peter Romanchuk

3.0 Public Testimony in attendance of the hearing

3.1 In Favour of the Bylaw:

- No Public in Favour of the Bylaw.

3.2 Opposed of the Bylaw:

- **Jeannette Chipiuk - Spedden:**
 - Concern with too many Recreational Vehicles.
 - To busy at the lake already.
 - These permits – who polices this.
- **Metro Chipiuk - Spedden:**
 - Issue: Power.
 - Lights flicker now – especially long week-ends.
 - Have notified ATCO – changes made power line upgrade change – still insufficient power supply. Increase units will affect this.
 - Increase in traffic volumes. Quads in our area.
 - Increased use on the Lake – affects the Lake.

Jane Dauphinee, Principal/Senior Planner, Municipal Planning Services (2009) Ltd. entered the Council Chambers, time 9:30 a.m.

- **D. Briault - Vilna:**
 - Have a spokesperson.
- **Pat Briault - Vilna:**
 - Have a spokesperson.
- **Dennis Shykowski – Garner Lake – Birchland Resort:**
 - Have a spokesperson.
- **Nancy Sauve – Garner Lake – Birchland Resort:**
 - Have a spokesperson.

- **Doug Sauve – Garner Lake – Birchland Resort:**
 - Not sufficient notice provided – I think.
 - Should be better notification - through the billing– was in the Redwater Review indicating letters to be submitted by August 14, 2014 – I do I after the fact.
 - Situation of Recreational Vehicles – increased density population.
- **Heidi Kugler Kane – Garner Lake – Birchland Resort:**
 - Did submit a letter and read it.
 - Concern with the environmental impacts to Garner Lake: Sewer – Pollution – Noise and other environmental issues to the Lake Front Shore.
 - Recreational Vehicles Users– don't care about the area.
- **Betty Walls – Vilna:**
 - Have a spokesperson.
- **Don Stefaniuk – Vilna:**
 - Have a spokesperson.
- **Don and Ann Keech – Edmonton:**
 - Provided brief background.
 - Developed in 1975 – Caveats were placed on properties – Single Family Dwelling – Trailer allowed - no wheels removed.
 - Then County passed bylaw and changed this.
 - Reference: Garner Lake Management Study - Listed Goals.
 - There is a Campground and this is now overloaded.
 - Garner Lake Area Structure Plan – 1982: outlined plan goals. Maintain or improve existing water quality and protect the
 - Area Structure Plan – 1982: Intent was Single Family Dwelling.
 - Latest Garner Lake Area Structure Plan 2011: These issues were still reinforced.
 - Concern about the Lake and these documents related to this.
 - Can't see why a separate Land Use Bylaw for Garner Lake.
 - If Bylaw passed: I can have 3 RV's on a lot. Can multiple the use of the lot.
 - Because no Development Permit required: Tree can be knocked down – this has happened.
 - There is also a Tax Issue. Taxes paid based on land and dwelling. RV's are only paying for land.
 - Want to ensure fairness and equity for residents at Garner Lake.
 - Propose amending Garner Lake Area Structure: Restrict to only One permanent and one temporary RV only.
- **Jim and Marilyn McInnes – Garner Lake – Bonnie Lake Resort:**
 - Concern is only for Garner Lake. Too many recreational vehicles in this area.
 - Why did the County allow this?
- **Jim and Marilyn McInnes – Garner Lake – Bonnie Lake Resort:**
 - Can I speak at the end? YES!
- **Malcolm Kane – Edmonton:**
 - Have a spokesperson.
- **Cornel and Anne Filipchuk – Edmonton:**
 - Developer of Garner Lake Resort.
 - You have my blessing to pass this bylaw – also long as it does not apply to Garner Lake/Bonnie Lake. Letters submitted have identified this.
 - Recommend: Only one recreational vehicle.
 - Lake is a delicate – environmentally sensitive land use area.
 - Focus: Environmental Impact on Recreation.
- **Don and Noreen Ladouceur – Garner Lake- Bonnie Lake Resort:**
 - All that have spoken – same thing for Bonnie Lake Area.
 - Bonnie Lake is under pressure.
 - I already pay top dollar in taxes.
 - I do not support for extra RV Trailers on the lots.
 - Explore the concept of cottage built first – then RV permitted.
 - Support Provincial Parks – not RV's as storage unit on a lot.
- **Joan Forge:**
 - Have a spokesperson.

- **Rick Lelacheur – Bonnie Lake Resort:**
 - Speaking on behalf of all residents at Bonnie Lake.
 - New to this area – purchased in 2002 – retirement property.
 - Impressed with the Development – layout of the design.
 - Existing Bylaw very reasonable – campground available for extra people.
 - If there is a specific reason for this Bylaw somewhere in the County, but don't cover everybody.
 - Understand that County approved for another development project – The Bonnie Lake Area Structure Plan 2007- was referenced. Pressure should be controlled or relived.
 - Everyone here from the Bonnie Lake Resort opposed to this Bylaw.
- **Del Huchulak – Garner Lake – Birchland Resort:**
 - Question: Why is Bylaw proposed.
 - In most developments - Covenants placed on properties are honored forever – why in this case overruled.
 - Concern: Why encouraging for trailers – pay no taxes – makes no sense. Creates more issues.
 - Evaluation of properties: People buy on perception - Value and lifestyle. Many investments made at these lakes - weight this very carefully.
- **Brenda and Barry Erhardt - Bonnie Lake Resort:**
 - Resident for 30 years. Always thought this was a single family dwelling.
 - Increased usage (Garbage) – increase costs.
 - Allowing more Recreational Vehicles – increase costs – increase taxes.
 - Appreciate the excellent maintenance provided by the County - “Super Job”.
- **Judy and Brian Dietz - Bonnie Lake Resort:**
 - Have a spokesperson.
- **Brian and Marion Benton:**
 - Been at Bonnie Lake Resort since 2002.
 - Concern: There may be a line between Community and County.
 - Poor communication from the County – see a Bylaw after given 1st reading.
 - Can you solve this communication issue and the process of communication! Also the estate development - will be our next project.
 - Tax Benefits – none from the trailers, but will de-value the property. Will taxes be reduced! Do I need to plan to move: with this Bylaw and the Estate Development!
 - Referenced 2007 Bonnie Lake Area Structure Plan: Page 6 - these trailers – are not treating their sewage.
 - Bonnie Lake Area Structure Plan in 2007 states to be reviewed every five years – where is the 2012 Area Structure Plan!
 - Will contact the County for answers!
- **Delphine Brooker:**
 - Currently building at Garner Lake - Single Family Dwelling that makes the County proud and great place for my family.
 - Most concerns have been covered today.
 - Council needs to consider when implementing any bylaw - the worst case scenario – in this case: 500 lots – all pulling on 3 recreational vehicles and what that would do.
 - Biggest Concern: Safety – main reason to build - nice Rural Environment. Already much increase in Boat and Quad traffic.
 - Lake impact concerns: Swimming.
- **Jim and Marilyn McInnes – Garner Lake – Bonnie Lake Resort:**
 - Mostly the concerns - excessive Trailers on Lots. Numerous times we have come to Council about these issues.
 - Read a letter written to Landowner at Garner Lake in 1986 – development violated the Land Use Bylaw.
 - Don't know when the County allowed two recreational vehicles on lots – speak for everyone here today - We are not happy with the existing Bylaw – want to go back to only one Recreational Vehicle.
 - County does know when a property is sold – would like to see these new owners receive a copy of the Bylaw.
 - When Bylaw Officer goes out, he doesn't issue a warning – write a Ticket – people are aware. We get serious about people abusing Bylaws.

- **Del Huchulak – Garner Lake – Birchland Resort:**
 - One more comment: We have 100,000 people moving into the Province of Alberta. More stress will be put on resorts and towns - Think of being custodians of all unique areas.

4.0

Questions:

4.1 Council:

- **Division Four:** For clarification purpose – Majority here are looking at one Recreational Vehicle on a lot – second one only for four day stay!
 - ▶ **Public Reply:** Yes! Second one for long-weekends.
- **Division Four:** For clarification purpose – Quading at lakes and resorts is an issue!
 - ▶ **Public Reply:** Yes!
 - Quading is from outsiders and visitors.
 - Environmental Design and set-backs now – require some methods of recreational activities to get around.
- **Division Four:** Council is looking at changing some components within the Land use Bylaw – to be addressed at another time.
- **Division One:** For clarification? Bylaw already allows for two Recreational Vehicles and today's hearing is addressing the one (1) additional recreational vehicle per lot may be allowed is being proposed from current thirty (30) days to six months from May 1st to October 31st.
 - ▶ **Public Reply:** Yes! How can we address the other concerns with the Bylaw!
- **Division Two:** Question: How may people think that this Lake belongs to all People!
 - ▶ **Public Reply:** Yes! We all know the lake belongs to all! Our issue is excessive amount of Trailers on lots in subdivisions.

4.2 Planner:

- **Planner's Comments:** Will address the pertinent issues relating to the Public Hearing on the amending Bylaw – the other questions can be addressed after the Public Hearing.
 - The reason that this Land Use Bylaw has been brought to Council's attention is that County is looking at doing a focus Land Use Bylaw review - all of you should be aware of this.
 - Part of this process - County held two Public Open House Meeting that addressed different issues to the Bylaw. Public was invited and had the opportunity at that time to provide feedback to help Council with the review.
 - A gentleman did attend and brought the issue of Recreational Vehicles. This individual expressed interest in amending the land use bylaw – and that is where we are today.
 - Any stakeholder has the ability to come to the County and ask to amend the Land Use Bylaw at any time. Everyone has the same rights. Process: That a Bylaw to 1st reading and then have a Public Hearing.
 - Restrictive Covenants: Clarifications - Restrictions placed by the Developer and only enforceable by the Developer – not enforceable by the County. The Developer has to take the individual to Court to enforce the covenant. A restrictive covenant is registered by caveat on Title. Does not provide a level of protection as individuals think to does! That is the difference between a restrictive covenant and the provisions within a Land Use Bylaw.
 - ▶ **Public Comment:** Many jurisdictions will respect covenants – may not be enforceable– but respect them.
 - **Planner's Reply:** There are opportunities through the planning work the municipality does: Area Structure Planning Process if the Communities expressed interest.
 - Comments: Private Sewage System – should not be an issue – addressed by the Province and enforced by the Province. Is a challenge to a Municipality when discussing capacity and density, but this is the Province's responsibility enforced.
 - ▶ **Council:** If you see anyone draining sewage/gray water on Private or Public Property– you either contact the Peace Office or the Health Inspector.

- **Public’s Reply:** Who enforces this?
- **Planner’s Reply:** This is beyond the responsibility of the Municipality – it’s the Provinces. Bylaw Enforcement Office is instructed to help you – provide assistance of information about the Province.
- Amending a Bylaw can be initiated by an individual or Council addressing a need for a change - municipality is required to initiate the process.
- Public Hearing only addresses the issue to the amending bylaw today.
- ► **Public Comment:** For any further discussion or meetings - any other method of advertising then just posting in the Redwater Review. How will be notified?
 - **CAO Reply:** Not everyone receives Gas Bills, has access to computer for emails. Tax Rolls are not broken down per area. We are required to adhere to the statutory obligations and the residents have an obligation, as well.

5.0

Closing Remarks

Deputy Randy Orichowski declared discussion on proposed **Bylaw No. 1270-14: Amend the Land Use Bylaw No. 1250-12 to Amend Section 7.23: Recreational Vehicles** closed at **10:45 a.m.**

735-14: Cholak

That Smoky Lake County Council recommend to the County Council that **Bylaw 1270-14:** authorize Municipal Council of Smoky Lake County to Amend the Land Use Bylaw No. 1250-12 to amend Section 7.23 Recreational Vehicles, not be given Second Reading and Third Reading, but to remain as is.

Carried.

736-14: Cholak

That the Public Hearing be adjourned, time 10:46 a.m.

Carried.

County Council Meeting

County Council Meeting reconvened, time 10:46 a.m.

Doug Ponich, Public Works Manager entered the Council Chambers, time 11:05 a.m.

7. Delegation:

Meadow Creek Farms

Present before County Council at 11:05 a.m. to 11:29 a.m. was Mandy Melnyk, Meadow Creek Farms and at 11:05 a.m. to 11:15 a.m. was Susan Roberts, representative, Alberta Food Matters to provide information on “Growing Food Security in Alberta” and Council to support allowable food production – including small-scale livestock production on all lands in the County.

Information Distributed:

- Alberta Food Matters - Food Security – Food Sovereignty: What Is It?
- The City / Regional Food System.
- Findings from the Survey: Municipal and Regional Food Policy Work is gaining momentum across Canada.
- Article: Red Deer Express, June 25, 2014 – Council votes in favour of Urban Chickens.
- Article: Edmonton Sun, August 18, 2014 – Edmonton’s community services committee approves urban chicken pilot project for 12 backyards.

9. Public Question and Answer Period:

11:30 a.m.

No Questions.

4. Request for Decision:

Bylaw 1270-14: Amend the Land Use Bylaw No. 1250-12 to Amend Section 7.23: Recreational Vehicles – Number 3

737-14: Smigerowsky That **Bylaw 1270-14:** authorize Municipal Council of Smoky Lake County to Amend the Land Use Bylaw No. 1250-12 to amend Section 7.23 Recreational Vehicles – Number 3: A third (3rd) recreational vehicle per lot may be allowed for a maximum of six (6) months from May 1st to October 31st, the normal duration of the camping season. The 3rd recreational vehicle on a lot is considered a permitted use under the Land Use Bylaw, be given **SECOND READING.**

Councillor Smigerowsky requested a Recorded Vote:

FOR THE MOTION

AGAINST THE MOTION

- Dareld Cholak
- Ron Bobocel
- Craig Lukinuk
- Cary Smigerowsky
- Randy Orichowski

MOTION DEFEATED Unanimously.

Ed English, Peace Officer/Parks and Recreation Manager left the Council Chambers, time 11:33 a.m.

Appointment of Development Authority Officer

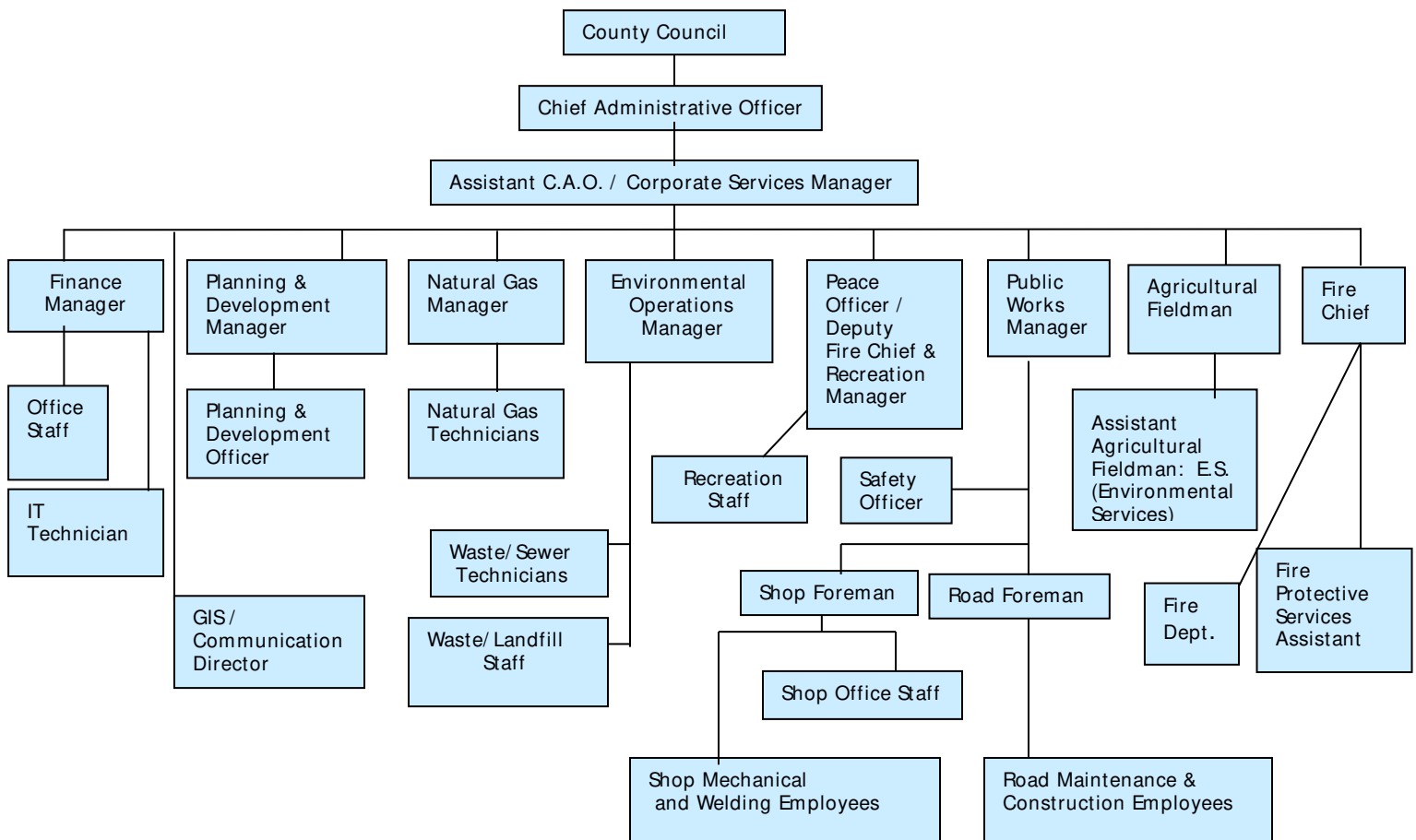
738-14: Cholak That Smoky Lake County Council approve that Aline Brousseau, Planning and Development Manager and Cory Ollikka, Chief Administrative Officer be appointed as Development Authority Officer(s) for Smoky Lake County.

Carried.

Policy Statement No. 01-03-21: Organizational Chart

739-14: Bobocel That **Policy Statement No. 01-03-21** entitled " Organizational Chart" be amended, for the following positions – Planning and Development Officer and Fire Protective Services Assistant:

Title: Organizational Chart		Policy No.: 03-21
Section: 01	Code: P-I	Page No.: 1 of 3



1. **SALARY RANGES:**

<u>Position Title</u>	<u>Salary Range</u>
Chief Administrative Officer	115,000.00 – 138,000.00
Assistant Chief Administrative Officer / Corporate Services Manager	80,000.00 – 125,000.00
Finance Manager	70,000.00 – 110,000.00
IT Technician	60,000.00 – 80,000.00
GIS/Communication Director	50,000.00 – 80,000.00
Planning and Development Manager	70,000.00 – 95,000.00
Planning and Development Officer	45,000.00 – 65,000.00
Peace Officer / Deputy Fire Chief / Recreation Manager	65,000.00 – 90,000.00
Agricultural Fieldman	65,000.00 – 95,000.00
Assistant Agricultural Fieldman: (E.S.: Environmental Services)	55,000.00 – 80,000.00
Fire Chief	70,000.00 – 98,000.00
Fire Protective Services Assistant	45,000.00 – 65,000.00
Natural Gas Manager	70,000.00 – 95,000.00
Natural Gas Technician (s)	55,000.00 – 80,000.00
Environmental Operations Manager	70,000.00 – 95,000.00
Water/Sewer Technician(s)	45,000.00 – 80,000.00
Public Works Manager	80,000.00 – 115,000.00
Shop Foreman	70,000.00 – 95,000.00
Road Foreman	70,000.00 – 95,000.00
2. Cost of living adjustments are not restricted by this Policy.
3. Salary Ranges within this Policy to be reviewed by County Council in the Month of May every three-years.

Carried.

Management Policy Statement: 01M-35-01: Planning and Development Officer - Job Description

740-14: Lukinuk

That County Council accept the received Management Policy: 01M-35-01 entitled “Planning and Development Officer – Job Description”, for information.

Title: Planning and Development Officer		Policy No.: 35-01
<i>Job Description</i>		
Section: 01-M	Code: P-A	Page No.: 1 of 4

Purpose:	Under the general direction of the Planning and Development Manager, the Planning and Development Officer provides superior customer service to customers (internal and external) while working in a multi-functional fast-paced environment. The Planning and Development Officer is a member of a service delivery team providing decisions, information, interpretation, and direction regarding the County’s Planning Policy and process to the development industry and general public. The position requires accuracy in analysis and details with and emphasis on independent work habits and a self motivated initiative to learn and excel in all aspects of the planning and development processes. Proven written and verbal communications skills, superior analytical and organizational skills are required.
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Policy Statement and Guidelines:	
RESPONSIBILITIES	
1. Planning:	
1.1 Land Use Planning:	
1.1.1	Assist the general public with forms for subdivision applications and refer detailed questions to the Subdivision Authority.
1.1.2	Assist the general public with completion and submission of Development Permit Applications for the review by the Development Officer.
1.1.3	Prepare correspondence to ratepayers from the

	Municipal Planning Commission meetings and the Council meetings pertaining to Land Administration within three (3) days of meeting.
1.1.4	Review and prepare Notice of Decision for permitted use development permits, ensures applications are in accordance with the Land Use Bylaw and applicable planning documents as needed to review by the Manager.
1.1.5	Foster proactive public / development industry awareness on Development and Land Use Bylaw processes.
1.1.6	Providing clients (internal and external) with knowledgeable and timely responses to their inquiries related to development regulations or zoning bylaw and providing technical advice and instructions regarding policy and procedures.
1.1.7	Organize and assist the Manager with preparation of agenda packages for distribution.
1.1.8	Assist in inputting of all development permits into the electronic permitting system and ensure electronic files are updated and maintained.
1.1.9	Supports the Planning and Development Manager as required.
1.1.10	Provide customer service at front counter as required.
1.2	<u>Safety Codes Permitting:</u>
1.2.1	Ensure that all reports and/or audits are submitted and conducted in accordance with the Safety Codes Act and Alberta Municipal Affairs requirements.
1.2.2	Assist the general Public in determining safety codes permitting requirements.
1.2.3	Serve as liaison with Safety Codes Inspection Agency.
1.2.4	Organization and records management of all safety codes permits.
1.3	<u>Road Closure and Cancellation Bylaws:</u>
1.3.1	Prepares all referral letters to agencies and landowners regarding road closures and cancellations.
1.3.2	Prepares Request for Decisions as required for review by the Planning and Development Manager.
1.3.3	Prepares and monitors of appropriate road closure resolutions, Bylaws, and files.
1.3.4	Organization and records management of road closure bylaws.
2.	Heritage Management:
2.1	Liaison to the Smoky Lake County Regional Heritage Board and attend meetings as required.
2.2	Prepares Municipal Heritage Designation Bylaws and development of Heritage Policies for review by the Planning and Development Manager.
2.3	Records management of Municipal Heritage Designation Bylaws into the Provincial HeRMIS (Heritage Resource Management Information System).
3.	Administration:
3.1	Assist with the preparation of Request for Decisions and/or Briefing Notes as required.
3.2	Organization and records management.
3.3	Filing.

OTHER RESPONSIBILITIES
<ul style="list-style-type: none"> ■ Other responsibilities and duties as assigned from time to time by the Planning and Development Manager, Chief Administrative Officer and the Assistant Chief Administrative Officer.
KNOWLEDGE AND ABILITIES
<ul style="list-style-type: none"> ■ Minimum of two (2) years of planning related experience in a municipal setting. ■ Ability to accurately and consistently interpret and apply County Policies, bylaws, planning documents and Municipal Legislation. ■ Grade 12 Diploma with ALUP (Applied Land Use Planning) Certificate or equivalent preferred. ■ Must have familiarity with the Alberta Land Titles System (Spin II) and requirements. ■ Must have familiarity with the Municipal Government Act. ■ Must be proficient in reading municipal maps manually and electronically. ■ Superior communication and Public Relations: Proficiency in ongoing interaction with public, partners, internal/external agencies on the phone, in person, written format. ■ Superior analytical and organizational skills, proven written and verbal communication skills for dissemination of information and implementing office procedures, and handling multiple files at one time. ■ Must be able to manage multiple projects in a deadline oriented environment. ■ Must be able to work as a team member. ■ Valid Driver's Class 5 License.
STAFF DEVELOPMENT
<ul style="list-style-type: none"> ■ Willingness to expand knowledge and training in Land Use Planning. ■ Attend Seminars, Workshops and training on job related topics or issues.
EMPLOYEE PERFORMANCE EVALUATION
<ul style="list-style-type: none"> ■ By the Planning and Development Manager – yearly.
SALARY RANGE
<ul style="list-style-type: none"> ■ As per Policy 01-03: Organizational Chart.

Carried.

Management Policy Statement: 01M-34-01: Fire Protective Services Assistant - Job Description

741-14: Bobocel

That County Council accept the received Management Policy: 01M-34-01 entitled “Fire Protective Services Assistant – Job Description”, for information.

Title: Fire Protective Services Assistant		Policy No.: 34-01
<i>Job Description</i>		
Section: 01-M	Code: P-A	Page No.: 1 of 4

Purpose:	Provide confidential clerical and secretarial support to the Fire Protective Services Department. The Fire Protective Services Assistant shall report directly to the Fire Chief as per the County Organizational Chart.
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Policy Statement and Guidelines:

RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Shall interpret, apply provisions, regulations and carry out inspections under authority of the: <ol style="list-style-type: none"> 1.1 Fire Prevention Act and Fire Code. 1.2 Forest and Prairie Protection Act.

- 1.3 Smoky Lake County Fire Bylaws.
2. Shall follow Alberta Transportation guidelines for:
 - 2.1 Process and submit all fire call invoices to insurance companies of the related Incidents.
 - 2.2 Monitor outstanding invoices to ensure uncollectable invoices are submitted to Alberta Transportation for payment.
 - 2.3 Accept and document payments for all Fire Protective Services.
3. Responsible for supporting the County's Policies and Bylaws through maintenance, control, and disposition of the records for Fire Protective Services.
4. Assist in the preparation, production and distribution of minutes and agendas.
5. Generate a quarterly Fire Protective Services newsletter as a communication tool.
6. Maintain and monitor all mutual aid agreements for the provision of Emergency Services.
7. Input and maintain data in the Fire Protective Services database.
8. Assist the Fire Chief to ensure the County fire apparatus is in an operational state.
9. Process and code account payables and receivable for the Fire Protective Services Department.
10. Coordinate and process all related permits.
11. Respond to public inquiries relating to Fire Protective Services.
12. Track equipment orders and maintain inventory supplies.
13. Assist in working with all three departments in pricing and ordering supplies.
14. Assist in preparing budgets for all three fire departments.
15. Help coordinate in-house training.
16. Assist in planning and organizing formal training.
17. Assist in working with RCMP to document all information following Motor Vehicles Collisions.
18. Report all property, land, life damages/loss to Fire Commissioners Office.
19. Coordinate the timely submissions of items to the appropriate governing body, e.g. month end reports, fire reports, grants, surveys, and statistics, etc..
20. Assist in Fire Prevention Programs and presentations.
21. Perform the function of Incident Command Post "Scribe" in the event of a major emergency.
22. Type correspondence, reports and other related materials as required.
23. Perform special projects and tasks as required.

OTHER RESPONSIBILITIES

- Other responsibilities and duties as assigned from time to time by the Fire Chief, Chief Administrative Officer and the Assistant Chief Administrative Officer.

KNOWLEDGE AND ABILITIES

- Thorough knowledge of the following ACTS:
 - Fire Protection Act
 - Forest and Prairie Protection Act
- Working knowledge of the following:
 - Fire Codes of Alberta
 - Transportation of Dangerous Goods Act (Federal)
 - Hazardous Chemical Act
 - Public Safety Act
 - Emergency Medical Act
- Good organizational skills.
- Level C First Aid / CPR.
- Trained to NFPA 1001 standard preferred.

<ul style="list-style-type: none"> ■ Flagging training preferred. ■ Related training to Emergency Services. ■ Knowledge in Microsoft Office programs. ■ Excellent communication skills. ■ Must maintain confidentiality. ■ Work well under pressure. ■ Capable of working in an office with a rapidly changing environment and dictated by emergency incidents. ■ High School Diploma required. ■ Valid Driver's Class 5 License. 	
<table border="1"> <tr> <td>STAFF DEVELOPMENT</td> </tr> </table>	STAFF DEVELOPMENT
STAFF DEVELOPMENT	
<ul style="list-style-type: none"> ■ Attend Workshops and Training Courses, as required. 	
<table border="1"> <tr> <td>EMPLOYEE PERFORMANCE EVALUATION</td> </tr> </table>	EMPLOYEE PERFORMANCE EVALUATION
EMPLOYEE PERFORMANCE EVALUATION	
<ul style="list-style-type: none"> ■ By the Fire Chief – yearly. 	
<table border="1"> <tr> <td>SALARY RANGE</td> </tr> </table>	SALARY RANGE
SALARY RANGE	
<ul style="list-style-type: none"> ■ As per Policy 01-03: Organizational Chart. 	

Carried.

Long Island Lake Cottagers Association

742-14: Cholak That County Council table the discussion in regards to the Long Island Lake Cottagers Association request to enter into a Roadway License Agreement for portion(s) of undeveloped roadway allowance adjacent to SE 2 and SW 1-62-17-W4 to later in the meeting.

Carried.

Policy Statement No. 14-B.03-06: Insurance Liability Renewal Application for the Additional Named Insured

743-14: Bobocel That **Policy Statement No. 14-B.03-06** entitled " Insurance Renewal Application for the Additional Named Insured", be amended:

Title: Insurance Liability Renewal Application for the Additional Named Insured	Policy No.: B.03-06 E
Section: 14	Code: P-R
Page No.: 1 of 5	

Purpose:	To provide a process for non-profit community organizations to renew insurance coverage as Additional Named Insured from Smoky Lake County's insurance carriers " Jubilee Insurance Agencies Ltd. "
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Policy Statement and Guidelines:	
1. STATEMENT:	
1.1 Jubilee Insurance Agencies has a mandate to provide insurance coverage to non-profit community groups/entities that benefit the community as a whole.	
1.2 Smoky Lake County requires on an annual basis Questionnaires completed by all Additional Named Insured to renew insurance liability coverage, in order to remain under the County Master Insurance Policy.	
This is an underwriting measure required in order to demonstrate due diligence as to the management of Additional Named Insured risk for the Superintendent of Insurance for the Province of Alberta, and the County's partner with the Jubilee program.	
2. RENEWAL APPLICATION PROCESS:	
Non-profit organizations maintaining coverage as " additional named insured (ANI) " parties to the Smoky Lake County's insurance plan are required to completed the following:	

Schedule "A": Municipal 2014-2015 Additional Named Insured Liability Insurance Renewal Form.

SCHEDULE "A"

MUNICIPAL 2014-2015 ADDITIONAL NAMED INSURED LIABILITY INSURANCE RENEWAL FORM

GENERAL, CONTACT AND MUNICIPAL INFORMATION PLEASE ANSWER ALL QUESTIONS

Organization Name: _____ Number of Employees: _____
 Mailing Address: _____ Number of Volunteers: _____
Box City or Town Postal Code
 Website Address: _____ Number of Board Members: _____
 Current year's budget: \$ _____
 Last Year's Revenue: \$ _____

Main Contact: _____ Position: _____ Address: _____ <small>Box City or Town Postal Code</small>	Phone: (____) _____ Fax: (____) _____ Other/Cell Phone: (____) _____ Email: _____
Backup Contact: _____ Position: _____ Address: _____ <small>Box City or Town Postal Code</small>	Phone: (____) _____ Fax: (____) _____ Other/Cell Phone: (____) _____ Email: _____

	Yes	No
▶ Do you have a municipal representative or appointee on your Board of Directors?	<input type="checkbox"/>	<input type="checkbox"/>
▶ Does the municipality provide an operating grant or other funding support to your organization?	<input type="checkbox"/>	<input type="checkbox"/>
▶ Are municipal facilities used for your organization's administrative office?	<input type="checkbox"/>	<input type="checkbox"/>
▶ Is the municipality regularly provided with copies of the Minutes for your organization's meetings?	<input type="checkbox"/>	<input type="checkbox"/>
▶ Is your organization registered as a Not-for-Profit entity?	<input type="checkbox"/>	<input type="checkbox"/>
▶ Does your organization have any other groups that are separately incorporated or governed? IF YES, PLEASE DESCRIBE: _____	<input type="checkbox"/>	<input type="checkbox"/>

ORGANIZATION TYPE:

▶ If available, please attach a copy of your Mission Statement.
 ▶ Please describe in your own words the purpose/operations of your organization, and your day-to-day activities:

SECTION A: LIABILITY ACTIVITIES
Please indicate (✓) the Category that best applies to you

Agricultural Society <input type="checkbox"/>	Fire Association / Club <input type="checkbox"/>	Recreation Board <input type="checkbox"/>
Airport Board / Commission <input type="checkbox"/>	Fire Protection Authority <input type="checkbox"/>	Recycling Society <input type="checkbox"/>
Ambulance Board / Authority <input type="checkbox"/>	Fitness Club <input type="checkbox"/>	Riding Club / Society <input type="checkbox"/>
Ambulance Service <input type="checkbox"/>	Food Bank <input type="checkbox"/>	Rodeo Committee <input type="checkbox"/>
Bingo Association <input type="checkbox"/>	Golf Club <input type="checkbox"/>	Search & Rescue Association <input type="checkbox"/>
Cemetery Maintenance / Operations <input type="checkbox"/>	Homemaker Services <input type="checkbox"/>	Senior's Club / Society <input type="checkbox"/>
Chamber of Commerce <input type="checkbox"/>	Kindergarten <input type="checkbox"/>	Service Club – Local Chapter <input type="checkbox"/>
Childhood Development Society <input type="checkbox"/>	Learning Council <input type="checkbox"/>	Ski Club <input type="checkbox"/>
Climbing Association <input type="checkbox"/>	Library Foundation <input type="checkbox"/>	Sports League / Group <input type="checkbox"/>
Community Association <input type="checkbox"/>	Meals on Wheels Society <input type="checkbox"/>	Transportation Society <input type="checkbox"/>
Curling Club <input type="checkbox"/>	Museum Society <input type="checkbox"/>	Waste Management Authority <input type="checkbox"/>
Daycare / After School Care <input type="checkbox"/>	Neighbourhood Watch / Citizens-on-Patrol <input type="checkbox"/>	Youth Camp <input type="checkbox"/>
Drop-in Centre <input type="checkbox"/>	Parents Council <input type="checkbox"/>	Youth Club <input type="checkbox"/>
Family Community Social Services <input type="checkbox"/>	Park / Campground Operator <input type="checkbox"/>	
If not listed above, please describe: _____		

RISK SURVEY # 1 – SALES AND/OR SERVICE OF ALCOHOL

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

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

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

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

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

RISK SURVEY # 3 – HIGH RISK ACTIVITIES:

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

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

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

WHERE "YES" IS INDICATED, PLEASE DESCRIBE ACTIVITY:

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

RISK SURVEY # 4 – NEED FOR SPECIALIZED LIABILITY COVERAGE(S)		
PLEASE INDICATE IF ANY OF THE FOLLOWING APPLY TO YOUR ORGANIZATION? <i>Check the "Yes" or "No" box for each area:</i>		
	Yes	No
▶ Do you operate or perform any activities outside of Alberta?	<input type="checkbox"/>	<input type="checkbox"/>
▶ Do you provide or offer any legal or financial advice?	<input type="checkbox"/>	<input type="checkbox"/>
▶ Do you provide or offer any medical or nursing care or treatment or administer any drugs or medications?	<input type="checkbox"/>	<input type="checkbox"/>
▶ Do you conduct any specific, food, chemical or similar research?	<input type="checkbox"/>	<input type="checkbox"/>
▶ Do you provide or offer any sort of professional service to others that would usually require a fee being charged/paid?	<input type="checkbox"/>	<input type="checkbox"/>
▶ Does anything you do involve handling materials that are environmentally sensitive or potential pollutants?	<input type="checkbox"/>	<input type="checkbox"/>

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

Carried.

Policy Statement No. 14-B.10-01: Insurance Bond and Crime Renewal Application for the Additional Named Insured

744-14: Bobocel

That **Policy Statement No. 14-B.10-01** entitled " Insurance Bond and Crime Renewal Application for the Additional Named Insured", be adopted:

Title: Insurance Liability Renewal Application for the Additional Named Insured	Policy No.: B.10-01 E
Section: 14	Code: P-R
Page No.: 1 of 3	

Purpose:	To provide a process for non-profit community organizations to renew insurance coverage as Additional Named Insured from Smoky Lake County’s insurance carriers “ Jubilee Insurance Agencies Ltd. ”
Policy Statement and Guidelines:	
1. STATEMENT:	
1.1 Jubilee Insurance Agencies has a mandate to provide insurance coverage to non-profit community groups/entities that benefit the community as a whole.	
1.2 Smoky Lake County requires on an annual basis Questionnaires completed by all Additional Named Insured to renew insurance Bond and Crime coverage, that have requested for Bond and Crime Insurance Coverage.	
This is an underwriting measure required in order to demonstrate due diligence as to the management of Additional Named Insured risk for the Superintendent of Insurance for the Province of Alberta, and the County’s partner with the Jubilee program.	
2. RENEWAL APPLICATION PROCESS:	
Non-profit organizations maintaining coverage as “ additional named insured (ANI) ” parties to the Smoky Lake County’s insurance plan are required to completed the following:	
Schedule “A”: Municipal 2014-2015 Additional Named BOND AND CRIME Renewal Form.	
SCHEDULE “A”	
MUNICIPAL 2014-2015 ADDITIONAL NAMED INSURED BOND AND CRIME INSURANCE RENEWAL FORM	

GENERAL, CONTACT INFORMATION	PLEASE ANSWER ALL QUESTIONS	
Name of ANI: _____ Mailing Address: _____ <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 10%;"> Box City or Town Postal Code </div> Main Contact: _____ Position: _____ Phone: (____) _____ Fax: (____) _____ Other/Cell Phone: (____) _____ Email: _____		
Are you a registered Not-For-Profit entity? <input type="checkbox"/> Yes <input type="checkbox"/> No		
COVERAGE TYPES:		
<input type="checkbox"/> COVERAGE IS REQUIRED <i>(Choose limits below)</i> <input type="checkbox"/> COVERAGE NOT REQUIRED <input type="checkbox"/> CANCEL EXISTING COVERAGE		
Employee Dishonesty: __ \$50,000 __ \$100,000 __ \$250,000 __ \$500,000 Loss Inside / Outside Premises: __ \$5,000 __ \$10,000 __ \$15,000 __ \$25,000 __ \$50,000 Money Orders / Counterfeit Currency: __ \$20,000 __ \$25,000 __ \$50,000 Depositor's Forgery Coverage: __ \$5,000 __ \$10,000 __ \$15,000 __ \$25,000 __ \$50,000 School Theft Rider: __ \$6,000 __ \$10,000 Other _____ Remote Access Telephone Fraud: __ \$2,500 __ \$5,000 __ \$7,500 __ \$10,000		
ANI: ADDITIONAL INFORMATION		
<i>Please Complete:</i>		
▶ Number of Employees / Volunteers who handle money / securities as a regular part of their job responsibilities:	_____	
▶ Number of Employees / Volunteers who handle money / securities as an infrequent basis:	_____	
▶ Total Number of Employees / Volunteers:	_____	
INTERNAL PROCEDURES		
Do your routine practices require:	Yes	No
a. All outgoing cheques to be signed by two (2) people?	<input type="checkbox"/>	<input type="checkbox"/>
b. Is there a separate individual who reconciles bank statements that DOES NOT have cheque signing authority?	<input type="checkbox"/>	<input type="checkbox"/>
c. Do you perform an annual independent financial audit for your organization?	<input type="checkbox"/>	<input type="checkbox"/>
** WARRANTY: PLEASE NOTE THAT IF YOU ANSWER "NO" TO MORE THAN ONE OF THE ABOVE THREE QUESTIONS, EMPLOYEE DISHONESTY COVERAGE WILL BE LIMITED TO \$5,000.00.		
CONFIRMATION		
Signature & Title of Authorized Representative completing this document (Mandatory). SIGNATURE: _____ TITLE: _____ * Print Name: _____ Date: _____, 2014		

Carried.

Policy Statement No. 14-B.11-01: Insurance Deductible Buy Down Request Form for Additional Named Insured

745-14: Lukinuk

That **Policy Statement No. 14-B.11-01** entitled " Insurance Deductible Buy Down Request Form for the Additional Named Insured", be adopted:

Title: Insurance Deductible Buy Down Request Form for the Additional Named Insured		Policy No.: B.11-01 E
Section: 14	Code: P-R	Page No.: 1 of 2

Purpose:	To provide a process for non-profit community organizations to renew insurance coverage as Additional Named Insured from Smoky Lake County's insurance carriers "Jubilee Insurance Agencies Ltd."
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Policy Statement and Guidelines:

- 1. STATEMENT:**
 - 1.1 Jubilee Insurance Agencies has a mandate to provide insurance coverage to non-profit community groups/entities that benefit the community as a whole.
 - 1.2 Smoky Lake County requires on an annual basis Questionnaires completed by all Additional Named Insured to renew or request for **Deductible Buy Down** coverage.

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

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

Schedule "A": Municipal 2014-2015 Additional Named DEDUCTIBLE BUY DOWN Request Form.

SCHEDULE "A"
MUNICIPAL 2014-2015 ADDITIONAL NAMED INSURED DEDUCTIBLE BUY DOWN INSURANCE REQUEST FORM

GENERAL, CONTACT INFORMATION PLEASE ANSWER ALL QUESTIONS

Name of ANI: _____

Mailing Address: _____
Box City or Town Postal Code

Main Contact: _____ Position: _____

Phone: (____) _____ Fax: (____) _____ Other/Cell Phone: (____) _____

Email: _____

Please refer to Municipal Property Schedule for your item #
▶ **Please photocopy this form if you own more than one items**

Item # - P- _____ or Item # - V- _____ No Deductible Coverage required.

Actual Owner of Building _____

Actual Owner of Contents (If different from above): _____

Actual Owner of Equipment (If different from above): _____

DEDUCTIBLE OPTIONS (Must apply to entire schedule)
Please check one of the following:

Deductibles: \$1,000.00 \$ 2,500.00 Please leave Deductible at \$5,000.00

Name of Building: _____

Civic Address: _____ Legal Address: _____

City / Town: _____ Postal Code: _____

Additional Premium to be changed to lower your Deductible: \$* _____

* ANI's: Please enter additional premium above once you have received our quote from your municipality.

* MUNICIPALITY: Please call for the quote on behalf of your ANI's.

\$1,000 Deductible	Additional Premium	\$2,500 Deductible	Additional Premium
\$1 - \$2000	18% Additional	\$1 - \$2000	8% Additional
\$2001 - \$3000	15% Additional	\$2001 - \$3000	6% Additional
\$3001 - \$5000	12% Additional	\$3001 - \$5000	5% Additional
\$5000	Does Not Qualify	\$5000	Does Not Qualify

- ▶ DECREASE to \$1000 Deductible – Minimum Charge of \$20 or DECREASE to \$2500 Deductible – Minimum Charge of \$10
- ▶ ANI must own the Equipment, Property and/or content to Qualify for Reduced Deductible.
- ▶ If **TOTAL ANNUAL COMBINED** premium paid is more than \$5000 the ANI Does not Qualify for the Buy Down.
- ▶ Must Buy Down your Deductible for scheduled buildings, contents and Equipment that you own, all items must have the same deductible.

Carried.

**Bylaw No. 1273-14: Regional Community Development Committee (RCDC):
Joint Agreement – Terms of Reference**

746-14: Lukinuk

That **Bylaw 1273-14:** authorize Municipal Council of Smoky Lake County to enter into a “Joint Agreement” to establish the provision of a Regional Community Development Committee (RCDC), for the purpose of promoting the development of a diversified economic base in the Smoky Lake Region, be given **FIRST READING.**

Carried.

Moved by Councillor Smigerowsky that **Bylaw No. 1273-14:** Authorize the Municipal Council of Smoky Lake County to enter into a “Joint Agreement” to establish the provision of a Regional Community Development Committee (RCDC), for the purpose of promoting the development of a diversified economic base in the Smoky Lake Region, be given **SECOND READING.**

Carried.

Moved by Councillor Cholak that **Bylaw No. 1273-14:** Authorize the Municipal Council of Smoky Lake County to enter into a “Joint Agreement” to establish the provision of a Regional Community Development Committee (RCDC), for the purpose of promoting the development of a diversified economic base in the Smoky Lake Region, be given **PERMISSION** for **THIRD AND FINAL READING.**

Carried Unanimously.

Moved by Councillor Bobocel that **Bylaw No. 1273-14:** Authorize the Municipal Council of Smoky Lake County to enter into a “Joint Agreement” to establish the provision of a Regional Community Development Committee (RCDC), for the purpose of promoting the development of a diversified economic base in the Smoky Lake Region, be given **THIRD AND FINAL READING** and that the Reeve and the Chief Administrative Officer are hereby authorized to fix their signatures to all necessary documents and that the corporate seal also be fastened where it is deemed to be necessary.

Carried.

Regional Community Economic Development Officer (CEDO)

747-14: Lukinuk That Smoky Lake County, as managing partner, prepare an Ad to hire a Regional Community Economic Development Officer (CEDO) for the 2015 Budget year and forward to the next RCDC – Regional Community Development Committee for approval.

Carried.

Meeting Recessed

Meeting recessed for Lunch, time 12:05 p.m.

Meeting Reconvene

The meeting reconvened on a call to order by Deputy Reeve Randy Orichowski at 12:45 p.m. in the presence of all Council members, and the Assistant Chief Administrative Officer/Recording Secretary; and Finance Manager.

Wild Pink Yonder



County Council had its “Picture Taken” to commemorate the Event” Wild Pink Yonder – On the Trail to a cure that passed through the Smoky Lake County Region: August 21 to 26, 2014.



4. Request For Decision(s):

Smoky Lake County 2014 – 2016 Financial Plan

748-14: Cholak That County Council adopt the Smoky Lake County 2014 – 2106 Strategic Financial Plan.

Carried.

2014 Tax Sale: Reserve Bids

749-14: Bobocel That Smoky Lake County Council approve the 2014 Tax Sale with the following properties and reserve bids:

Roll Number	LEGAL DESCRIPTION	\$\$ OWING (Arrears Only)	2013 ASSESSMENT	PARCEL SIZE	RESERVE BID Assessor Recommendation
15593445	9520729;;1 (Old Bellis School)	\$ 3,289.19	6,980	1.85 Ac.	\$ 7,000.00
33220204	7921626;2,4	\$ 906.42	65,730	18,779 SF	\$ 70,000.00
27150102	1039CL;1;2,3&4	\$ 4,591.10	56,520	11,250 SF	\$ 60,000.00
27150105	1039CL;1;5	\$ 309.66	1,430	3,750 SF	\$ 1,500.00
27150106	1039CL;1;6&7	\$ 1,370.46	35,100	7,500 SF	\$ 40,000.00
27150108	1039CL;1;8	\$ 248.50	1,430	3,750 SF	\$ 1,500.00
27150109	1039CL;1;9	\$ 248.50	1,430	3,750 SF	\$ 1,500.00
27150110	1039CL;1;10	\$ 248.50	1,430	3,750 SF	\$ 1,500.00
27150111	1039CL;11&12	\$ 250.67	1,750	7,500 SF	\$ 1,800.00
27150116	1039CL;16&17	\$ 658.08	24,560	12,576 SF	\$ 25,000.00
17601940	4;17;60;19;NE – S ½	\$ 997.87	100,940	80 Ac.	\$ 180,000.00 L: 120,000 B: 60,000
14591930	4;14;59;19;NW	\$ 6,860.28	264,420	155.51 Ac.	\$ 375,000.00 L: 150,000 B: 225,000
16600311	4;16;60;3;SE Pt.	\$ 341.48	7,050	.92 Ac.	\$ 7,500.00

Subject to the following conditions:

1. Each parcel will be offered for sale, subject to a reserve bid and to the reservations and conditions contained in the existing Certificate of Title.
2. Roll 27150102 (Lots 2, 3 and 4, Block 1, Plan 1039CL) , is covered by 2 separate titles but will be auctioned as one lot as there is a building straddling all 3 lots.
3. These properties are being offered for sale on an “as is, where is” basis and Smoky Lake County makes no representation and gives no warranty whatsoever as to the adequacy of services, soil conditions, land use districting, building and development conditions, absence or presence of environment contamination, or the developability of the subject land for an intended use by the Purchaser.
4. No bids will be accepted where the bidder attempts to attach conditions precedent to the sale of any parcel. No terms or conditions of sale will be considered other than those specified by Smoky Lake County. No further information is available at the auction regarding the lands to be sold.
5. Terms: Cash G.S.T. will apply on lands sold at the Public Auction.

Carried.

5. Issues for Information:

Chief Administrative Officer’s Report

The Chief Administrative Officer gave an updated report to Council for the period of July 4, 2014 to August 27, 2014.

Legislative / Governance:

- A Tax (Arrears payment) Agreement request has been made for Roll # 15593445, Lot 1, Plan 9520729 (Old Bellis School Property) by the owner, 895404 Alberta Ltd. As per Policy, to keep this property off the Tax Sale list, and to set up a tax arrears payment schedule, Council must execute a Tax Agreement with the landowner.
- Council needs to set a Policy Committee Meeting date to deal with several policy updates and issues. A September or October date would be preferable.
- Ian Fox from AEMA has scheduled the Town of Smoky Lake to host a Municipal Elected Officials Course on October 31. Town of Smoky Lake has booked the curling rink to be the venue.

Administration:

- Investigating options with Alberta Health Services for the Smoky Lake Food Bank to move to the Old Nurses’ Residence. Our evolving needs are beginning to out-pace our available office space (gas dept. water commission, RCDC, etc.). We will welcome the additional space created when the Foundation moves to their new home. We are beginning to plan for necessary renovations to the north wing of the building, some of which can begin in 2015.

Financial:

- We received only one bid on the 1995 Belly Dump Gravel Trailer. The \$15,200.00 bid was satisfactory, so Administration approved the sale of the trailer to Ernie Dombrowsky and Kurt Holdis.
- Several of our paved roads are in need of repair (patching) due to recent and extensive pressure from the high number of gravel haulers. Inspection has determined that a paver-laid lift of asphalt over top of the patched area would provide a more permanent solution to the problem.

Three different contractors quoted the project and the best price was \$160,000.00 to complete the work – Blue Star Contracting.

We are working with Knelsen for compensation for their share of damages to Twp 604. There are already sufficient savings to Public Works projects (Oil and Fibremat) to cover the balance of repair work costs, and Public Works crews can do preparation work to keep costs as slow as possible. In order to expedite the work before the asphalt plant moves away, we have initiated this work.

Human Resources:

- Filled Gas Service position and Ag Fieldman position.
- Back-filled Public Works Equipment Operator and Ag Mower vacancies created by the internal transfers to other departments.
- Began evaluation cycle for Management team members.

Community:

- Approved \$100.00 plus promotional items for the Vilna Citizens on Patrol Association fundraising event to be held on August 31, 2014.
- Approved \$200.00 for the annual fireworks display hosted by the Smoky Lake Fire Department at the Smoky Lake Heritage Days.
- The **Wild Pink Yonder** events have been completed with great success. Thanks to all County Staff for their exceptional help and creativity! A special “Thanks” to Carole Dowhaniuk for taking the initiative to organize and coordinate the events on a full-time basis since June.
- The Lakeland Communities Health Advisory Council has invited our Council to attend their next meeting in Thorhild on September 11, 2014. This conflicts with our Regional Strategic Planning sessions with Gord McIntosh.
- Smoky Lake Seniors Citizens Drop-In Centre is requesting financial support of \$5,000.00 to assist with structural floor renovations and a security system.

Training:

- Attending the ARMAA Conference - September 4-5, 2014 in Drumheller.

STRATEGIC PRIORITIES - CHART:

- **County Council Strategic Plan Meeting held on May 7, 2014 – New Format:** Council adopted a Strategic Planning Process to define the County’s direction, determine long-term planning goals and guide decision-making.

The Strategic Priorities Chart – May 7, 2014.

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

STRATEGIC PRIORITIES CHART		May 7, 2014
COUNCIL PRIORITIES		
NOW		
<ol style="list-style-type: none"> 1. FIRE SERVICE: Member Needs 2. REGIONAL STRATEGY: Joint Council Session 3. INDUSTRIAL LOTS: Business Case. 4. ECONOMIC DEVELOPMENT STRATEGY: Terms of Reference 5. TOURISM STRATEGY: Terms of Reference 	<p>May</p> <p>September</p> <p>September</p> <p>July</p> <p>November</p>	
NEXT		ADVOCACY
<ul style="list-style-type: none"> ● LONG TERM CAPITAL PLAN ● 3 YEAR BUDGET ● AGRICULTURE STRATEGY ● SENIORS LODGE: Request (SLFS) 	<ul style="list-style-type: none"> ● Senior Lodge Expansion Funding 	
OPERATIONAL STRATEGIES		
CAO (Cory) <ol style="list-style-type: none"> 1. Strategic Plan Policy – July 2. Wild Pink Yonder – August 3. REGIONAL STRATEGY: Session – Sept ● ECONOMIC DEVELOPMENT STRATEGY: Terms of Reference – July 	FINANCE & ADMINISTRATION (Brenda / Paul) <ol style="list-style-type: none"> 1. GIS Data: Completion - December 2. 3 YEAR BUDGET: Draft – June 3. LONG TERM CAPITAL PLAN: Inventory – December ● Capital Infrastructure Plan 	

<ul style="list-style-type: none"> ● SENIORS LODGE: Request - June 	<ul style="list-style-type: none"> ● Office Renovation
PROTECTIVE SERVICES (Scott / Trevor) <ol style="list-style-type: none"> 1. Reorganize Disaster Services – June 2. FIRE SERVICES: Member Needs – May 3. Implement of Gemini – December <ul style="list-style-type: none"> ● Risk Assessment – Hazardous Sites ● Emergency Infrastructure 	PARKS & RECREATION (Ed) <ol style="list-style-type: none"> 1. Reclaim Boat Launches – June 2. Whitefish Boat Launch – July 3. Lake Boat Launch: Construction – June <ul style="list-style-type: none"> ● ECONOMIC DEVELOPMENT STRATEGY: Terms of Reference – July ● SENIORS LODGE: Request - June
PLANNING SERVICES (Aline) <ol style="list-style-type: none"> 1. Land Use Bylaw: Review – June 2. INDUSTRIAL LOTS: Business Case – Nov 3. Victoria District Area Structure Plan – Oct <ul style="list-style-type: none"> ● Heritage Management Plan ● Safety Codes Agency: Select 	AGRICULTURE SERVICES (Kurt) <ol style="list-style-type: none"> 1. White Earth Creek: Blasting – July 2. Weed Identification Letters – August 3. Blasting SOP - June <ul style="list-style-type: none"> ● Wet Blade System: Program ● AGRICULTURE STRATEGY
ENVIRONMENT & UTILITIES (Dave F / John) <ol style="list-style-type: none"> 1. Dry Cell Construction – September 2. AMR (Tap 6, 7 & 8) - December 3. Regional Water Line Completion – June <ul style="list-style-type: none"> ● Heater Replacement: Taps 3 & 6 ● Mini-Waste Transfer (Bellis) – September 	PUBLIC WORKS (Doug / Dave K) <ol style="list-style-type: none"> 1. Surface Material Exploration – Dec 2. Burner Replacement – April 3. Salt / Sand Shed – August <ul style="list-style-type: none"> ● Expand Shop Yard ● Increase Shop Tool Inventory
KEY: BOLD CAPITALS – Council NOW Priorities BOLD CAPITALS = Councils NEXT Priorities	
<i>Italics = Council Advocacy Issues</i> Regular Title Case = Staff Operational Strategies	

Next Strategic Plan Meeting for review is scheduled for September 26, 2014.

Financial Update:

As annexed to the minutes:

↪ Financial Statement for the Month: June 2014.

Action List(s):

↪ **Action List(s):**

■ **County Council Meeting:** July 3, 2014.

Note: Motion 706-14: Correction to Action – *remove names* Councillor Ron Bobocel and Councillor Craig Lukinuk from attendance.

Tax Agreement: Roll #15593445

750-14: Bobocel

That Smoky Lake County execute a Tax Agreement with 895494 Alberta Ltd., as per Policy Statement No. 12-01-01: Tax Agreement for Tax Roll Number 15593445 to pay the amount of **\$125.00 per month** for a period of 36 Months in effective August 25, 2014.

Carried.

Policy Committee Meeting

751-14: Bobocel

That Smoky Lake County scheduled a **Policy Committee Meeting** for Wednesday, **October 8, 2014** at 9:00 a.m. to be held at the County Council Chambers.

Carried.

Municipal Elected Officials Course

752-14: Lukinuk

That County Council who can attend – attend the Municipal Elected Officials Course hosted by Ian Fox, AEMA scheduled by the Town of Smoky Lake for Friday, October 31, 2014 to be held at the Smoky Lake Curling Rink.

Carried.

Public Works Equipment: Sale of Unit # 156

753-14: Cholak

That Smoky Lake County approve action taken by Administration to accept the bid received in the amount of \$15,200.00 from Ernie Dombrowsky and Kurt Holdis, Waskatenau, Alberta to sell the Public Works Equipment – **Unit #156:** 1995 Decap Belly Dump Gravel Trailer – White, Serial Number 2D9DS4C37SL017279.

Carried.

Blue Star Contracting: Asphalt Patching

754-14: Cholak

That County Council approve the unbudgeted expenditure as per action taken by Administration to contract Blue Star Contracting to engage the Asphalt Patching on Gravel Haul Roads: Twp 604 from RR 181 – 184; Twp 610 from RR 181 – Hwy 855; and Twp 584 from Hwy 855 – RR 173; not to exceed the amount of \$160,000.00, to be allocated from the Road Haul Levy; and amend the 2014 Three-Year Road Plan accordingly.

Carried.

Vilna Citizens on Patrol Association (COPS)

755-14: Lukinuk

That Smoky Lake County approve action taken by Administration in donating the amount of **\$100.00** as financial assistance and County “Promotional Items” to the Vilna Citizens on Patrol Association (COPS) to support the Family Fun Day event held on August 31, 2014.

Carried.

Smoky Lake Fire Department: 2014 Fireworks

756-14: Lukinuk

That Smoky Lake County approve action taken by Administration in donating the amount of **\$200.00** as financial assistance to the Smoky Lake Fire Department to support the 2014 Fireworks Event during the Smoky Lake Heritage Days held on August 3, 2014.

Carried.

Alberta Health Services

757-14: Bobocel

That the letter received from James Lamouche, Chair, Lakeland Communities Health Advisory Council, Alberta Health Services, dated August 22, 2014 in regards to an Invitation to Lakeland Communities Health Advisory Council Meeting scheduled for September 11, 2014 from 5:00 p.m. to 8:00 p.m. in Thorhild, Alberta; be filed for information, due to a conflict of meeting dates by Council.

Carried.

Regional Strategic Plan: Workshop Sessions

758-14: Bobocel

That Smoky Lake County Council who can attend – attend the Regional Strategic Plan – Joint Municipalities Council Workshop Sessions scheduled on September 11, 2014 from 4:30 p.m. to 8:30 p.m. and September 12, 2014 from 8:30 a.m. to 4:00 p.m. at the Smoky Lake Agricultural Society (Complex) Meeting Room.

Carried.

Smoky Lake Seniors Citizens Drop-In Centre

759-14: Bobocel

That Smoky Lake County defer discussion in regards to the letter received from Marian Lalonde, President, Smoky Lake Seniors Citizens Drop-In Centre dated August 26, 2014 request for financial assistance of \$5,000.00 to upgrade floor and purchase security system; until further information is obtained.

Carried.

760-14: Cholak

That the updated report for the period of July 4, 2014 to August 27, 2014 by the Chief Administrative Officer, be accepted and filed for information.

Carried.

7. Delegation:

Long Island Lake Cottagers Association

Present before County Council at 1:44 p.m. to 2:05 p.m. was Tony Kryzanowski and Jim Joosse, Representatives, Long Island Lake Cottagers Association request to enter into a Roadway License Agreement for portion(s) of undeveloped roadway allowance adjacent to SE 2 and SW 1-62-17-W4 at Long Island Lake, as confirmation for road access as a process to renew the Cabin Leases with Alberta Government on the Alberta Government Disposition of Miscellaneous (DML) sites; and Bill Black, Public Land Use Operations Specialist, Operations and Approvals – Lac La Biche Area, Alberta Environment and Sustainable Resource Development was present to assist the Long Island Lake Cottagers Association.

Long Island Lake Cottagers Association

Roadway License Agreement

761-14: Bobocel

That Smoky Lake County approve a Roadway License Agreement, as amended for Long Island Lake Cottagers Association for undeveloped road allowance located at SE 2 and SW 1-62-17-W4 adjacent to LSD 03-01-62-17-W4, +/- 320m on Twp 620 along with the undeveloped road allowance, adjacent to LSD 13 – 36-06-17-W4, +/- 100m on RR 171, for the purpose of providing legal access to the Disposition Miscellaneous Leased (DMLs granted at Long Island Lake.

Carried.

Long Island Lake Cottagers Association

Jubilee Insurance Agencies – Insurance

762-14: Cholak

That Smoky Lake County deny the request for the Long Island Lake Cottagers Association to obtain Insurance as an Additional Named Insured, as per recommendation received from Jubilee Insurance Agencies, email dated July 21, 2014.

Carried.

Alberta Environment and Sustainable Resource Development

Present before County Council at 2:06 p.m. to 2:15 p.m. was Bill Black, Public Land Use Operations Specialist, Operations and Approvals – Lac La Biche Area, Alberta Environment and Sustainable Resource Development and Don Grant, AMEX to discuss with County Council the unauthorized development at Long Island Lake – SE 2 and SW 1-62-17-W4 and closure of the east west road allowance at Long Island Lake.

Long Island Lake: Road Closure

763-14: Bobocel

That Smoky Lake County's intent is to proceed with the Road Closure of the east west road allowance at Long Island Lake located at the unauthorized development at Long Island Lake – SE 2 and SW 1-62-17-W4; subject to receiving clarification on process from Alberta Transportation.

Carried.

5. Issues for Information:

Management Report

Public Works Manager

- **2014 Three-Year Road Plan Projects** dated as of August 28, 2014.

**Smoky Lake Agricultural Society: Parking Lot Paving Project
Manpower/Equipment Assistance**

764-14: Bobocel That Smoky Lake County take no action to the Smoky Lake Agricultural Society's request to provide in-kind assistance of manpower and equipment for undertaking the work on the proposed Parking Lot Paving Project.

Carried.

**Smoky Lake Agricultural Society: Parking Lot Paving Project
Gravel**

765-14: Cholak That Smoky Lake County approve as a "in-kind" donation to provide 6000 tonnes of 20mm- crushed gravel as per Policy current rate to the Smoky Lake Agricultural Society's Project of the proposed Parking Lot Paving.

Carried.

Doug Ponich, Public Works Manager left the Council Chambers, time 2:47 p.m.

**Management Report
Planning and Development Manager**

Public Open House - Bylaw No. 1268 -14 Scheffer Andrew Planners & Engineers Ltd. (Applicant) and Tchir, Casey (Owner) – NE 34-59-13-W4

766-14: Bobocel That Smoky Lake County advise Municipal Planning Services (2009) Ltd. to contact the Developer **Scheffer Andrew Planners & Engineers Ltd. the Applicant** on behalf of the **Casey Tchir, the landowner** to hold a second Public Open House on the proposed development on property located at NE 34-59-13-W4 prior to Smoky Lake County holding a Public Hearing on Bylaw 1268-14.

Carried.

Pepper's Highway Service: Traffic Impact Assessment & Safety Review

767-14: Smigerowsky That Smoky Lake County accept the received Traffic Impact Assessment and Safety Review – Highway 28:06 from Alberta Transportation, dated July 2014 – File: E32103187 for Pepper's Highway Service at Waskatenau, as information.

Carried.

NRCB - Confined Feeding Operation

768-14: Bobocel That County Council accept the response referral letter provided by Smoky Lake County to NRCB – Natural Resources Conservation Board dated June 27, 2014 in regards to William and Audrey Trenchuk, File No. BA13006 and BA14004 – expansion of an existing Confined Feeding Operation, as information.

Carried.

Trevor Tychkowsky, Safety Officer entered the Council Chambers, time 3:15 p.m.

**Committee of the Whole Meeting: Planning
County Council Budget Meeting**

769-14: Cholak That County Council schedule a **Committee of the Whole Meeting for the purpose of Planning – Subdivision Authority** for Monday, September 22, 2014 at 10:00 a.m. and schedule a **County Council Budget Meeting** for Monday, September 22, 2014 at 1:00 p.m. to be held in the County Council Chambers.

Carried.

Aline Brousseau, Planning and Development Manager; and Jane Dauphinee, Principal/Senior Planner, Municipal Planning Services (2009) Ltd. left the Council Chambers, time 3:26 p.m.

**Management Report
Safety Officer**

Smoky Lake County Cellular Phone – Program

Executive Session: Personnel

770-14: Lukinuk That County Council go into Executive Session to discuss personnel issues, time 3:28 p.m.

Carried.

771-14: Bobocel That County Council go out of Executive Session, time 3:45 p.m.

Carried.

Trevor Tychkowsky, Safety Officer left the Council Chambers, time 3:45 p.m.

Management Reports

772-14: Bobocel That the management reports received for the period of July 4, 2014 to August 21, 2014 from Doug Ponich, Public Works Manager; Bob Novosiwsky, Public Works Foreman; Dave Kully, Public Works Shop Foreman; Ed English, Peace Officer; Aline Brousseau, Planning and Development Manager; Trevor Tychkowsky, Safety Officer; and Paul Miranda, GIS/Communication Director, be accepted and filed for information.

Carried.

Finance Manager's Report

Brenda Adamson, Finance Manager provided an updated Finance report for the period of June 25, 2014 to August 15, 2014.

773-14: Smigerowsky That the Finance Manager's Report received by Brenda Adamson for the period of June 25, 2014 to August 15, 2014, be accepted and filed for information.

Carried.

Reeve's Report

Reeve Cary Smigerowsky presented the following report:

- Schedule a Meeting: CAO Evaluation.
- Hanmore Lake: West Side – Discussion.
- Email: Discussion with Honourable Jeff Johnson, MLA, Athabasca-Sturgeon-Redwater – Re: Discussion: Hospital Bath Tub.
- Issues will be addressed during the Committee Task Force and Board reporting.

CAO Evaluation

774-14: Bobocel

That County Council schedule a **CAO Evaluation** for Friday, September 26, 2014 at 1:00 p.m. to be held in the County Council Chambers.

Carried.

Hanmore Lake: West Side – Development

775-14: Bobocel

That County Council advise Administration to research the Purchase Agreement for the Hanmore Lake – West Side received from Sustainable Resource Development and provide information to the next County Council Meeting.

Carried.

776-14: Lukinuk

That the Reeve’s report received, be accepted.

Carried.

Committee Task Forces and Boards: Reports

Alberta Care

- No report.

Corridor Communications Incorporated

- No report.

Doctor Retention & Recruitment Committee

- No report.

Evergreen Regional Waste Management Commission

- Cell Construction proceeding – completion date scheduled for end of September 2014.
- Next meeting is scheduled for September 18, 2014.

Family Community Support Services Committee

- No report.

Family-School Liaison Committee

- No report.
- Next meeting scheduled for September 19, 2014.

Fire and Rescue Committee

Smoky Lake:

- No report.

Vilna:

- No report.

Waskatenau:

- No report.

Government Liaison Committee

- Meeting with Minister of Transportation on July 16, 2014: Issues - “Fire Call Payment” process of submission to Insurance Companies in reference to the Fire Department Emergency Response on Highways; Status of Highway 28 and 855; and Bridge Funding in the Three-Year Cycle – No response received to date.
- PC Leadership Election – upcoming.

Highway 28/63 Regional Water Services Commission

- **Meeting: Special** scheduled for September 2, 2014 – Re:

Regional Water Line: St. Paul still thinking of joining and Personnel Issues.

- Next Meeting scheduled for October 17, 2014 in Thorhild.

In-House Safety Committee

- Meeting: August 27, 2014.
- Chain Saw Training: Scheduled for Fall 2014.
- Orientation for Public Works new employees: Completed.
- Several of the other training courses: Yet to be done.
- Internal Audit: October 2014.
- Two incidents reported. Equipment / Personnel.
- Next Meeting scheduled for September 24, 2014.

Municipal Planning Commission

- No report.

North East Muni-Corr. Ltd.

- Meeting: August 11, 2014.
- Quad Ride scheduled for September 6, 2014: St. Paul to Cold Lake.
- Group who wants to organize an “Amazing Race” Event in 2015 and wants to use part of the Trail.
- On-Site Meeting for the Beaver River Trestle on September 15, 2014 for the companies who tendered a bid for the repairs.
- **Summary:** For the Beaver River Trestle has been compiled detailing up-to-date donations received – distributed for your information.
- Next meeting is scheduled for September 8, 2014.

Northern Lights Library System

- Northern Lights Library System Meeting held on August 18, 2014 in Smoky Lake.
- The meeting was based on the Rural Services Grant Disbursement – a new formula for how the grant is going to be disbursed based on Population was created.
- The “Grant” was set on the 2010 Population at \$5.45 per capita – Total Grant was \$14,802.20.
- Next Board Meeting scheduled for September 6, 2014.

Policy Committee

- No report.

R.C.M.P. Liaison Committee

- No report.

Regional Community Development Committee

- No report.
- Next meeting is scheduled for September 16, 2014.

Regional Community Development Committee (RCDC)

777-14: Cholak

That Councillor Ron Bobocel be appointed as member to the **Regional Community Development Committee (RCDC)**.

Carried.

Regional Disaster Services Agency Committee

- No report.

Risk Pro Control Management Committee

- **Jubilee Insurance Bulletin:** June 30, 2014 – Insured Property Limits at Renewal.
- **Minutes:** Added Named Insured:
 - **Smoky Lake Riding Club:** Minutes of June 15, 2014.

Smoky Lake Agricultural Society

- Attended the Big Valley Jamboree to assist in selling Raffle Tickets for their fundraiser – approximately 100 Books were sold at this event.
- Next meeting is scheduled for September 2, 2014 at 7:30 p.m..

Smoky Lake Foundation

- Contract with Connecting Care is processing well.
- Still no agreement with Alberta Health Services.
- Continuing with the Alberta Seniors and Community Supports Affordable Supportive Living Initiative – Project is well underway.

Smoky Lake Heritage Board

- No Minutes.

Joint Municipalities

- Next Meeting: Scheduled for **September 29, 2014** hosted by the Village of Waskatenau.

778-14: Cholak

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

Carried.

6. Correspondence:

AAMD&C

779-14: Cholak

That Smoky Lake County acknowledge that no correspondence received from the Alberta Association of Municipal Districts and Counties for the Month of July and August 2014.

Carried.

Community Learning Council

780-14: Bobocel

That Smoky Lake County, as the legal host, acknowledge receipt of the letter received from Eileen Passmore, Director, Education and Training Program Coordination, Alberta Enterprise and Advanced Education, dated July 18, 2014 in regards to Smoky Lake County Community Learning Council receiving Grant Funding in the amount of \$54,777.00 for the 2014/2015 Community Adult Learning Program.

Carried.

Town of Smoky Lake

781-14: Bobocel

That Smoky Lake County write a letter to Town of Smoky Lake in response to the letter received from Dan Kotylak, Deputy Mayor, dated July 24, 2014 in regards to a Joint Meeting to discuss possibly negotiating agreements; and request that discussion to these issues be addressed at the scheduled Joint Regional Strategic Planning Workshop on September 11 and 12, 2014.

Carried.

Alberta Municipal Affairs: ACP Grant

782-14: Lukinuk That the letter received from Honourable Greg Weadick, Minister of Municipal Affairs, dated July 7, 2014 in regards to the announcement of the new Alberta Community Partnership (ACP) guidelines and application now available on the Municipal Affairs website – www.municipalaffairs.alberta.ca/albertacommunitypartnership.cfm, retroactive to April 1, 2014, be filed for information.

Carried.

Elections Alberta: Digital Date Information - Permission

783-14: Smigerowsky That County Council approve to allow permission for Elections Alberta to obtain Information Data - digital addressing date for Smoky Lake County municipality directly from Alberta Health Services (AHS) to compile a revised Alberta Registers of Electors, be per request letter received from Glen Resler, Chief Electoral Officer, Elections Alberta, dated July 14, 2014.

Carried.

Tourism Investment Forum

784-14: Cholak That the letter received from Moe Rehemtulla, Director, Research and Innovations, Tourism Division, dated July 10, 2014 in regards to the Tourism Investment Forum scheduled for November 5, 2014 at the Telus Convention Centre in Calgary, be filed for information.

Carried.

Alberta Association of Municipal Districts & Counties – District No. 5

785-14: Bobocel That the correspondence received from the Alberta Association of Municipal Districts & Counties District No. 5 for the meeting scheduled for September 12, 2014 in Clandonald Agricultural Society Hall hosted by County of Vermilion River, as follows: Agenda: September 12, 2014; Minutes: January 8, 2014; Organizational Minutes: January 8, 2014; Draft Resolution: Regional Partnership Solution to Municipal/Community Viability and Draft Resolution: Amend the Waste Control Regulations 192/1996 to address classification of Hazardous Wastes in Landfills, be filed for information, as Council has another engagement scheduled for that day.

Carried.

Go East Regional Tourism

786-14: Cholak That the correspondence received from Donna Jenson, Office Administrator, Go East Regional Tourism Organization, dated July 14, 2014 in regards to the Press Release on Babas and Borschch Ukrainian Festival, be filed for information.

Carried.

The Pony Express: Newsletter

787-14: Smigerowsky That the Newsletter received from the Wild Pink Yonder – On the Trail for a Cure, entitled “The Pony Express”, dated June 2014, be filed for information.

Carried.

Solutions Focused Strategies: Training

788-14: Lukinuk That the correspondence received from Darlene Doskoch, Program Coordinator, Dr. Margaret Savage Crisis Centre in Cold Lake, Alberta, dated June 14, 2014 in regards to the Introduction to Solution Focused Strategies – Solution Talk Training Level 1 and 2, be filed for information.

Carried.

**Sustainable Resource Development
Grazing Lease No. GRL 31788**

789-14: Cholak That the c.c. letter received from Connie Gagne, Disposition Services Section, Government of Alberta Environment and Sustainable Resource Development, dated July 31, 2014 written to William L. Lawrence Professional Corporation, Barristers & Solicitors in regards to the Grazing Lease No. GRL 31788 registered to Wade Mulkay and Natalie Mulkay “as Joint Tenants” from Bernie Tchir and Jared Steven Tchir for 80 AUMs of Grazing Annually - effective July 31, 2014 – expiry January 31, 2021, be filed for information.

Carried.

2014 Stars of Alberta Volunteer Awards

790-14: Bobocel That County Council advertise in the Smoky Lake County Grapevine and the web-site the 2014 Stars of Alberta Volunteer Awards: Call for Nominations recognizing extraordinary Albertans for persons interested to self-application nominations deadline of September 15, 2014 where the ceremony to be held on December 5, 2014 in Edmonton on International Volunteer Day.

Carried.

Alberta Municipal Affairs: 2013 Financial Statements

791-14: Smigerowsky That the letter received from Honourable Greg Weadick, Minister of Municipal Affairs, dated August 13, 2014 in regards extending Council sincere appreciation for Smoky Lake County submission of the 2013 Financial Information and 2013 Financial Statements well before the year’s submission deadline of May 1, 2014, be filed for information.

Carried.

Thank You: Summary Listing

792-14: Lukinuk That Smoky Lake County file for information the August 2014 Summary Listing of Thank You received from organizations extending appreciation of support:

- St. Paul/Aspen Family Physicians NPC – Primary Care Network Lakeland: Steps to a Healthier You – Donation.

Carried.

Information Releases

793-14: Cholak That the Information Releases for the Month of July 2014 and August 2014, be accepted and filed for Information.

Carried.

Reading File

No correspondences in the Reading File.

Bills & Accounts:

794-14: Bobocel 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
29401	36235 to 36242	\$ 15,822.55
29404	36243 to 36255	\$ 241,041.91
29410	36256 to 36306	\$ 132,835.90

29413	36307	\$ 3,045.00
29437	36308 to 36316	\$ 81,261.36
29438	36317 to 36324	\$ 31,584.52
29439	36325 to 36353	\$ 114,921.42
29471	36354 to 36385	\$ 68,241.01
29486	36386	\$ 211.73
29491	36387 to 36428	\$ 901,753.40
29525	36429 to 36451	\$ 94,685.91
29533	36452 to 36463	\$ 210,597.21
29556	36464 to 36497	\$ 221,144.01
29562	36498 to 36499	\$ 3,065.87
29592	36500 to 36533	\$ 51,071.51
Total Cheques		\$ 2,171,283.31
Direct Debit Register		
29271	Smoky Lake County	\$ 299,406.51
29549	Smoky Lake County	\$ 292,505.04
Total Direct Debits		\$ 591,911.55
Grand Total Bills and Accounts		\$ 2,763,194.86

Carried.

County Council Meeting(s)

795-14: Lukinuk That the next **County Council Meeting(s)** be scheduled for Thursday, **September 25, 2014**; Thursday, **October 23, 2014** (*after the Organizational Meeting*); and Thursday, **December 4, 2014** at 9:00 a.m.; to be held at the County Council Chambers.

Carried.

ADJOURNMENT:

796-14: Orichowski That this meeting be adjourned, time 4:45 p.m.

Carried.

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER