

LAC LA BICHE COUNTY

REGULAR COUNCIL MEETING

DATE: June 10, 2014
TIME: 10:00 a.m.
PLACE: Council Chambers
County Centre

AGENDA

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. ADOPTION OF MINUTES
 - 3.1 May 13, 2014 Regular Council Meeting;
 - 3.2 June 4, 2014 Special Council Meeting – Fire Services;
 - 3.3 June 5, 2014 Special Council Meeting.
4. UNFINISHED BUSINESS
5. URGENT MATTERS
 - 5.1 Briefing – Ward 2 Councillor Resignation;
 - 5.2 RFD – Appointment of Acting Deputy Mayor;
 - 5.3 Land Matter (section 25 FOIP) (addition to agenda).
6. PUBLIC INPUT SESSION/DELEGATIONS/PUBLIC HEARINGS
 - 6.1 2:00 p.m. Public Hearing - Rezoning Bylaw 14-023; Evangelical Lutheran Church in Canada; Lot 8, Block 1, Plan 2518ET; from Urban Reserve District (UR) to Public/Institutional District (PI) and High Density Hamlet Residential District (HDR);
 - 6.2 2:30 p.m. Public Input Session.
7. DISPOSITION OF DELEGATION BUSINESS
 - 7.1 Public Input Session.

8. NEW BUSINESS

- 8.1 RFD – Amend Signing Authorities;
- 8.2 RFD – By-Election to Fill Ward 2 Councillor Vacancy;
- 8.3 RFD – Vacant Committee Appointments (hand-out);
- 8.4 Briefing – Council Meetings (hand-out);
- 8.5 RFD – Statement of Revenues and Expenditures for the Period Ended May 31, 2014;
- 8.6 RFD – Utility Sewer Disposal Rates – Work Camps;
- 8.7 RFD – Statutory Road Allowance and Forced Road Closure;
- 8.8 RFD – Screening of Winter Sand at Christy Creek Pit;
- 8.9 RFD – BF 72382 Bridge Repair;
- 8.10 RFD – C.O.R.E. Program (Community Organic Recycling Enhancement);
- 8.11 RFD – Parks and Open Spaces Policy and Procedure;
- 8.12 RFD – Lakeland Interpretive Society;
- 8.13 RFD – Commissions to Realtors on Municipal Land Sales;
- 8.14 Briefing – Land Sale Procedure;
- 8.15 RFD – Request for First Extension to the Subdivision Approval File 2012-S-047; Basargin, Vasily; NE 5-69-4-W4M;
- 8.16 RFD – Rezoning Bylaw 14-023; Evangelical Lutheran Church in Canada; Lot 8, Block 1, Plan 2518ET; from Urban Reserve District (UR) to Public/Institutional District (PI) and High Density Hamlet Residential District (HDR) – 2nd and 3rd Reading;
- 8.17 Discussion – Peace Officer Program (addition to agenda).

9. IN CAMERA SESSION

- 9.1 RFD – Land Matter – Deposit from Offer to Purchase (section 25 FOIP);
- 9.2 Personnel Matter (section 17 FOIP).

10. ADJOURNMENT

**LAC LA BICHE COUNTY
REGULAR COUNCIL MEETING
COUNTY CENTRE, LAC LA BICHE**

June 10, 2014 – 10:00 a.m.

Minutes of the Lac La Biche County Regular Council Meeting held on June 10, 2014 at 10:00 a.m.

CALL TO ORDER Acting Mayor Nowak called the meeting to order at 10:05 a.m.

PRESENT	John Nowak	Acting Mayor
	Wanda Austin	Councillor
	Richard Olson	Councillor (entered at 1:30 p.m.)
	David Phillips	Councillor
	MJ Siebold	Councillor
	Tim Thompson	Councillor / Deputy Mayor
	Hajar (Jerry) Haymour	Councillor

STAFF IN ATTENDANCE	Shadia Amblie	Interim Chief Administrative Officer/ Manager, Communications
	Melanie McConnell	Interim Assistant Chief Administrative Officer/Manager, Legislative Services
	Dan Small	Senior Manager (in part)
	Julie McIsaac	Communications Coordinator (in part)
	Joanne Onciul	Legislative Services Coordinator

ADOPTION OF AGENDA

14.459 Motion by Councillor Haymour to approve the June 10, 2014 Regular Council Meeting agenda as amended:

- Addition of Item 5.3 Land Matter (section 25 FOIP);
- Addition of Item 8.17 Discussion – Peace Officer Program.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

3.1 May 13, 2014 Regular Council Meeting;

14.460 Motion by Councillor Siebold to adopt the minutes of the May 13, 2014 Regular Council Meeting as circulated.

CARRIED UNANIMOUSLY

3.2 June 4, 2014 Special Council Meeting – Fire Services;

14.461 Motion by Councillor Thompson to adopt the minutes of the June 4, 2014 Special Council Meeting – Fire Services as circulated.

CARRIED UNANIMOUSLY

3.3 June 5, 2014 Special Council Meeting;

14.462 Motion by Councillor Siebold to adopt the minutes of the June 5, 2014 Special Council Meeting as circulated.

CARRIED UNANIMOUSLY

URGENT MATTERS

5.1 Briefing – Ward 2 Councillor Resignation;

14.463 Motion by Councillor Haymour that Council accepts Robert Richard's resignation as Ward 2 Councillor and Acting Deputy Mayor.

CARRIED UNANIMOUSLY

5.2 RFD – Appointment of Acting Deputy Mayor;

Acting Mayor Nowak opened the floor for nominations of Acting Deputy Mayor.

Councillor Haymour nominated Councillor Thompson. Councillor Thompson accepted the nomination.

Acting Mayor Nowak called for further nominations.

Councillor Phillips nominated Councillor Siebold. Councillor Siebold declined the nomination.

Acting Mayor Nowak called for further nominations. There were no further nominations.

14.464 Motion by Councillor Haymour that nominations for Acting Deputy Mayor cease.

CARRIED UNANIMOUSLY

5.2 RFD – Appointment of Acting Deputy Mayor (continued);

14.465 Motion by Councillor Austin that County Council appoints Councillor Thompson as Acting Deputy Mayor for Lac La Biche County until such time as the Mayor vacancy is filled.

CARRIED UNANIMOUSLY

The Oath of Office for the position of Deputy Mayor was taken by Councillor Thompson.

IN CAMERA SESSION

14.466 Motion by Councillor Austin to go in camera at 10:14 a.m.

CARRIED UNANIMOUSLY

5.3 Land Matter (section 25 FOIP) (addition to agenda).

RETURN TO REGULAR MEETING

14.467 Motion by Councillor Siebold to proceed with the meeting out of camera at 10:33 a.m.

CARRIED UNANIMOUSLY

BUSINESS ARISING OUT OF “IN CAMERA SESSION”

5.3 Land Matter (section 25 FOIP).

14.468 Motion by Councillor Phillips to ratify a request for an extension at the Court of Appeal on the Land Matter as discussed in camera.

CARRIED UNANIMOUSLY

RECESS

Acting Mayor Nowak called a recess at 10:34 a.m.

RECONVENE

Acting Mayor Nowak reconvened the meeting at 10:37 a.m. with all those Members of Council previously listed in attendance.

NEW BUSINESS

8.1 RFD – Amend Signing Authorities;

14.469 Motion by Councillor Haymour that County Council designates the signing authorities for the County as the following personnel effective immediately:

One of:

Acting Mayor John Nowak
Acting Deputy Mayor Tim Thompson
Ward 5 Councillor MJ Siebold, and

One of:

Interim CAO Shadia Amblie
General Manager, Operations, Jeff Lawrence
Senior Manager, Daniel Small.

CARRIED UNANIMOUSLY

8.2 RFD – By-Election to Fill Ward 2 Councillor Vacancy;

14.470 Motion by Councillor Thompson that County Council holds a By-Election to fill the Ward 2 Councillor vacancy on August 25, 2014.

CARRIED UNANIMOUSLY

14.471 Motion by Councillor Thompson to appoint Melanie McConnell, Interim Assistant Chief Administrative Officer and Manager, Legislative Services as the Returning Officer for the Lac La Biche County 2014 Ward 2 By-Election.

CARRIED UNANIMOUSLY

14.472 Motion by Councillor Haymour that Lac La Biche County holds an advance vote at a time and location to be determined by the Returning Officer, in accordance with the provisions of the Local Authorities Election Act.

CARRIED UNANIMOUSLY

14.473 Motion by Councillor Austin that Lac La Biche County provides for special ballots during the 2014 Ward 2 By-Election, and further that special ballot applications be made by any one of the following methods: in writing; by telecopier (fax); in person; or by email.

CARRIED UNANIMOUSLY

8.2 RFD – By-Election to Fill Ward 2 Councillor Vacancy (continued);

14.474 Motion by Councillor Phillips to allocate \$5,000 from General Revenue for the 2014 Ward 2 By-Election.

CARRIED UNANIMOUSLY

8.3 RFD – Vacant Committee Appointments (hand-out);

14.475 Motion by Councillor Haymour that Acting Mayor Nowak and Acting Deputy Mayor Thompson be authorized to attend external committees if the need arises until such time as the vacancies are filled.

CARRIED UNANIMOUSLY

8.4 Briefing – Council Meetings (hand-out);

14.476 Motion by Councillor Thompson that the June 17, 2014 Strategic Session be cancelled due to the lengthy Public Works Committee Meeting Agenda, and further that the June 24, 2014 Regular Council Meeting be cancelled and rescheduled for June 27, 2014, and further that the same be held at 10:00 a.m. in Council Chambers.

CARRIED UNANIMOUSLY

RECESS Acting Mayor Nowak called a recess at 11:08 a.m.

RECONVENE Acting Mayor Nowak reconvened the meeting at 11:16 a.m. with all those Members of Council previously listed in attendance.

NEW BUSINESS

8.5 RFD – Statement of Revenues and Expenditures for the Period Ended May 31, 2014;

Dan Small, Senior Manager reviewed the Statement of Revenues and Expenditures for the period ended May 31, 2014.

Shadia Amblie provided clarification to all those present regarding COLA.

Councillor Siebold left Council Chambers at 11:43 a.m. due to a conflict of interest as she has family that works for the County.

8.5 RFD – Statement of Revenues and Expenditures for the Period Ended May 31, 2014 (continued);

14.477 Motion by Councillor Phillips that Administration brings forward information on the application of COLA and the costs associated with reversing the decision including retroactive pay.

IN FAVOUR
Councillor Phillips

OPPOSED
Mayor Nowak
Councillor Austin
Councillor Thompson
Councillor Haymour

DEFEATED

Councillor Siebold returned to Council Chambers at 11:47 a.m.

14.478 Motion by Councillor Austin that County Council accepts the Lac La Biche Statement of Revenues & Expenditures for the Period Ended May 31, 2014, as presented.

CARRIED UNANIMOUSLY

8.6 RFD – Utility Sewer Disposal Rates – Work Camps;

14.479 Motion by Councillor Phillips that County Council increases the Utility Sewer Disposal rates to \$10/m³ or \$50/axle for work camps within the County and for all loads from outside of the County boundaries, effective July 1, 2014.

CARRIED UNANIMOUSLY

8.7 RFD – Statutory Road Allowance and Forced Road Closure;

14.480 Motion by Councillor Thompson that County Council approves the closure of the abandoned part of road plan 391EU; located within SE 31-66-13-W4M.

IN FAVOUR
Mayor Nowak
Councillor Austin
Councillor Phillips
Councillor Siebold
Councillor Thompson

OPPOSED
Councillor Haymour

CARRIED

NEW BUSINESS

8.7 RFD – Statutory Road Allowance and Forced Road Closure (continued);

14.481 Motion by Councillor Thompson that costs associated with the registration on title be borne by the land owner.

CARRIED UNANIMOUSLY

8.8 RFD – Screening of Winter Sand at Christy Creek Pit;

14.482 Motion by Councillor Siebold to table this matter to later in the meeting to allow Administration to provide more information with respect to Lac La Biche County’s policies.

CARRIED UNANIMOUSLY

8.9 RFD – BF 72382 Bridge Repair;

Councillor Phillips left Council Chambers at 12:16 p.m.

Councillor Phillips returned to Council Chambers at 12:19 p.m.

14.483 Motion by Councillor Thompson that County Council approves an unbudgeted expenditure of \$100,000.00 for Bridge funding to repair BF 72382 to be funded from General Revenue.

CARRIED UNANIMOUSLY

RECESS

Acting Mayor Nowak called a recess at 12:26 p.m.

RECONVENE

Acting Mayor Nowak reconvened the meeting at 1:44 p.m. with all those Members of Council previously listed in attendance, including Councillor Olson and with the exception of Councillors Thompson and Haymour.

NEW BUSINESS

8.10 RFD – C.O.R.E. Program (Community Organic Recycling Enhancement);

Councillor Thompson entered Council Chambers at 1:45 p.m.

Councillor Haymour entered Council Chambers at 1:45 p.m.

8.10 RFD – C.O.R.E. Program (Community Organic Recycling Enhancement) (continued);

14.484 Motion by Councillor Phillips that County Council approves the waste reduction pilot initiative the “C.O.R.E. Program (Home Composting Program)” for Lac La Biche County.

CARRIED UNANIMOUSLY

8.11 RFD – Parks and Open Spaces Policy and Procedure;

14.485 Motion by Councillor Siebold that County Council adopts the new Parks and Open Spaces Policy No. CM-71-016 as presented, and further that Policies CM-71-006 and CM-71-010 be rescinded.

CARRIED UNANIMOUSLY

14.486 Motion by Councillor Thompson to direct Administration to bring back a briefing to Council regarding the maintenance schedule for outdoor maintenance at Community Halls.

CARRIED UNANIMOUSLY

PUBLIC INPUT SESSION/DELEGATIONS/PUBLIC HEARINGS

6.1 Public Hearing – Rezoning Bylaw 14-023; Evangelical Lutheran Church in Canada; Lot 8, Block 1, Plan 2518ET; from Urban Reserve District (UR) to Public/Institutional District (PI) and High Density Hamlet Residential District (HDR);

Acting Mayor Nowak provided an overview of the Public Hearing process and declared the public hearing open at 2:07 p.m.

Acting Mayor Nowak asked the Manager, Legislative Services whether or not the public hearing was advertised and notice was provided in accordance with the applicable legislation. The Manager, Legislative Services advised that this was the case and further noted that no written submissions were received.

Sheera Bourassa, Planning & Development Officer, summarized the purpose for the hearing.

Acting Mayor Nowak asked if the Applicant was present and wishing to speak to the proposed Rezoning Bylaw 14-023.

No one came forward.

Acting Mayor Nowak asked if there was anyone present wishing to speak in support of the proposed bylaw.

No one came forward.

Acting Mayor Nowak asked if there was anyone present wishing to speak in opposition of the proposed bylaw.

No one came forward.

Acting Mayor Nowak asked if the Applicant wishes to make any closing comments.

Don Bollinger, representative for the developer, provided an overview of the future plans for the subdivision.

Ms. Bourassa provided clarification on permitted and discretionary use of high density zoning.

Acting Mayor Nowak thanked the presenters for their comments and declared the public hearing closed at 2:15 p.m.

NEW BUSINESS

8.12 RFD – Lakeland Interpretive Society;

Discussion ensued regarding the artifacts that are owned by the County and the process for managing and caring for these artifacts.

Councillor Phillips left Council Chambers at 2:40 p.m.

Discussion ensued regarding the proposed agreement between Lac La Biche County and the Lakeland Interpretive Society.

It was suggested that a clause be added to the above noted agreement to state that the Lakeland Interpretive Society will be the HUB for all museums and historical societies in the Lac La Biche County.

Councillor Phillips returned to Council Chambers at 2:43 p.m.

14.487 Motion by Councillor Thompson that the proposed Lakeland Interpretive Society agreement be brought back with suggested changes to section 3.1.a to the June 27, 2014 Regular Council meeting.

CARRIED UNANIMOUSLY

PUBLIC INPUT SESSION/DELEGATIONS/PUBLIC HEARINGS

6.2 Public Input Session.

Acting Mayor Nowak declared the public input session open at 2:56 p.m.

There was no one present for the public input session.

Acting Mayor Nowak declared the public input session closed at 2:56 p.m.

DISPOSITION OF DELEGATION BUSINESS

7.1 Public Input Session.

There was no one present for the Public Input Session.

RECESS

Acting Mayor Nowak called a recess at 2:56 p.m.

RECONVENE

Acting Mayor Nowak reconvened the meeting at 3:05 p.m. with all those Members of Council previously listed in attendance.

NEW BUSINESS

8.13 RFD – Commissions to Realtors on Municipal Land Sales;

14.488 Motion by Councillor Thompson that Lac La Biche County offers the commission rate of 3.5% on the first \$100,000 and 1.5% on the remaining balance to realtors, subject to a real estate commission agreement, for municipal owned land sales.

CARRIED UNANIMOUSLY

8.14 Briefing – Land Sale Procedure;

Discussion ensued regarding the current Land Sale Procedure.

14.489 Motion by Councillor Haymour that the current Land Sale Policy be amended such that any offer for County land sale be considered by Lac La Biche County Council.

IN FAVOUR
Mayor Nowak
Councillor Austin
Councillor Olson
Councillor Thompson
Councillor Haymour

OPPOSED
Councillor Phillips
Councillor Siebold

CARRIED

NEW BUSINESS

8.14 Briefing – Land Sale Procedure (continued);

14.490 Motion by Councillor Phillips to accept the briefing regarding Land Sale Procedure as information.

CARRIED UNANIMOUSLY

8.15 RFD – Request for First Extension to the Subdivision Approval File 2012-S-047; Basargin, Vasily; NE 5-69-4-W4M;

Note: There is a typographical error in the Legal Land Description. It should read NE 5-69-16-W4M.

14.491 Motion by Councillor Thompson that County Council grants a one (1) year extension to the Subdivision Approval for File 2012-S-047 until June 5, 2015.

CARRIED UNANIMOUSLY

8.16 RFD – Rezoning Bylaw 14-023; Evangelical Lutheran Church in Canada; Lot 8, Block 1, Plan 2518ET; from Urban Reserve District (UR) to Public/Institutional District (PI) and High Density Hamlet Residential District (HDR) – 2nd and 3rd Reading;

14.492 Motion by Councillor Siebold that Bylaw 14-023 be given second reading this 10th day of June, 2014.

CARRIED UNANIMOUSLY

14.493 Motion by Councillor Haymour that Bylaw 14-023 be given third and final reading this 10th day of June, 2014.

CARRIED UNANIMOUSLY

8.17 Discussion – Peace Officer Program (addition to agenda);

14.494 Motion by Councillor Olson that a hiring freeze be placed on the Peace Officer vacancies until such time that Council has the opportunity to review the Peace Officer Program.

IN FAVOUR

Mayor Nowak

Councillor Austin

Councillor Olson

Councillor Siebold

Councillor Thompson

Councillor Haymour

OPPOSED

Councillor Phillips

CARRIED

RECESS

Acting Mayor Nowak called a recess at 3:37 p.m.

RECONVENE

Acting Mayor Nowak reconvened the meeting at 3:44 p.m. with all those Members of Council previously listed in attendance.

8.8 RFD – Screening of Winter Sand at Christy Creek Pit (continued).

14.495 Motion by Councillor Haymour that Administration enters into an agreement with Carillion Canada to screen 15,000 tonnes of winter sand at Christy Creek Pit whereby 7,500 tonnes will go to Carillion Canada and 7,500 tonnes will be stockpiled for Lac La Biche County, in accordance with Procurement Policy CS-10-004, Procedure B, sections 3.1(i), 3.2 and 3.3.

CARRIED UNANIMOUSLY

14.496 Motion by Councillor Austin to extend the meeting to the end of the agenda.

CARRIED UNANIMOUSLY

IN CAMERA SESSION

14.497 Motion by Councillor Phillips to go in camera at 3:51 p.m.

CARRIED UNANIMOUSLY

9.1 RFD – Land Matter – Deposit from Offer to Purchase (section 25 FOIP);

9.2 Personnel Matter (section 17 FOIP).

Councillor Thompson left Council Chambers at 4:24 p.m. and did not return to the meeting.

RETURN TO REGULAR MEETING

14.498 Motion by Councillor Siebold to proceed with the meeting out of camera at 4:59 p.m.

CARRIED UNANIMOUSLY

BUSINESS ARISING OUT OF “IN CAMERA SESSION”

9.1 RFD – Land Matter – Deposit from Offer to Purchase (section 25 FOIP);

This matter will be brought forward to the June 27, 2014 Regular Council Meeting.

9.2 Personnel Matter (section 17 FOIP).

No action required.

ADJOURNMENT

14.499 Motion by Councillor Siebold to adjourn the Regular Council Meeting of June 10, 2014 at 4:59 p.m.

CARRIED UNANIMOUSLY

John Nowak, Acting Mayor

**Shadia Amblic
Interim Chief Administrative Officer**



LAC LA BICHE COUNTY POLICY

TITLE: PARKS AND OPEN SPACES PRIORITIES	POLICY NO: CM-71-016
RESOLUTION: 14.485	EFFECTIVE DATE: JUNE 10, 2014
LEAD ROLE: MANAGER, PARKS & RECREATION	NEXT REVIEW DATE: JUNE 10, 2015
SPECIAL NOTES/CROSS REFERENCE:	AMENDMENT DATE:

POLICY STATEMENT:

Lac La Biche County believes that the development, maintenance, and operation of its parks and open spaces are essential to sustaining and maintaining high quality, safe and aesthetically pleasing outdoor play spaces available to all County residents.

For the purpose of this policy, parks and open spaces is defined as area that has been identified for the purpose of formal and informal sport and recreation inclusive of playgrounds, parks, walking trails, boat launches and docks, beach fronts, sports fields, and outdoor skating rinks.

The County is committed to using innovative and equitable approaches to accomplish the goals of this policy and will consider the incorporation of new information and practices as they become available through research and monitoring efforts undertaken locally, regionally, provincially, and/or nationally.

Administration shall establish procedures for this policy and shall be responsible to ensure the spirit and intent of the policy is adhered to.

“Original Signed”
Chief Administrative Officer

June 17, 2014
Date

“Original Signed”
Mayor

June 17, 2014
Date



LAC LA BICHE COUNTY PROCEDURE

TITLE: PARKS AND OPEN SPACES PRIORITIES
AND INSPECTION SCHEDULE

PROCEDURE: CM-71-016

SPECIAL NOTES/CROSS REFERENCE:
Policy CM-71-016 Parks & Open Spaces Priorities

AMENDMENT DATE:

PROCEDURE STATEMENT:

Lac La Biche County believes that the development, maintenance and operation of its parks, playgrounds, outdoor skating rinks, campground, boat docks and launches, and trails are essential to sustain and maintain quality recreational services for all County residents.

DEFINITIONS:

- (a) **Boat Dock:** structure used by boats for taking on or landing cargo and passengers, further definition is a structure to bring a boat, other aquatic vehicle into a landing pier or platform;
- (b) **Boat Launch:** a location on a body of water that is designated for the purpose of launching a boat into the water;
- (c) **Campground:** an outdoor area designed for camping, usually providing campers with some facilities such as showers, and toilets;
- (d) **County Facilities:** the three major centers of administration occupancy, County Centre, Bold Center and McArthur Place;
- (e) **County Parks:** large piece of public land, used for recreation, kept free of houses and other buildings and can be used for pleasure and exercise;
- (f) **County Playgrounds:** an outdoor area where children can play that usually includes special equipment (such as swings and slides) designed to provide a safe environment for play in a natural setting;
- (g) **In Kind Donations:** donations that are provided or performed as goods and services rather than money;
- (h) **Outdoor Skating Rinks:** a smooth expanse of ice for ice-skating in an open space area;
- (i) **Pond Maintenance:** monitoring and regulating acceptable water level to support the aquatic ecosystem, as well as some turf management of some grassy areas surrounding pond;

- (j) **Sports Fields:** an outdoor playing surface or field where sports events take place; especially the part of a field that is officially marked as the place where the action of a game happens;
- (k) **Turf Maintenance:** managing grass space, the process of using a mower to cut down the growth, trim and edge grassy common areas of Urban Service Areas;
- (l) **Walking Trail:** multi-purpose path that is located in a park or open space and includes sidewalks or portions of sidewalks that are part of the multi-purpose pathway system or are connectors between parks;
- (m) **Waterfront Beaches:** the land that is located directly on a body of water such as a lake or ocean.

PRIORITIES:

1. Subject to favorable and conducive weather conditions, priority is to have all of the following inspected for all relevant safety aspects and be fully operational by the **long weekend in May**;
 - (a) Parks
 - (b) Playgrounds
 - (c) Sports Fields
 - (d) Waterfront Beaches
 - (e) Boat Launches
 - (f) Boat Docks
 - (g) Fork Lake Campground
2. The Willow Park Cemetery and litter pick-up is to have precedence all months of the year and work is to be scheduled in as required;
3. Pond maintenance at Alexander Hamilton Park to start **June 1st** and continue through to **October 31st**;
4. Subject to favorable and conducive weather conditions, priority is to have all the following completed by **June 15th** and removed by **October 31st** annually;
 - (a) Landscaping of County facilities including the grounds surrounding the Welcoming by Nature signs;
 - (b) Hanging flower baskets in the Urban Service Areas;
 - (c) Placement of picnic tables and benches; and
 - (d) Placement of port-a-potties in designated areas.

5. Subject to favorable and conducive weather conditions, outdoor skating rinks should be fully functional and in operation by **December 20th** annually;
6. Subject to favorable and conducive weather conditions, installation of Christmas lights and banners are to be installed and fully functional by **November 30th** annually;
7. Turf maintenance to commence, subject to favorable and conducive weather conditions, by **May 15th** annually and continue until **October 15th** or as weather permits;
8. In kind donations and requests for support from local community groups and agencies for community and special events are subject to the Lac La Biche County Event Sponsorship Policy #CM-71-015. All other requests will be reviewed on an individual basis with decision made by Department Manager, General Manager and/or Chief Administrative Officer or assigned designate. Community groups and agencies may be invoiced for such requests.

INSPECTIONS:

1. All areas designated as playgrounds will be inspected on a monthly basis by a certified individual from the Parks & Open Spaces department from April 1st – October 30th and will be carried out according to CSA Playground Standards Guidelines;
2. Walking trails will be inspected on a monthly basis by a certified individual from the Parks & Open Spaces department to ensure safety hazards and deadfall are removed and trails are clear and safe for use;
3. Boat launches and docks must be inspected by a qualified individual from the Parks & Open Spaces department for safety components on a monthly basis from May 24th- October 30th;
4. Outdoor Rinks will be inspected weekly during operation throughout the winter months;
5. Annual report will be completed the Parks & Open Spaces Coordinator and submitted to the Manager, Parks & Recreation by October 15th which will review all work completed in the parks, playgrounds, open spaces, and trails and in turn, will be used as a planning tool for yearly budgeting, capital projects and for assessing liability concerns.

APPENDIX:

- a) Schedule of Priorities
- b) Playground Inspection Form
- c) Trails Inspection Form

“Original Signed”

 Chief Administrative Officer

June 17, 2014

 Date

Appendix A: Parks & Open Spaces Responsibilities & Priorities Schedule

Objective: Structuring and defining roles and responsibilities of Parks & Open Spaces

- Ensure that County owned parks and facilities are maintained in a safe, aesthetically pleasing, high quality, and cost effective manner;
- Develop maintenance activities, schedules and strategies;
- Provide a framework to facilitate the effective allocation of available resources to provide effective management and administration.

Responsibilities:

	Initiative	Particulars
1	13 Boat launches 14 Boat docks	Maintenance, Permits, LOC's Installation and removal
2	1 Campground	General maintenance of grounds and buildings, Contractor operations , wood supply
3	Landscaping 3 County facilities	Flower beds, grass cutting, tree planting, etc.
4	Litter pick up/removal	In Urban Service Areas
5	14 Playgrounds	Flower beds, grass cutting, tree planting, playground equipment inspections, upgrades, rototill sand base, weed control
6	3 Sports Fields	Grass cutting, float baseball diamonds, paint lines, general maintenance
7	9 County parks	Flower beds, grass cutting, tree planting and maintenance
8	7 Outdoor Skating Rinks	Preparing and maintaining ice surfaces, clearing snow and flooding ice surface, repair and maintenance of boards, gates and buildings
9	1 Cemetery	Tracking of mapping requirements, arrange for excavation, grass cutting, weed control, monument placement
10	110 Hanging baskets 140 banners	Purchase, install and removal
12	110 Christmas Lights	Install and removal
13	22 Km of Walking trails	Maintenance, snow and ice removal, inspections, removal of deadfall, garbage collection
14	Turf Maintenance/Cutting	Cut grass at 75 locations throughout the County, tree planting, weed control and maintenance of sites
15	Maintenance of 40 picnic tables/benches/flagpoles	Regular maintenance, set up and deliver to and from sites/events, obtain dig permits when necessary
16	2 County beaches, waterfront	Litter clean up, weed control
17	Alexander Hamilton Park Pond maintenance	Stock trout supply, monitor and maintain adequate water level, winter ice maintenance, garbage collection, commemorative benches/trees program
18	In kind donations	Assisting non-profit groups and other departments with their events/functions
19	Special Projects/Assignments	Signage, playground and park upgrades, removal and installation of decks and other structures in and around open spaces

Appendix A: Parks & Open Spaces Responsibilities & Priorities Schedule

Schedule:

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Cemetery	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Walking Trails	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Outdoor Skating Rinks	✓	✓	✓							✓	✓	✓
Christmas Lights	✓										✓	✓
Banners	✓						✓				✓	✓
Sports Fields				✓	✓	✓	✓	✓	✓			
County Playgrounds				✓	✓	✓	✓	✓	✓			
Waterfront Beaches				✓	✓	✓	✓	✓	✓			
Pond Maintenance					✓	✓	✓	✓	✓	✓		
Landscaping County Facilities					✓	✓	✓	✓	✓	✓		
Boat Launches					✓	✓	✓	✓	✓	✓		
Boat Docks					✓	✓	✓	✓	✓	✓		
Litter Pick-Up					✓	✓	✓	✓	✓			
County Parks					✓	✓	✓	✓	✓			
Campground					✓	✓	✓	✓	✓			
Hanging Baskets					✓	✓	✓	✓				
In Kind Donations					✓	✓	✓	✓				
Maintenance of Picnic Tables/Benches					✓	✓	✓				✓	✓
Turf Maintenance						✓	✓	✓	✓			

All highlighted checkmarks indicate a **deadline** as per Lac La Biche County *CM-71-006 Operational/Maintenance on Playgrounds/Parks/Trails Policy*.

Cemeteries is difficult to schedule activity, this should be always considered a priority.

Appendix A: Parks & Open Spaces Responsibilities & Priorities Schedule

The following chart represents the proposed priority settings; items **highlighted** indicate a deadline to be detailed in the new policy and procedure keeping in mind that all initiatives are dependent on weather conditions.

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Cemetery	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Walking Trails	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Outdoor Skating Rinks	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Christmas Lights	✓										✓	✓
Banners	✓						✓				✓	✓
Sports Fields					✓	✓	✓	✓	✓			
County Playgrounds					✓	✓	✓	✓	✓	✓		
Waterfront Beaches					✓	✓	✓	✓	✓			
Pond Maintenance	✓	✓	✓			✓	✓	✓	✓	✓		✓
Landscaping County Facilities						✓	✓	✓	✓	✓		
Boat Launches					✓	✓	✓	✓	✓	✓		
Boat Docks					✓	✓	✓	✓	✓	✓		
Litter Pick-Up	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
County Parks					✓	✓	✓	✓	✓			
Campground					✓	✓	✓	✓	✓			
Hanging Baskets						✓	✓	✓				
Picnic Tables/Benches					✓	✓	✓				✓	✓
Turf Maintenance					✓	✓	✓	✓	✓			
Snow/Ice Removal of County Facilities	✓	✓	✓							✓	✓	✓
In Kind Donations/Support		✓	✓		✓	✓	✓	✓	✓			

In kind donations and requests for event support will be reviewed on an individual basis by Administration and/or Council as required.

Playground Equipment Monthly Inspection Report

Note: This inspection report is a “work in progress”. Please forward any comments or suggestions to cpsi@cpra.ca

This report is not to be substituted for an annual comprehensive inspection report

GENERAL SITE INFORMATION			
Agency Requesting Inspection:		Inspection Date:	
		Time:	
Location Name:		Inspector:	

GENERAL EQUIPMENT INFORMATION			
Area #/ Part #:		Equipment Present:	
Site Location:			

INSPECTION INFORMATION

1. **Equipment stability and broken/loose components**
Satisfactory / Unsatisfactory / Not applicable
2. **Re-distribute loose-fill surfacing material to areas of “dishing” (i.e. slide exits, overhead components, etc.)**
Satisfactory / Unsatisfactory / Not applicable
3. **Check depth of protective surfacing to ensure adequate (check minimum 3 locations)**
Satisfactory / Unsatisfactory / Not applicable
4. **Broken glass and/or foreign debris on play equipment or concealed in protective surfacing**
Satisfactory / Unsatisfactory / Not applicable
5. **Unwrap any swings wrapped around swing top rail**
Satisfactory / Unsatisfactory / Not applicable
6. **Check all moving components for maintenance concerns (i.e. wear and tear issues, etc.)**
Satisfactory / Unsatisfactory / Not applicable
7. **Check condition of site furnishings and site amenities for vandalism**
Satisfactory / Unsatisfactory / Not applicable
8. **Check any wood components for cracking, splitting, splintering and gaps greater than 19mm (3/4 inch)**
Satisfactory / Unsatisfactory / Not applicable
9. **Check condition of retaining wall/barrier (if present)**
Satisfactory / Unsatisfactory / Not applicable
10. **Check condition of access into play area (i.e. pathway, fencing, etc.)**
Satisfactory / Unsatisfactory / Not applicable
11. **Check all fittings, bearing hangers, guardrails and components**
Satisfactory / Unsatisfactory / Not applicable
12. **Check swing seats for damage and decay**
Satisfactory / Unsatisfactory / Not applicable
13. **Check swing chains for kinked, twisted or broken chain**
Satisfactory / Unsatisfactory / Not applicable
14. **Check slides for cracks and sharp points**
Satisfactory / Unsatisfactory / Not applicable
15. **Check tires for drainage and/or protruding steel components**
Satisfactory / Unsatisfactory / Not applicable
16. **Check for graffiti and/or vandalism**
Satisfactory / Unsatisfactory / Not applicable

- 17. **Check for components requiring monitoring and/or repair from previous monthly or annual inspection report (i.e. has situation deteriorated? Was repair made? And if so is it now compliant or has a new problem been created?)**
Satisfactory / Unsatisfactory / Not applicable
- 18. **Check for seasonal or environmental issues (i.e. gaps at slides created by expanding or shrinking components such as poly slides, sectional slides becoming disjointed, lexan panels warping, frost heave, etc.)**
Satisfactory / Unsatisfactory / Not applicable
- 19. **Check for exposed foundations (i.e. concrete footings and other connecting devices, etc.)**
Satisfactory / Unsatisfactory / Not applicable
- 20. **Remove any obvious hazards**
Satisfactory / Unsatisfactory / Not applicable
- 21. **Check for drainage problems/issues**
Satisfactory / Unsatisfactory / Not applicable

SURFACING MAINTENANCE INFORMATION							
Approximate time frame for top-up of protective surfacing							
ASAP		Within 3 months		Within 6-12 months		Not applicable	
Approximate time frame for roto-tilling/loosening of protective surfacing							
ASAP		Within 3 months		Within 6-12 months		Not applicable	

Issues requiring immediate attention:

Person contacted regarding above noted issue:

Additional comments (if any):

Inspectors signature:

NOTE: If monthly inspection checklists are used to compile the annual inspection information as per Z614 it is required that the necessary information (i.e. performance requirements, protective surfacing zones, etc.) be extracted from the annual inspection checklist and considered during all monthly inspections.

APPENDIX C

TRAILS CLEANING AND SAFETY CHECKLIST

Lac La Biche County
P.O. Box 1679
Lac La Biche, AB T0A 2C0
Phone: (780)623-1747

Trail Location: _____

Date: _____

Employee: _____

ITEM

COMMENTS

Check trails for debris, glass, discarded metal, garbage or any other foreign materials.

Check ditches for any foreign material.

Check drainage to ensure standing water does not cover the trail.

Check for tripping hazards, like exposed concrete footings tree stumps and rocks.

Make sure elevated surfaces, like platforms and rams have guard rails to prevent falls.

Check trails regularly to see that equipment and surfacing are in good condition.

Signage is visible and located in proper location no blockage by overgrown trees.

Employee Signature