

SMOKY LAKE COUNTY

Minutes of the **County Council meeting** held on Thursday, **March 29, 2012** at 9:15 A.M. in the County Council Chambers.

The meeting was called to Order by the Reeve Mr. Dareld Cholak in the presence of the following persons:

		<u>A T T E N D A N C E</u>
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Thursday, March 29, 2012</u>
1	Dareld Cholak	Present
2	Ron Bobocel	Present
3	Rick Cherniwchan	Present
4	Lori Danyluk	Present
5	Randy Orichowski	Present
C.A.O.	Cory Ollikka	Present
Asst CAO/R.S	Lydia Cielin	Present
Finance Manager	Brenda Adamson	Present

2 Members of the Public in attendance.

Doug Ponich, Public Works Manager entered the Council Chambers, time 9:15 a.m.

Ed English, Peace Officer / Recreation Manager entered the Council Chambers, time 9:15 a.m.

2. Agenda:

Agenda

382-12: Orichowski

That the Agenda for Thursday, March 29, 2012 County Council meeting, be adopted as amended:

Addition:

- 1. Executive Session: Legal.

Carried Unanimously.

3. Minutes:

Minutes of February 6, 2012 – County Council Committee of the Whole Meeting

383-12: Danyluk

That the minutes of the County Council Committee of the Whole for the purpose of Strategic Plan Development Meeting held on Monday, February 6, 2012, be adopted.

Carried.

Minutes of February 23, 2012 – County Council Meeting

384-12: Bobocel

That the minutes of the County Council Meeting held on Thursday, February 23, 2012, be adopted.

Carried.

4. Request For Decision(s):

**Request For Proposal: County Lake –
Recreational Area Facility Supervision and Cleaning Services
Mons Lake / Kaduk Lake**

385-12: Cherniwchan That Smoky Lake County not award the Request For Proposal: County Lake – Recreational Area Facility Supervision and Cleaning Services to supervise Mons Lake/Kaduk Lake.

Carried.

386-12: Danyluk That Smoky Lake County manage the operations for the Mons Lake/Kaduk Lake County Lake Recreational Area Facility Supervision and Cleaning Services for the Year 2012.

Carried.

Ed English, Peace Officer/Recreation Manager left the Council Chambers, time 9:25 a.m.

Policy Statement No. 08-16-01: Purchasing Guidelines

387-12: Danyluk That **Policy Statement No. 08-16-01** entitled "Purchasing Guidelines", be adopted:

Purpose:	To define the levels of responsibility, accountability, and procedures which govern purchasing activity within Smoky Lake County.
Policy Statement and Guidelines:	
1. STATEMENT:	
1.1	Management and staff of Smoky Lake County are accountable for the purchase of goods and services according to the guidelines provided in the annual operating and capital budgets.
1.2	All employees will obtain appropriate authorization and use appropriate processes when purchasing goods or services.
2. GUIDELINES:	
	Employees are responsible for:
2.1	Maintaining high level, ethical, managerial, and professional standards in the management of the resources entrusted to them.
2.2	Obtaining the best value for money by achieving fulfillment of specified needs including quality, health and safety standards, productivity and service life.
2.3	Using a fair and transparent purchasing process.
2.4	Meeting legal and ethical obligations in the acquisition of goods and services.
2.5	Securing expense authorization prior to any purchase.
2.6	Identifying and investigating a full range of potential goods or service providers before making a commitment.
3. PROCESS:	
3.1 <u>Budget Approval:</u>	
	It shall be the responsibility of the Department Managers to ensure that funds have been provided in the Budget for the proposed expenditures, and that the purchase will not result in an unapproved over-expenditure of any budget account.

3.2 Petty Cash:

Purchases may be made through the use of petty cash without the issuance of a purchase order. Such expenditures shall be kept to a minimum and shall be used in instances where other means of purchasing are not available. All Petty Cash receipts shall be signed by the duly authorized Department Manager.

3.3 Purchase Orders:

Purchase orders will be used for all purchases which exceed \$20,00.

Exceptions to Purchase Orders:

- Utility Services such as electricity, gas, water, sewage and waste collection.
- Recurring rental or lease payments supported by Council approved contracts.
- Credit Card purchases, in accordance with **Policy Statement No. 08-07: County Credit Card.**
- Departmentally approved re-occurring expenses, i.e., subscriptions, etc.
- Other specific exemptions granted to a Department Manager by the Chief Administrative Officer.

3.4 Quotations:

3.4.1 The quotation process shall be used when the goods and services exceeds \$500.00 but less than \$75,000.00, as per **Schedule "A": Quotation Record.**

3.4.1.1 For purchases with values between \$500.00 and \$1,000.00, quotes are required. They may be obtained verbally, however a record of the quotes received should be maintained by each department.

3.4.1.2 Written quotations from vendors are required for purchases over \$1,000.00.

3.4.2 Goods and Services expenditures that exceed \$75,000.00 and Construction Services that exceed \$200,000.00; Public Procurement Process that utilizes advertising (such as newsletter or Alberta Purchasing Connection) shall be used.

3.4.3 For purchases with a value less than \$500.00 quotes are not required. They should be obtained where deemed appropriate.

3.5 Tenders / Requests For Proposals:

Tenders or Requests For Proposals shall be called for in the following instances.

3.5.1 Construction Projects with a value greater than \$200,000.00.

3.5.2 Capital Purchases with a value greater than \$75,000.00.

3.5.3 Contracting Services with a value greater than \$75,000.00.

3.5.4 Annual Supply Contracts with a value greater than \$75,000.00.

3.5.5 Equipment Leases or Rentals with a value greater than \$75,000.00.

- 3.5.6 When the Chief Administrative Officer deems it to be in the best interest of the County.
- 3.5.7 All Tenders or Requests for Proposals will be awarded through Council resolution.
 - 3.5.7.1 Council shall reserve the right to reject any or all Tenders or Requests for Proposals.
 - 3.5.7.2 Council shall reserve the right to accept any Tender or Request for Proposal deemed most favorable to Smoky Lake County.
 - 3.5.7.3 All Tenders or Request for Proposals shall clearly state the relevant factors that will be used for evaluation.
- 3.5.8 All Tenders or Request for Proposals shall be subject to public opening. The time, location and conditions of the public opening shall be made known in the competition documentation.
 - 3.5.8.1 Only the name of the supplier and the total cost or price in the submission will be released at the time of opening. All details of all submissions are to remain confidential prior to award.
 - 3.5.8.2 The Tender or Request for Proposal will not necessarily be awarded at the public opening and all submissions will be subject to further review and analysis.

3.6 Expressions of Interest

- 3.6.1 Requests for Expressions of Interest, or other such public procurement mechanisms, such as those listed on Alberta Purchasing Connection website may be used as an alternative to the tender process at Council’s discretion.
- 3.6.2 These methods provide the vendor with an opportunity to bid on work or service using unique skills or innovative processes. Specifications are general in nature. The selection of the successful supplier is based on the County evaluation of the proposal and the supplier’s ability to complete the project or provide the service.


4. PURCHASING AUTHORITY:

- 4.1 Employees have the authority to purchase **Goods and Services** within the limits and restrictions listed.

Amount	Authorized	Restrictions
0 - \$500.00	Department Staff	Minor one time supply and local purchases of items that are required immediately for operations.
\$501.00 - \$10,000.00	Department Manager	Operational or Capital Items included and approved in the current budget.
\$10,001.00 - \$75,000.00	CAO or Assistant CAO	Operational or Capital Items included and approved in the current budget.
\$75,001.00 +	Council <i>Motion Required</i>	Operational or Capital Items included and approved in the current budget.

4.2 Employees have the authority to **Contract Construction** within the limits and restrictions listed.

Amount	Authorized	Restrictions
\$501.00 - \$10,000.00	Department Manager	Operational or Capital Items included and approved in the current budget.
\$10,001.00 - \$200,000.00	CAO or Assistant CAO	Operational or Capital Items included and approved in the current budget.
\$200,000.00 +	Council <i>Motion Required</i>	Operational or Capital Items included and approved in the current budget.

 QUOTATION RECORD		Schedule "A"								
Smoky Lake County Box 310 – 4612 McDougall Drive Smoky Lake, Alberta T0A 3C0 Phone Number: 780-656-3730 Fax: 780-656-3768 E-Mail: county@smokylakecounty.ab.ca		Quotation Number: _____								
Item(s) to be Purchased: _____ _____ _____										
<table border="1"> <thead> <tr> <th>Submissions Received (Name of Company)</th> <th>Quote - Amount</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>			Submissions Received (Name of Company)	Quote - Amount						
Submissions Received (Name of Company)	Quote - Amount									
<u>Name of Company and amount of successful submission:</u> _____ Amount: _____										
Reason Submission was successful:										
_____ _____										
SIGNATURE: _____		DATE: _____								

Carried.

Bylaw No. 1242-12: Bellis Sewer System

388-12: Danyluk

That **Bylaw No. 1242-12:** authorize the Municipal Council of Smoky Lake County to levy a service charge against properties in reference to Bylaw No. 666 – Hamlet of Bellis Sewer System, be given **FIRST READING.**

Carried.

Moved by Councillor Orichowski that **Bylaw No. 1242-12:** authorize the Municipal Council of Smoky Lake County to levy a service charge against properties in reference to Bylaw No. 666 – Hamlet of Bellis Sewer System, be given the **SECOND READING.**

Carried.

Moved by Councillor Cherniwchan that **Bylaw No. 1242-12:** authorize the Municipal Council of Smoky Lake County to levy a service charge against properties in reference to Bylaw No. 666 – Hamlet of Bellis Sewer System, be given **PERMISSION** for **THIRD AND FINAL READING.**

Carried Unanimously.

Moved by Councillor Bobocel that **Bylaw No. 1242-12:** authorize the Municipal Council of Smoky Lake County to levy a service charge against properties in reference to Bylaw No. 666 – Hamlet of Bellis Sewer System, be given the **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.

Bylaw No. 1241-12: Respecting Road Right of Way

389-12: Danyluk

That **Bylaw No. 1241-12:** authorize the Municipal Council of Smoky Lake County for the purpose of **Respecting the Use of Road Right of Way** under the direction, control, and management of Smoky Lake County, be given **FIRST READING.**

Carried.

Moved by Councillor Orichowski that **Bylaw No. 1241-12:** authorize the Municipal Council of Smoky Lake County for the purpose of **Respecting the Use of Road Right of Way** under the direction, control, and management of Smoky Lake County, be given the **SECOND READING.**

Carried.

Moved by Councillor Bobocel that **Bylaw No. 1241-12:** authorize the Municipal Council of Smoky Lake County for the purpose of **Respecting the Use of Road Right of Way** under the direction, control, and management of Smoky Lake County, be given **PERMISSION** for **THIRD AND FINAL READING.**

Carried Unanimously.

Moved by Councillor Cherniwchan that **Bylaw No. 1241-12:** authorize the Municipal Council of Smoky Lake County for the purpose of **Respecting the Use of Road Right of Way** under the direction, control, and management of Smoky Lake County, be given the **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.

Policy Statement No. 03-39-08: Dust Control

390-12: Danyluk

That **Policy Statement No. 03-39-08** entitled " Dust Control" be deferred to the next scheduled Policy Committee Meeting.

Carried.

Policy No. 03-15-03: Road Policy

391-12: Danyluk

That **Policy Statement No. 03-15-03** entitled "Road Policy" be amended:

Purpose:	<ol style="list-style-type: none"> 1. To assure high standards for road service essential to quality of life, and access to markets for jobs, agriculture and business. 2. To identify the long-term requirements for road upgrading and improvements to promote economic development and private investment in the County, taking into account established and emerging land use patterns and the traffic generation that may ultimately be expected from economic development.
Policy Statement and Guidelines:	
<p>1. OBJECTIVES:</p> <ol style="list-style-type: none"> 1.1 To govern road maintenance, gravelling, traffic management and planning for improvements that lengthen the useful life and improve the standards of the County road network. 1.2 To maintain a reasonable degree of uniformity of road service condition, timing of maintenance, expected life of roadways, and mix of road categories throughout the County. 1.3 To provide the means for identifying projects and assigning priorities for road construction, extension of the expected life of roads and upgrades to higher standards. 1.4 To provide a basis for estimating project costs, for annual budgeting and for projected long term requirements for revenue and capital financing. 1.5 To provide for timely engineering studies and/or land acquisitions related to the road infrastructure of the County. 1.6 To maximize cost effectiveness and promote the most efficient use of resources. 1.7 To provide for planned and proper staging of major projects where required for technical or financial reasons 1.8 To provide a basis for communicating information to residents or other interested parties with regard to the County's priorities for the municipal road infrastructure. <p>2. IDENTIFICATION OF PROJECTS AND PRIORITES</p> <ol style="list-style-type: none"> 2.1 Projects and priorities are contained in a three-year rolling road construction plan for each of the road categories listed below. 2.2 The identification of projects is based on a review and evaluation of the projected long-term road infrastructure needs in the County to meet the objectives of the Road Policy. 2.3 <u>Project Factors to take into account:</u> <ul style="list-style-type: none"> ■ Safety of the travelling public. ■ Integrity of the environment. ■ Traffic types and volumes. ■ Land use patterns. ■ Long-term regional development plans. ■ Road maintenance problems and costs. ■ Classification and importance of the roads in the County network. ■ Remaining expected life of the roads. ■ Construction feasibility. ■ Network importance. ■ Unit costs and prices for materials. ■ Ratepayer concerns and consensus. ■ Availability of County equipment, skills and manpower. 	

- Availability of grants, tax revenue and other financing.

2.4 **Criteria and process for setting priorities:**

The following criteria shall be applied in the following normal order of importance for setting road project priorities:

- Carry over of incomplete priority projects from previous years.
- Deficiencies relative to standards and objectives.
- Qualification for provincial and federal grants.
- Integrity of the road network.

3. ROAD CATEGORIES:

Road Category	Description	Code	Material per mile		Graveling Period
			Tonne	Yard	
Exceptional	Extreme traffic and Heavy loads	Exc	175	140	Annual
Category #1	Paved, oiled and base Stabilized roads	C1	---	---	---
Category #2	High usage arterial and feeder gravel roads.	C2	187	150	Every 2 years
Category #3	Moderate Usage collector gravel roads with through traffic and serving several residents.	C3	156	125	Every 3 years
Category #4	Little used and dead end roads.	C4	125	100	Every 4 years

3.1 A Map for each division in Smoky Lake County outlines the designated Road Categories, as per *Schedule "A": Road Category Designation.*

4. PLAN REVIEW AND UPDATE PROCEDURE

- 4.1 The three-year plan shall be reviewed annually during the months of October and November.
- 4.2 Road category designation maps in each division are subject to an annual review and update by the Public Works Manager.
- 4.3 The review shall be managed by the Public Works Manager, based on updated information obtained through consultation with Councillors, management, and employees relative to all the factors listed in this policy.
- 4.4 Each project proposed for the plan shall include a short description of the reason for the project relative to the relevant factors, road category, and the estimated cost for materials, County in-house work and out-sourced construction and engineering services as may apply.
- 4.5 The construction schedule for the next year shall be determined on the basis of the efficient organization of work with the start of construction rotating fairly among electoral divisions.
- 4.6 The construction schedule for the next year, including cost estimates, shall be published in the newspapers and County website.
- 4.7 Once the annual plan and construction schedule have been approved, additions or deletions of specific projects require approval by resolution of Council. Changes should be considered normally on the basis of persistent weather problems, major equipment problems or financial considerations only.

5. PROJECT MANAGEMENT AND MONITORING

- 5.1 Road work shall be grouped in the following manner:
 - paving and oiling treatment
 - asphalt paving
 - rehabilitation
 - construction
 - gravelling

- 5.2 Councillors will normally contact residents affected by road works several months prior to the start of work to make sure residents are the least inconvenienced and to resolve issues relating to trees, fences or other matters of concern to residents.
- 5.3 Residents affected by road works are to be notified by the Public Works Department prior to commencing project work to minimize inconvenience.
- 5.4 Any work, including new culvert installations that affects changes in water flow will be done according to provisions of the *Environment Protection and Enhancement Act*.
- 5.5 A road may be oiled or re-oiled only after potential amendments or rehabilitation to roadbed condition are assessed, to ensure that the roadbeds can support projected traffic needs.
- 5.6 A project completion report shall be updated monthly for each project and circulated to Council. The report shall include actual cost, and result or confirmation tests relative to design standards, if applicable.
- 5.7 Annual scheduled gravel amounts are subject to change upon preliminary inspection.

6. METHOD OF FINANCE

All options for financing road projects contained in the *Municipal Government Act* and provided for by federal and provincial grant schemes shall be taken into consideration to finance County project priorities.

7. TRAFFIC MANAGEMENT

- 7.1 Traffic management refers to measures that include, but are not limited to, signage, speed limits, road bans, usage agreements, and the routing of trucks according to axle weight and GVW to protect road quality.
- 7.2 Every effort is made to reduce inconvenience and the need to repair roads by applying suitable traffic management measures in consultation with road users wherever possible.
- 7.3 Road bans are to be minimized as far as possible.



Schedule "A"
ROAD CATEGORY DESIGNATION- 2012

Map: Miles		Road Category Designation
Division One	1.0 mile 00.5 miles 22.5 miles 55.0 miles 22.5 miles	Exceptional Roads Category # 1: Paved and oiled roads Category # 2: High Usage Category # 3: Moderate Usage Category # 4: Little used - dead end
143.5 miles		
Division Two	0 mile 5 miles 43 miles 125 miles 45 miles	Exceptional Roads Category # 1: Paved and oiled roads Category # 2: High Usage Category # 3: Moderate Usage Category # 4: Little used - dead end
218 miles		
Division Three	11.5 miles 20.5 miles 15.0 miles 104 miles 7.5 miles	Exceptional Roads Category # 1: Paved and oiled roads Category # 2: High Usage Category # 3: Moderate Usage Category # 4: Little used - dead end
159 miles		
Division Four	3 miles 18 miles 22.5 miles 91 miles 29 miles	Exceptional Roads Category # 1: Paved and oiled roads Category # 2: High Usage Category # 3: Moderate Usage Category # 4: Little used - dead end
163.5 miles		
Division Five	0 mile 19 miles 38.5 miles 137 miles 21 miles	Exceptional Roads Category # 1: Paved and oiled roads Category # 2: High Usage Category # 3: Moderate Usage Category # 4: Little used - dead end
215.5 miles		

Carried.

**2012 County Asphalt Paving
Tenders**

<u>Company</u>	<u>Bid Amount</u>
Allied Paving Co. Ltd.	\$ 2,524,997.50
E. Construction Ltd.	\$ 2,662,634.00
Border Paving Ltd.	\$ 3,271,800.00
Carmacks Enterprises Ltd.	\$ 3,384,071.50
Knelsen Sand & Gravel Ltd.	\$ 2,878,200.00
Sandstar Construction Ltd.	\$ 2,341,950.00

2012 County Asphalt Paving - Tender

392-12: Bobocel

That Smoky Lake County award the 2012 County Asphalt Paving to Sandstar Construction Ltd. in the amount of **\$2,341,950.00** for Project No. 2012-01 – 12.18 miles of hot mix asphalt for the following Road Projects:

- Twp 620; Hwy36-RR 142 - 1 mile.
- Bonnie Lake Resort - 2.45 miles.
- Twp 584; Hwy 859-RR 134 - 1 mile.
- RR 152; Hwy 28 – Twp 593 - 1 mile.
- Bellis; 50 st. (624' x 69')
- Twp 584; RR 173-Hwy 855 - 1 mile.
- Twp 584; RR 182-181 - 1 mile.
- Mons Lake Resort - 1.3 miles.
- RR 170; Twp 595-600A - 1.43 miles.
- RR 183; Twp 600-602 - 2 miles.

Carried.

2012 Public Land for Sale: County Owned

393-12: Cherniwchan

That Smoky Lake County advertise the 2012 County Owned Public Sale of Land for the following parcels:

# 22010123	Lot 23	Block 1	Plan 1955 CL	Hamlet of Spedden
# 40310201	Lot 1	Block 2	Plan 716CL	Hamlet of Warspite
#40300415	Lot 15	Block 4	Plan 314HW	Hamlet of Warspite
# 13580421	Pt. SW 4-58-13-W4			3.60 Acres

TERMS: Cash plus G.S.T.

Each parcel offered for sale is subject to Council Acceptance and to the reservations and Caveats, Easements and/or conditions contained in the existing Certificate of Title.

All **Hamlet of Warspite** properties will be subject to the following additional conditions:

1. Servicing the lot with Natural Gas.
2. The permanent improvement(s) must be assessed by the County Assessor at no less than \$50,000.00 within (2) two years.
3. Title to the parcel will only be transferred upon confirmation of improvement(s) assessed value by the County Assessor.
4. Failure to adhere to above condition(s), the conditional purchase is immediately null and void and all improvement(s) must be removed immediately.

Person(s) interested in submitting an "Offer to Purchase" must submit in a sealed envelope marked "OFFER TO PURCHASE PROPERTY" and a clear letter with plans outlining:

5. Parcel interested to purchase.
6. Proposed improvements with plans.
7. A time schedule of improvements to be completed.

These properties are being offered for sale on an "AS IS" basis and the County makes no representation and gives no warranty whatsoever as to the adequacy of services, soil conditions, absence or presence of environmental contamination or the development ability of the subject land for any intended use by the Purchaser.

No offer will be accepted where the purchaser 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.

County Council has the full right to reject any or all offers to purchase.

DEADLINE for “OFFERS TO PURCHASE” is **April 18, 2012 at 12:00 noon.**

Carried.

Policy No. 62-07-04: Agricultural Land Flood Control

394-12: Danyluk

That **Policy Statement No. 62-07-04** entitled "Agricultural Land Flood Control, be amended:

Purpose:	To assist agricultural producers with flooding problems.
Policy Statement and Guidelines:	
<p>In cases of agricultural land flooding, landowners and/or lessors must contact the Agricultural Fieldman or his assistant to inform him (them) of the problem and provide the legal land description before control action is taken.</p> <p>Upon problem verification by the Agricultural Fieldman, or his assistant, the Agricultural Fieldman, or his assistant, may then supply a list of trappers that the landowner and/or lessor may engage. The landowner/lessor must inform the Agricultural Fieldman, or his assistant, who will be doing the trapping and when.</p> <p>Upon verification by the Agricultural Fieldman, or his assistant, that the beavers were removed from the above mentioned problem area, a service fee may be paid to the person or persons submitting the claim, whether it be the landowner/lessor, or the trapper engaged by the landowner/lessor. The service fee will be determined by the Agricultural Service Board on an “as required” basis.</p> <p>Upon verification, a service fee of FIFTEEN DOLLARS (\$15.00) will be paid for each verifiable beaver removed only from the problem area.</p> <p>No service fee will be paid without the consent of the Agricultural Service Board for landowner/lessors or trappers, who submit claim without first notifying the Agricultural Fieldman, or his assistant, that there is a flooding problem on agricultural land and this problem has been verified by the Agricultural Fieldman, or his assistant, prior to any trapping being done.</p> <p>A service fee may be determined by the Agricultural Service Board to be paid to trappers removing beavers causing problems on County road allowances, bridges, culverts, and land.</p> <p>The trapper in these problem areas must be requested to do the work either by the Agricultural Fieldman, his assistant, or a member of the Agricultural Service Board. In the absence or unavailability of the above mentioned members, the Public Works Foreman may also request trappers to do beaver removal on County road allowances, bridges, culverts and land.</p>	

Carried.

Policy Statement No. 62-21-05: Beaver Control – Fee for Removal with Explosives

395-12: Bobocel

That **Policy Statement No. 62-21-05:** entitled “Beaver Control – Fee for Removal with Explosives” be amended:

Purpose:	To provide procedures to facilitate the removal of Beaver Dams.
Policy Statement and Guidelines:	
<p>1. OBJECTIVE:</p> <p>1.1 Beaver Control Program Policy for the removal of Beaver Dams on private property within the jurisdictional boundaries of Smoky Lake County.</p> <p>1.2 A service fee per parcel of land and a per stick charge for dynamite for blasting of Beaver Dams may be determined by the Agricultural Service Board Committee.</p>	

1.3 Smoky Lake County Agricultural Service Board has the right to refuse the applicants request due to unsafe work conditions, i.e., gas lines, power lines, proximity to infrastructure and subject to approval from the Department of Fisheries and Oceans.

2. GUIDELINES:

2.1 The Service Fee must accompany the request for the work to be done, along with a signed Request for Service – Permission to Enter Land Form prior to any work being done.

2.2 In addition, per stick charge for dynamite used will be charged.

2.3 The blaster/trapper in the employment of Smoky Lake County shall be responsible for collecting fees and getting the Request for Service – Permission to Enter Land Form signed.

3. PROCEDURES:

3.1 Request for Service – Municipal Work

3.1.1 Smoky Lake County shall remove only the necessary sections of Beaver Dams, as required to facilitate the flow of water. Removal of entire dams will be done to avoid downstream flooding and situations causing damage to municipal infrastructure.

3.1.2 In the event the Beaver activity is located outside the municipality’s right-of-way, the Agricultural Service Board Staff shall obtain Landowners’ permission for dams/beaver removal activities to access land(s); as per ***Schedule “A”: Request for Service - Permission to Enter Land(s) for Municipal Work.***

3.2 Request for Service – Agricultural Land

3.2.1 Beaver Control measures may be undertaken on a fee for service basis at the request of a landowner on lands to which access is permitted.

3.2.1.1 Prior to the start of blasting, the Landowner must grant permission and commit payment for the services rendered, as per ***Schedule “B”: Request for Service – Permission to Enter Land(s) from Landowner.***

3.2.2 A service fee of **ONE HUNDRED DOLLARS (\$100.00)** shall be collected prior to entry upon the land. This allows entry up to three (3) times per parcel of land. **If more than three (3) entries are required, an additional charge of ONE HUNDRED DOLLARS (\$100.00) shall be collected.**

3.2.3 In addition, a per stick charge of **FIFTEEN DOLLARS (\$15.00)** shall be collected after the removal of Beaver Dams.

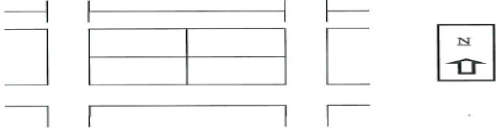

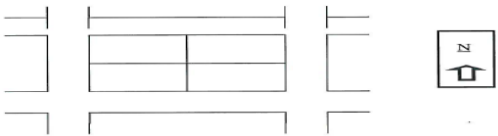
3.2.4 The timing and amount of water lowered at any one time will be at the sole discretion of Smoky Lake County employee, bearing in mind effects on other landowners, down and up stream from the work area.



SCHEDULE “A”

**REQUEST FOR SERVICE
PERMISSION TO ENTER LAND(S) FOR MUNICIPAL WORK**

DETAILS	Property Owner: Name: _____
	Address: _____
	Telephone Number: ___ Fax Number: ___ Cell Number: ___

LEGAL DETAILS	<p>Legal Description (hereinafter referred to as the "Lands":</p> <p>Location: LEGAL, LAND LOCATION: 1/4 __ SECTION: __ TOWNSHIP: __ RANGE: __ W4M 1/4 __ SECTION: __ TOWNSHIP: __ RANGE: __ W4M 1/4 __ SECTION: __ TOWNSHIP: __ RANGE: __ W4M</p> <div style="text-align: center;">  </div>				
PERMISSION	<p>I (We), do hereby grant permission to SMOKY LAKE COUNTY and its employees or agents, to enter upon the "Land(s)" and use such equipment and material as considered necessary for the removal or destruction of BEAVER DAMS.</p> <p><u>OR</u></p> <p>Other work(s) as described on the reference "Land(s)": _____</p> <hr/> <p>I (We) hereby agree to, in consideration of the benefit derived by me (us) from the work description above shall indemnify and save harmless the SMOKY LAKE COUNTY, its Councillors, officers, employees, and agents from any claim, damages, liability, cost, fee, penalty, action, cause of action, demand, damage to property, injury to person or death (including, without limitation to, legal fees of SMOKY LAKE COUNTY on a solicitor-client full indemnity basis), that may arise directly or indirectly out of the performances of the above described work(s).</p>				
<p>I, THE UNDERSIGNED, HAVE READ THIS APPLICATION AND AM AWARE OF ITS CONTENTS AND AGREE TO THE CONDCTIONS.</p>					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">SIGNATURE OF OWNER: _____</td> <td style="width: 40%;">DATE: _____</td> </tr> <tr> <td>SIGNATURE OF SMOKY LAKE COUNTY: _____</td> <td>DATE: _____</td> </tr> </table>		SIGNATURE OF OWNER: _____	DATE: _____	SIGNATURE OF SMOKY LAKE COUNTY: _____	DATE: _____
SIGNATURE OF OWNER: _____	DATE: _____				
SIGNATURE OF SMOKY LAKE COUNTY: _____	DATE: _____				
 SCHEDULE "B"					
<p>REQUEST FOR SERVICE PERMISSION TO ENTER LAND(S) FROM LANDOWNER</p>					
DETAILS	<p>Property Owner: Name: _____</p> <p style="padding-left: 40px;">Address: _____</p> <p>Telephone Number: ____ Fax Number: ____ Cell Number: ____</p> <p>Land Property: <input type="checkbox"/> Owner <input type="checkbox"/> Lessee</p>				
LEGAL DETAILS	<p>Legal Description (hereinafter referred to as the "Lands":</p> <p>Location: LEGAL, LAND LOCATION: 1/4 __ SECTION: __ TOWNSHIP: __ RANGE: __ W4M 1/4 __ SECTION: __ TOWNSHIP: __ RANGE: __ W4M 1/4 __ SECTION: __ TOWNSHIP: __ RANGE: __ W4M</p> <div style="text-align: center;">  </div>				
SERVICE FEE	<p>A <u>service fee</u> of ONE HUNDRED DOLLARS (\$100.00) shall be collected prior to entry upon the land. This allows entry up to three (3) times per parcel of land. If more than three (3) entries are required, an additional charge of ONE HUNDRED DOLLARS (\$100.00) shall be collected.</p> <p>A per stick charge of FIFTEEN DOLLARS (\$15.00) shall be collected after the removal of a beaver dam.</p>				
PERMISSION	<p>I (We), do hereby grant permission to SMOKY LAKE COUNTY and its employees or agents, to enter upon the "Land(s)" and use such equipment and material as considered necessary for the removal or destruction of BEAVER DAMS.</p>				

	<p>I (We) hereby agree to, in consideration of the benefit derived by me (us) from the work description above shall indemnify and save harmless the SMOKY LAKE COUNTY, its Councillors, officers, employees, and agents from any claim, damages, liability, cost, fee, penalty, action, cause of action, demand, damage to property, injury to person or death (including, without limitation to, legal fees of SMOKY LAKE COUNTY on a solicitor-client full indemnity basis), that may arise directly or indirectly out of the performances of the above described work(s).</p>	
WORK	Number of Dams Blown: _____ Number of Sticks Used: _____	Signature of Blaster: _____ Date of Blasting: _____
I, THE UNDERSIGNED, HAVE READ THIS APPLICATION AND AM AWARE OF ITS CONTENTS AND AGREE TO THE CONDCTIONS.		
SIGNATURE OF OWNER: _____		DATE: _____
SIGNATURE OF SMOKY LAKE COUNTY: _____		DATE: _____

Carried.

7. Delegation(s):

Joly, McCarthy & Dion

Present before County Council at 9:45 a.m. to 10:15 a.m. was Barb McCarthy, CA Chartered Accountant, Joly, McCarthy & Dion to review the Smoky Lake Consolidated Financial Statement and the Smoky Lake Gas Utility Financial Statement for December 31, 2011 year-end.

Aline Brousseau, Planning and Development Manager entered the Council Chambers, time 9:48 a.m.

2011 Year-end Financial Statements

396-12: Cherniwchan That Smoky Lake County Council adopt the audited Smoky Lake County Consolidated Financial Statement and the Smoky Lake County Gas Utility Financial Statement for December 31, 2011 year-end, as prepared by Joly, McCarthy & Dion.

Carried.

5. Issues for Information:

Chief Administrative Officer’s Report

The Chief Administrative Officer gave an updated report to Council for the period of February 23, 2012 to March 29, 2012.

Legislative / Governance:

- Associated Engineering is revising the way they administer our Bridge Program. A copy of a proposed Bridge Program Budget Summary is attached for Council’s information. This process will make both our annual budgeting process easier, as well as ongoing reporting. Council should note, though, that the numbers you see in this first report won’t jive with what’s in our financial statements because the construction hold-backs etc., span 2 budget years. This will correct itself once the new reporting system has been in place for a full year.
- Associated Engineering, on behalf of the Highway 28/63 Water Commission has written requesting permission to place Regional Water Pipeline within County Road Allowances in various places.
- Administration would like Council to set a Committee of the Whole Meeting date to discuss revisions to the Land Use Bylaw. We are suggesting a date any time from May 7 – 18, 2012.

Administrative:

- Re: Farmer Appreciation Day – Administration would like some clarification whether Council would like us to send invites to other cooperatives by mail or advertisement. Mail is a more direct and fraternal approach, but the pitfall is possibly missing someone. If by mail, we would like Council’s assistance in creating a list as complete as possible so as not to miss anyone.
- The Annual Booklet work is underway. The Management Reports have been submitted. The draft booklet will be brought to Council on or before April meeting before it is sent to the printers.
- The Town of Smoky Lake has informed us that the Fire Hall Rent has increased from \$750/month to \$1,000.00/month effective January 1, 2012. Our budget will have to be adjusted accordingly.

Regional Water Pipeline: County Road Allowances

397-12: Orichowski

That Smoky Lake County grant permission to Associated Engineering for the placement of the Regional Water Transmission Pipeline within County road allowances at the following locations:

- Placement of regional water pipeline on south ditch of county road: NW 16-59-17-W4 (Dwg No. 3393-1-105).
- Water pipeline to provide tie-in to the existing Vilna Water Treatment Plant on west ditch of Range Road 135 and East side of NE 19-59-13-W4 (Dwg No. 3393-1-VILNA).

as per letter received from Puna Dewangan, P. Eng. Project Engineer, Associated Engineering, File Number: 2011-3393-A02.02, dated March 23, 2012.

Carried.

Committee of the Whole Meeting: Land Use Bylaw

398-12: Bobocel

That County Council schedule a **Committee of the Whole Meeting for the purpose of Planning: Land Use Bylaw** for Monday, **May 7, 2012** at 1:30 p.m. to be held at the County Council Chambers.

Carried.

Municipal Planning Commission

399-12: Cherniwchan

That a **Municipal Planning Commission Meeting** be scheduled for Tuesday, **April 3, 2012** at 1:00 p.m. to be held at the County Council Chambers.

Carried.

Municipal Planning Commission

400-12: Bobocel

That a **Municipal Planning Commission Meeting** be scheduled for Friday, **April 27, 2012** at 1:00 p.m. to be held at the County Council Chambers.

Carried.

Aline Brousseau, Planning and Development Manager left the Council Chambers, time 10:40 a.m.

Addition to the Agenda:

Executive Session

401-12: Bobocel

That County Council go into Executive Session to discuss a Legal, issues, time 10:55 a.m.

Carried.

Doug Ponich, Public Works Manager left the Council Chambers, time 10:55 a.m.

Doug Ponich, Public Works Manager entered the Council Chambers, time 11:15 a.m.

402-12: Orichowski

That County Council go out of Executive Session, time 11:45 a.m.

Carried.

5. Issues for Information:

Town of Smoky Lake: Fire Hall Rental

403-12: Cherniwchan

That Smoky Lake County write a letter to the Town of Smoky Lake seeking clarification on the requested rental/utilities increase for the Smoky Lake Fire Hall; and recommend for a meeting to be scheduled with both Municipal Councils.

Carried.

Aline Brousseau, Planning and Development Manager entered the Council Chambers, time 11:50 a.m.

9. Public Question and Answer Period:

11:50 a.m. to 11:55 a.m.

Rodney Boyko

JLG Ball Enterprise

Question: County permission to construct roadway on road allowance to access Crown Land for Gravel Pit Development on SE 11-61-18-W4?

County Reply: Comply with the County’s Development Permit process prior to the County approving any road allowance activity.

5. Issues for Information:

Chief Administrative Officer’s Report

The Chief Administrative Officer continued to give an updated report to Council for the period of February 23, 2012 to March 29, 2012.

Financial:

- Administration would like to clarify whether Council would like to trade in our old John Deere Tractor with c.6800 hours or if we should sell it ourselves. The dealership has indicated in writing that they would give us \$25,000 if we traded it in, but said the resale value is a few thousand higher than that (we budgeted \$15,000 revenue from resale).
- The Corridor Communication Inc Annual General Meeting has indicated a new 2012 share offering is likely in the next month or two. We have not received details yet.

Human Resources:

- Communication Coordinator starts Monday, April 2, 2012.
- IT Technician will begin assisting residents with site tests for the 4G Internet signal by late next week.

Community:

- The newly-formed N.E. Motorcycle Tourism Association is requesting that N.E. Alberta Municipalities contribute \$550.00 for creating a N.E. Alberta presence in an established, annual North American motorcycle tourist magazine. In return, the County would get its logo put on the tourist map. There are other advertising options as well.

Public Works Equipment Item for Sale

404-12: Cherniwchan That Smoky Lake County advertise to sell the following Public Works Equipment Item– “As Is – Where Is”:

- **Unit 439:** 2004 Ag Tractor – Model # 6420-Hours: 6500 S/N L06420H404128.

Carried.

Corridor Communications Inc.: Shares

405-12: Bobocel That Smoky Lake County purchase additional Common Voting Shares in Corridor Communications Inc. not to exceed \$200,000.00; subject to receiving all necessary approvals.

Carried.

N.E. Motorcycle Tourism Association

406-12: Danyluk That the e-mail correspondence received from Dianne Anderson, dated March 14, 2012 in regards to a financial contribution of \$550.00 for advertising with the N.E. Motorcycle Tourism Association Venture towards an annual North American motorcycle tourist magazine, be filed for information.

MOTION DEFEATED.

N.E. Motorcycle Tourism Association

407-12: Bobocel That Smoky Lake County contribute to the N.E. Motorcycle Tourism Association a maximum amount of \$550.00 for advertising towards an annual North American Motorcycle Tourist Magazine; subject to at least 10 Municipalities participating and upon receiving confirmation of such, as per the e-mail correspondence received from Dianne Anderson, dated March 14, 2012.

Carried.

Financial Update:

As annexed to the minutes:

↳ Financial Statement for the Month: January 2012.

Action List(s):

↳ **Action List(s):**

- **County Council Meeting: February 23, 2012.**

408-12: Danyluk

That the updated report for the period of February 23, 2012 to March 29, 2012 by the Chief Administrative Officer, be accepted and filed for information.

Carried.

Aline Brousseau, Planning and Development Manager left the Council Chambers, time 12:10 p.m.

Meeting Recessed

Meeting recessed for Lunch, time 12:10 p.m.

Meeting Reconvene

The meeting reconvened on a call to order by Reeve Dareld Cholak at 1:00 p.m. in the presence of all Council members, and the Chief Administrative Officer, Assistant Chief Administrative Officer/Recording Secretary and the Finance Manager.

7. Delegation:

Accurate Assessment Group Ltd.

Present before County Council at 1:00 p.m. to 1:40 p.m. Sean Barrett, Industrial Coordinator; and Alison Reid, AMAA, Residential Assessor, representatives from Accurate Assessment Group Ltd. to present the 2011 Assessment.

Rose Lyle, Tax Clerk/Accounting entered the Council Chambers, time 1:00 p.m.

Aline Brousseau, Planning and Development Manager entered the Council Chambers, time 1:15 p.m.

Rose Lyle, Tax Clerk/Accounting left the Council Chambers, time 1:40 p.m.

5. Issues for Information:

Finance Manager's Report

Brenda Adamson, Finance Manager provided an updated Finance report for the period of February 15, 2012 to March 21, 2012.

Property Tax Levy: Levy and Penalty Cancellation

409-12: Danyluk

That Smoky Lake County cancel the 2006 outstanding Property Tax Levy in the amount of \$1,916.29 and November Penalties in the amount of \$191.63 and March Penalties in the amount of \$832.75 for Tax Roll Account Number 19590932, for a total amount of **\$2,940.67.**

Carried.

Property Tax Levy: Levy and Penalty Cancellation

410-12: Orichowski

That Smoky Lake County cancel the 2006 outstanding Property Tax Levy in the amount of \$680.90 and November Penalties in the amount of \$68.09 and March Penalties in the amount of \$414.33 for Tax Roll Account Number 12602043, for a total amount of **\$1,163.32.**

Carried.

Property Tax Levy: Penalty Cancellation

411-12: Bobocel

That Smoky Lake County cancel the 2011 outstanding Property Tax Levy Penalties in the amount of \$17.80 for Tax Roll Account Number 16591210.

Carried.

Property Tax Levy: Penalty Cancellation

412-12: Cherniwchan That Smoky Lake County cancel the 2011 outstanding Property Tax Levy Penalties in the amount of \$16.94 for Tax Roll Account Number 16591240.

Carried.

County Council Budget Meeting

413-12: Bobocel That County Council schedule a **County Council Budget Meeting** for Tuesday, April 3, 2012 at 2:00 p.m. to be held in the Council Chambers.

Carried.

414-12: Cherniwchan That the Finance Manager’s Report received by Brenda Adamson for the period of February 15, 2012 to March 21, 2012, be accepted and filed for information.

Carried.

Reeve’s Report

Reeve Dareld Cholak presented the following report:

- Letter: Jeff Carlson, President, FCSS Association, dated March 9, 2012 – FCSS Funding.
- Letter: Doug Griffiths, Minister, Alberta Municipal Affairs, dated March 15, 2012 – Reaffirm intent behind emergency management bylaws as well as the provincial *Emergency Management Act*.
- Northern Alberta Mayors’ and Reeves’ Caucus Meeting #51, Sutton Place held on February 10, 2012.
 - Time Magazine – “The Markets and Meaning of Local Food”, dated March 12, 2007 Issue.
- Letter: Honourable Ray Danyluk, Minister, Alberta Transportation, dated March 5, 2012 – **2012 Transportation Funding** for Smoky Lake County.
 - Basic Municipal Transportation Grant (BMTG) in the amount of \$457,250.00:
 - The **Streets Improvement** component of \$ **14,733.00**.
 - The **Rural Transportation** component of \$ **442,517.00**.
 - **Federal Gas Tax Fund** (FGTF) in the amount of \$ **151,363.00**.
- 2012 Spring AAMD&C Convention: Met with Alberta Transportation to address status on County’s priorities.
- 2012 Spring AAMD&C Convention Mayors/Reeves Meeting:
 - Reviewing process of future meetings and timeframe for submission requests.
 - Strathcona County: Dispatch its whole team for Emergency Services.
 - Clearwater County: Addressed reclamation of its 40 year old Gravel Pits.
 - AAMD&C will continue advocating that the MSI Funding formula remain the same.
- Issues will be addressed during the Committee Task Force and Board reporting.

415-12: Danyluk That the Reeve’s report received, be accepted.

Carried.

Management Reports

Public Works Department

Public Works: Public Works Manager - 2012 Work Plan

Management Policy Statement: 03M-06-03: Public Works Department 2012 Work Plan

416-12: Bobocel

That County Council accept the received Work Plan for 2012 as a Management Policy: 03M-06-03 entitled “Public Works Manager Work Plan”, for information.

Purpose:	To establish a Public Works Department Work Plan for the Smoky Lake County Public Works Department Program.
Policy Statement and Guidelines:	
STATEMENT:	
The Public Works Department Work Plan, Schedule “A” outlines the Work Schedule of Projects and duties on a daily, weekly, monthly, periodic and seasonal time frame which provides detail work to be undertaken in the Public Works Department Program.	
BENEFITS:	
The Public Works Department Work Plan will provide the following benefits:	
<ul style="list-style-type: none"> ■ Broaden the portfolio of the Public Works Department Program. ■ Good understanding of the process of the Public Works Department. ■ Increase efficiency and strengthen timeframe of deadlines. ■ Establishes accountability of the Program. ■ Communication Tool. 	
REVIEW:	
The Public Works Department Work Plan will be reviewed and presented to Council on an annual basis beginning of each year.	

SCHEDULE “A”: PUBLIC WORKS DEPARTMENT WORK PLAN 2012

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcome
DAILY				
2-3 Hours	Communication: Phone calls from ratepayers, councilors, office	Address issues	After conversation: Inspect and Access	Document and if necessary send out work force.
1 Hour	Organize Work Force	Communicate Plan	As per assigned work	Time Sheets
1 Hour	Time Sheets Daily Journal E-Mail Communication	Verify time sheets. Document activities. Check e-mails.	Respond to e-mails and keep a control on Public Works Departments.	Check and Sign Document all that took place.
WEEKLY				
½ Hour ½ Hour	Safety Meeting List Work Schedule	List on Board and verbally communicate	Discuss past week incidents and how to solve issues.	Communication Tool. Monitor
½ Hour	Invoicing	Verify invoices to projects and check paper work.	Authorize for Payment.	Submit to Central Office.
10 – 20 Hours	Road Inspections	Drive Roads and list conditions	Complete road improvements	Document as per Policy.
1 ½ Hours	Management Meetings	Meet with all Management Departments	Update departments on Public Works activities for the week.	Monitor and complete tasks.
1 Hour	List tasks that can be improved upon	Weekly review of programs occurring	Compile a listing for improvements.	Monitor and communicate
1 Hour	Truck Cleaning	Maintain a professional vehicle appearance.	Clean County Vehicle	Adhere to County Policy.
½ Hour	Communication	Speak with Managers	Discuss projects inside and outside of shop.	Communicate. Become more efficient.
2 Hours	Work Place Inspection	View Work Areas	Identify hazards; check for signage.	Safe Work Plan
MONTHLY				
	Safety Meeting; Managers, Representation from each Department, including Council	Report from each Department.	Discussion and Recommendations.	Safe Work Environment.

April – October	Culvert Maintenance Program	Replacing, installing and repairing.	Inspection and prioritize	Proper drainage Report update to Council
April to September	Gravelling Projects	Annual gravel haul	Organize and schedule areas to be graveled.	Improved quality of roads. Monitor.
Mid May to October	Rehabilitation	Shoulder Pulls	Schedule and direct Work Force	Improve quality of roads. Document.
March to November	De-Watering	Rock extraction from beneath water table.	Schedule and direct Work Force.	Stock pile suitable material for crushing.
May to August	Oil Treatment of Roads	Hauling of Gravel and Mixing Oil	Schedule and direct Work Force.	Improve quality of roads. Document.
May to September	Base Stabilization	Hauling of Gravel and mixing MG30.	Schedule and direct Work Force.	Improve quality of roads. Document and Monitor
June to October	Construction	Backsloping, create ditches, raise road surface.	Schedule and direct Work Force.	Improve quality of roads. Document
May to August	Private Dust Control	Haul gravel, mix oil and pack.	Schedule and direct Work Force.	Create dust control in front of private residence.
PERIODIC				
	Gravel Crushing	Along with engineer Tender Project	Oversee operation. Proper Testing. Ensure quality gravel	Yearly Gravel. Maintenance
	Bridge Maintenance	Repairs or Replacement	Communicate with engineer and Contractor	Safe Passage over creeks. Monitor and Document.
	Job Interviews	Interviewing Staff	Advertise and arrange interviews.	Advise
	Conventions	Attend Conventions	Incorporate material into Public Works activities.	Education and Communicate
	Three-Year Road Plan	Document Information	Study roads, determine which roads will need attention and schedule construction	Budgeting Preparations.
	Fires	Emergency Services Responses	Assist Fire Department as required. Debriefing.	Monitor Roster for Emergency Services.
	Meeting with Council and Ratepayers	Address Issues.	Investigate situations.	Document Activities.
	Personnel Communication	Workers Issues	Improve job execution. Address Complaints. Wages	Quality Control
	Employee Evaluations	Evaluate Staff	Complete Evaluation Forms.	Improve quality of working relationship and communication.
	Monthly Reports to Council	Manager Report Form.	Complete the manager's report for each meeting.	Maintain record of reports.
	Public Works: Work Plan	Plan for the upcoming year – 2012.	Review all Work Plans, and Programs - make appropriate changes.	Submit to Council – Annually.
	Budget Meetings	Budget Meetings for Public Works and Capital Assets.	Evaluate Programs and capital needs, price out items and prepare budget.	Meet with the Finance Manager.
SEASONAL				
	Road Maintenance	Snow Removal. Grade Roads. Repair Washouts. Patch Oiled Roads.	Maintain Crown. Trim Shoulders and bring to centre line. Assure proper slope and drainage.	Road Quality Improvement. Document.
	Chipping	Clearing for drainage and Visibility.	Assign proper Work Force.	Safety. Inspect and Document.
	Hydroaxe	Mulch brush and trees.	Assign proper Work Force.	Improve site lines and drainage. Inspect and Document.
	Steam Culverts	Clean out ice, insure proper drainage.	Assign proper Work Force.	Eliminate washout and flooding. Inspect and Document.

	Replenish Oil Supply	Contact Oil Suppliers	Research for best oil available.	Fill Tanks at best price.
	Project Analysis	Study procedures, time spent, quantities, costs of previous years work.	Investigate. Research. Monitor	Budget Process. Improve upon past performance.
	Work Schedule	After adoption of the three-year road plan, schedule projects.	Organize road projects. Create calendars.	Document Monitor Report.
	Sign Inspection	Spring and Fall sign inspection and documentation.	Ensure signs are in place and in good condition, note areas that may require additional signage.	Safety Awareness.
EMERGENT ASSIGNMENTS				
	Asphalt Paving Project	Supervision	Assure Contractor is performing road construction standards outlined in Contract.	Road Quality Improvement.
	June 23, 2011: Motion 612-11 Victoria Trail	Construct Bus Lane Pull Over.	Survey and ensure proper road construction.	Improve area for passenger drop-off and safety.

Carried.

Smoky Lake County: Sale of Sand

417-12: Bobocel That Smoky Lake County sell reject Sand material at **\$4.00 per tonne** with no minimum volume quantity restrictions for Year 2012.

Carried.

Public Works: Public Works Shop Foreman 2012 Work Plan

Management Policy Statement: 03M-07-03: Public Works Department: Shop Foreman Work Plan

418-12: Orichowski That County Council accept the received Work Plan for 2012 as a Management Policy: 03M-07-03 entitled “Public Works Department: Shop Foreman Work Plan”, for information.

Purpose:	To establish a Public Works Shop Foreman Work Plan for the Smoky Lake County Public Works Department Program.
Policy Statement and Guidelines:	
STATEMENT:	
The Public Works Department Shop Foreman Work Plan, Schedule “A” outlines the Work Schedule of Projects and duties on a daily, weekly, monthly, periodic and seasonal time frame which provides detail work to be undertaken in the Public Works Department Program.	
BENEFITS:	
The Public Works Department Work Plan of the Shop Foreman will provide the following benefits:	
<ul style="list-style-type: none"> ■ Broaden the portfolio of the Public Works Department Shop Program. ■ Good understanding of the process of the Public Works Shop Department. ■ Increase efficiency and strengthen timeframe of deadlines. ■ Establishes accountability of the Program. ■ Communication Tool. 	
REVIEW:	
The Public Works Department Shop Foreman Work Plan will be reviewed and presented to Council on an annual basis beginning of each year.	

SCHEDULE "A": PUBLIC WORKS DEPARTMENT: SHOP FOREMAN WORK PLAN 2012

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcome
DAILY				
1 Hour	Five employees Time Sheets to sign.	Payroll	Verify work done in Shop.	Sent to main office for payroll department.
1 - 8 Hours	Apprentice, Rap and Work Expedience.	Supervisor Roll	Insure work done properly	To train properly.
1 Hour	75 Vehicle Check Lists to review.	To be checked promptly and monitored for mileages and hours that are used for warranties and parts.	To check for problems, to ensure proper repairs are scheduled to be done.	To get equipment and vehicle on the road as fast as possible. Follow National Safety Code Requirements.
1 - 8 Hours	Repairs to Equipment and Vehicles.	Whatever may have broken down.	Prioritize repairs to have most important equipment or vehicles running first.	To keep equipment and vehicles mobile for projects.
WEEKLY				
2 - 3 Hours	Review Purchase Orders and Invoices.	Sign and check prices.	Make sure that we are charged for only items purchased, companies, are paid on time to avoid interest charges.	To keep equipment and vehicles mobile for projects.
½ - 1 Hour	Monday Morning Tool Box Meeting.	Discuss with employees daily procedures and equipment or vehicles being worked.	Designate equipment or vehicles to be worked on.	To keep equipment and vehicles for projects.
1 ½ Hours	Management Meetings	Meet with all Management Departments	Update departments on Public Works Shop activities for the week.	Monitor and Complete tasks. Communicate.
MONTHLY				
1 - 8 Hours	244 Services to Vehicles and Equipment.	Change engine oils in pickups every 5000 kms. Change engine oils in Class 8 trucks every 250 hrs. Check over units (brakes, steering, suspensions). Change oil in engines on graders: 14H Series – every 500 hours. 14M Series – every 500 hours. Construction equipment every 250 hours. Service and repair chainsaws, weed eaters, riding mowers and push mowers.	Be sure items are done so that warranties are not voided. Monitor oil samples for problems that may arise.	To keep equipment and vehicles mobile for projects.
MONTHLY				
1- 3 Hours	Report to Council	Type out report.	Maintenance on vehicles	Deliver for Agenda Package.
1-3 Hours	Safety Committee Meeting	Attend and discuss safety issues.	Implement safety procedures.	Keep work place safe.
Occasional	Budget	Review Budget numbers	Monitor Progress	Document.
PERIODIC				
1 – 3 Days	31 – Yearly 6 – Semi-Annually x 2 43 in Total CVIP's on Trucks, Trailers, Vans and Buses. Trailers are done from December to February.	Remove all wheels and brake drums, measure drums and shoes, replace any worn items, do all repairs required at this time. CVIP's and repairs may take from 1 to 2 weeks depending on amount of	Commercial inspections according to government specs. Organize Staff.	Keep equipment and vehicles mobile and repaired in a timely fashion.

	Trucks are done from March to April.	work to be done and parts availability.		
Scheduled by the Company	Warranty repairs.	Repairs as required.	Coordinate with dealers to have repairs done. Be sure items are covered under warranty to avoid extra charges.	Document.
As per Budget	Spec out vehicles and equipment to be purchased for all departments.	As per Five-Year Capital Asset Budget.	Obtain spec.	Communicate. Supply budget numbers for year.
SEASONAL				
1 - 2 days	8 – Graders ready for winter October 1 st . 2-3 Graders at a time.	Change hydraulic, transmission and engine oil to winter oil, install snow equipment.	Make sure maintenance is done according to manufacturers specs.	Keep equipment mobile.
1 - 2 days	3 – Tractors	Install snowblade.	Prepare for winter snowplowing.	Keep equipment mobile.
1 - 2 days	3- Sand Trucks ready for October.	Install sanders and snowplows.	Prepare for winter season.	Keep equipment mobile.
1 - 2 days	8 – Graders ready for summer – April 2-3 Graders at a time.	Remove wings	Prepare for spring season.	Keep equipment mobile.
1 - 2 days	3 – Trucks ready for summer – April	Remove sanders and plows.	Prepare for gravel season.	Keep equipment mobile.
1 - 2 days	3 – Tractors	Remove snowblades	Get tractors ready for mowing and construction.	Keep equipment mobile.
1 day	Unit 616: Caterpillar Buggy when required.	V-Plow install for winter. V-Plow removed for summer.	Prepare for Winter snowfall and summer projects.	Keep equipment mobile.
As required.	15-20 Units: Fire Equipment for fire season at all times and water trucks and tanks filled with water and fuel at all times for emergency.	Change oil in proper time.	Get equipment repaired in shortest time possible.	Keep equipment mobile.
1-2 days	2- H.A. Kostash School Bus's. 1 – Vilna School Bus. 1 – Van. 1 – Senior Bus.	Oil changes and repairs. \$200.00 Special Certificate required.	Keeping their equipment serviced.	Keep equipment mobile.
1 - 2 days	4 - 5 vehicles or equipment for Aspen View.	Oil changes and repairs.	Keeping their equipment serviced.	Keep equipment mobile.
3 days	RUSA Convention	Attend seminars.	To get new information on products and services and new regulations.	Change with times.
CVIP's	106: June 108: June 111: January 112: July 136: June 138: March 139: May and November 141: August 155: July 156: January 158: June 159: March 170: June	180: February 181: February 183: March 190: May 194: January 195: August 196: February 197: March 198: February 199: April 217: June 308: November and May	322: January and July 323: November and May 401: November 402: March 403: May 404: September 405: April 411: January and July 419: February 445: March 447: January and July 451: July 999D: March	

Carried.

Agricultural Service Board

Agriculture and Rural Development

419-12: Cherniwchan That the letter received from Evan Berger, Minister, Alberta Agriculture and Rural Development, dated March 7, 2012 in regards to the province providing extra \$1 million for Agricultural Service Boards in the 2012-13 budget, be filed for information.

Carried.

Foreign Animal Disease Emergency Support Plan Workshop

420-12: Bobocel That County Council who can attend and administration attend the Foreign Animal Disease Emergency Support Plan Workshop on Wednesday, April 18, 2012 from 12:30 p.m. to 3:30 p.m. at the Two Hills Senior Citizen Centre in Two Hills, Alberta.

Carried.

Doug Ponich, Public Works Manager left the Council Chambers, time 2:10 p.m.

Planning and Communications

2012 Community Planning Association of Alberta Conference

421-12: Bobocel That County Council and administration who can attend – attend the 2012 CPAA: Community Planning Association of Alberta Conference: “Planning For Complete Communities – How to Get There” on April 16 to April 18, 2012 in Red Deer, Alberta at the Black Knight Inn.

Carried.

Fire Chief

2012 Alberta Fire Chiefs Convention

422-12: Orichowski That the County Council who can attend and appropriate administration attend the 2012 Alberta Fire Chiefs Convention: “Strength Together” on June 10 – 13, 2012 at the Mayfield Inn in Edmonton.

Carried.

Smoky Lake County and Town Fire Committee Meeting

Re-scheduled

423-12: Danyluk That the **Smoky Lake County and Town Fire Committee Meeting** scheduled for Thursday, April 5, 2012 be re-scheduled to Tuesday, **April 24, 2012** at 7:00 p.m. to be held at the Smoky Lake County Council Chambers.

Carried.

Management Reports

424-12: Bobocel That the management reports received for the period of February 24, 2012 to March 22, 2012 from Doug Ponich, Public Works Manager; Bob Novosiwsky, Public Works Road Foreman; Dave Kully, Public Works Shop Foreman; Ed English, Peace Officer; John Malysh, Natural Gas Manager; Dave Franchuk, Environmental Operations Manager; Eugene Senetza, Agricultural Fieldman; Aline Brousseau, Planning and Development Manager; Trevor Tychkowsky, Safety Officer, and Scott Franchuk, Fire Chief; be accepted and filed for information.

Carried.

Aline Brousseau, Planning and Communication Manager left the Council Chambers, time 2:20 p.m.

Committee Task Forces and Boards: Reports

Alberta Care

- Attended the Alberta Care Re-cycling Seminar on February 28, 2012 to March 2, 2012 in Banff – various models of Re-cycling Programs in Alberta.

Corridor Communications Incorporated

- Attended the Corridor Communications Incorporated Annual General Meeting on March 13, 2012 in Calgary.

Doctor Retention & Recruitment Committee

- Doctor Retention and Recruitment Committee meeting will be scheduled once the Town of Smoky Lake prepares the Budget.

Evergreen Regional Waste Management Commission

- Financial Statement Audit for year-ending 2011 completed.
- Slight Deficit which will be covered based on percentage of tonnage – around the 20% margin.

Family Community Support Services Committee

- No report.

Family-School Liaison Committee

- No report.

Fire and Rescue Committee

Vilna:

- Insurance company wrote-off the old Truck and Vilna Fire Department will refurbish the truck.

Waskatenau:

- Waskatenau Fire Department received a Grant of \$45,000.00 towards a Fire Rescue Truck.
- Smoky Lake County contribution will be \$60,000.00 towards the Rescue Unit.
- Waskatenau Lions Club donated \$10,000.00 towards the Rescue Unit.

Smoky Lake:

- Next Meeting re-scheduled to April 24, 2012 at 7:00 p.m.

Government Liaison Committee

- No report.

Highway 28/63 Regional Water Group Steering Committee

- Next Meeting is scheduled for April 5, 2012 at 10:00 a.m. in Smoky Lake.

In-House Safety Committee

- Smoky Lake County 2012 Annual Safety Meeting held on March 16, 2012 was well attended.
- Next In-House Safety Meeting is scheduled for April 17, 2012 at 8:00 a.m.

Joint Economic Development Initiative (JEDI) Committee

- Next meeting is scheduled for April 5, 2012 at 2:30 p.m.

Lakeland DMO: Destination Marketing Organization

- No report.

Municipal Planning Commission

- No report.

North East Muni-Corr. Ltd.

- Meeting held on March 12, 2012. Meeting was very short.
- Motion to sell sliding to St. Paul.
- Long-term Care centre if built by the trail – Notice sent that the trail will be not responsible for any changes.
- Ashmont Ag Society: Request for Quad Rally on trail.
- Next meeting is scheduled for April 16, 2012 in St. Paul.

Northern Lights Library System

- Board Meeting held on March 3, 2012 in Elk Point.
- 2012 Budget was passed.
- April 27, 2012 – Library Board Convention in Jasper.

Policy Committee

- Minutes: March 6, 2012 Policy Committee Meeting.

R.C.M.P. Liaison Committee

- 2012 AAMD&C Spring Convention met with the Royal Canadian Mounted Police and discussed issues of Additional Members and Enhanced Policing Program / Full-time Clerical support.
- “K” Division members will be attending the Joint Municipalities Meeting on April 3, 2012 for further discussions.

Risk Pro Control Management Committee

- **Minutes:** Added Named Insured:
 - **Smoky Lake Riding Club:**
 - Statement of Revenue and Expenditures: December 31, 2011.

Smoky Lake Agricultural Society

- Approached the Town of Smoky Lake: Maintenance work.
- Fund-raiser: April 27, 2012 – Event “Dean Brody” – Maximum amount of Tickets: 1300. Will sell tickets at the door.
- Rural Tourism Conference: 2 members to attend.
- Hockey Oil Kings – Fundraising.
- Will be hosting a New Year Dance – Millennium Band.
- Calendar: Raffle Ticket Sales.
- Lakeland Tourism: Advertising cost saving of \$4,000.00
- Hired Step Students for the summer.
- Applied for a Grant for facility upgrades.
- Next meeting is scheduled for April 3, 2012 at 7:30 p.m.

Smoky Lake Foundation

- On behalf of the Smoky Lake Foundation - Thank you to the County for the “Letter of Support” for the Grant Application.
- Received the Grant for Alberta Seniors and Community Supports Affordable Supportive Living Initiative – Project – will start proceeding with the project.

Smoky Lake Heritage Board

- No Minutes.

Joint Municipalities

- Next Joint Municipalities Meeting is scheduled for **April 3, 2012** hosted by Smoky Lake County in the Hamlet of Warspite at the Warspite Community Hall.

425-12: Danyluk That the Committee Task Force and Board Reports presented by Councillors be accepted.

Carried.

6. Correspondence:

426-12: Cherniwchan That the following correspondence received from the Alberta Association of Municipal Districts and Counties, be filed for information:

- a. Contact Newsletter:
 - February 29, 2012.
- b. AAMDC Submits Position to the CRTC on Municipal Access Agreement.
- c. Contact Newsletter:
 - March 8, 2012.
- d. Contact Newsletter:
 - March 14, 2012.

Carried.

Lac La Biche County

427-12: Danyluk That the letter received from Barry Kolenosky, Acting, Chief Administrative Officer, dated February 15, 2012 in regard to Lac La Biche County new municipal boundary, effective January 1, 2012, be filed for information.

Carried.

Sustainable Resource Development

Grazing Lease No. GRL 000059

428-12: Bobocel That the c.c. letter received from Carol Lundgard, Disposition Services Section, Government of Alberta Sustainable Resource Development, dated February 16, 2012 in regards to Grazing Lease No. GRL 000059 for Andrew Miles Melnychuk and Jillian Melnychuk for 48 AUM's of Grazing annually, be filed for information.

Carried.

Partners for the Saskatchewan River Basin

429-12: Danyluk That Smoky Lake County take no action with regards to the letter received from Lis Mack, Acting Manager, Partners for the Saskatchewan River Basin, dated February 29, 2012 for membership renewal application.

Carried.

Family and Community Support Services (FCSS) Program

430-12: Bobocel That Smoky Lake County participate in a complete Family and Community Support Services (FCSS) Program review with the provincial staff (Debbie Trachimowich and Veronica Facundo) to ensure the County program is operating within the legislated and policy parameters of FCSS.

Carried.

Elections Alberta

431-12: Danyluk That Smoky Lake County acknowledge receipt of the letter received from O. Brian Fjeldheim, Chief Electoral Officer, Elections Alberta, dated March 5, 2012 in regards to that Smoky Lake County's file is closed to complaints alleging prohibited contributions made to registered political entities in Alberta and that the letter be filed for information.

Carried.

Smoky Lake FCSS Volunteer Appreciation

432-12: Bobocel That the County Council and Administration who can attend – attend the Smoky Lake FCSS Volunteer Appreciation Recognition Night on April 14, 2012 at the Smoky Lake Complex at 5:30 p.m. in Smoky Lake.

Carried.

D.A.R.E. Program

433-12: Orichowski That Smoky Lake County donate the amount of **\$500.00** funding from the 2012 FCSS Budget to assist with the Drug Awareness Resistance Education (D.A.R.E.) Program sponsored by the Royal Canadian Mounted Police – Smoky Lake Detachment.

Carried.

AAMDC: Building Relationships

434-12: Cherniwchan That the letter received from Bob Barass, President, Alberta Association of Municipal Districts and Counties (AAMDC), dated March 1, 2012 in regards to Building Relationship – The Upcoming Provincial Election and the Rural Still Matters material, be filed for information.

Carried.

Veterans Memorial Highway Association

435-12: Danyluk That the minutes received from the Veterans Memorial Highway Association, North Zone Meeting held on February 10, 2012 and the Board of Directors Meeting in Lac La Biche at the Bold Centre, be filed for information.

Carried.

Vitalize 2012 Conference

436-12: Bobocel That Smoky Lake County advertise in the Smoky Lake County Grapevine for Community awareness the Vitalize 2012 Conference: Provincial Voluntary Sector on June 7 to 9, 2012 at the Telus Conference Centre in Calgary.

Carried.

2012 ATCO Community Symposium

437-12: Orichowski That Smoky Lake County advertise in the County Grapevine for three not-for-profit organizations of one representative member to attend on a first come/first serve basis, the 2012 Annual ATCO Community Symposium “Building Better Communities” – a rural not-for-profit leadership conference held on May 15, 2012 at Bonnyville and on May 17, 2012 at Peace River; and that the County reimburse all expenses for accommodation, mileage and meals.

Carried.

FCSS Funds for Lodges

438-12: Bobocel That Smoky Lake County donate the amount of **\$2,000.00** each to the Smoky Lake Bar-V-Nook Lodge and the Vilna Lodge to assist in transportation expenses to FCSS events; and allocate funds from the 2012 FCSS Budget.

Carried.

11th Annual Minister’s Awards for Municipal Excellence

439-12: Orichowski That the letter received from Honourable Doug Griffiths, Minister of Municipal Affairs, dated March 9, 2012 in regards to the 11th Annual Minister’s Awards for Municipal Excellence, be filed for information.

Carried.

Canadian Common Ground Alliance

440-12: Bobocel That the c.c. letter written to John Traversy, Secretary General, Canadian Radio-Television and Telecommunication Commission received from Mike Sullivan, Canadian Common Ground Alliance, dated March 12, 2012 in regards to the Procedural Issues – Part I Application by the Canadian Common Ground Alliance to broaden the use of 8-1-1 Dialing Code (Public Process Number 2011-1097-3), be filed for information.

Carried.

Alberta 55 Plus Winter Games

441-12: Cherniwchan That the letter received from Honourable Jack Hayden, Minister, Tourism, Parks and Recreation, dated March 7, 2012 in regards to bid submission to host the 2015 Alberta 55 Plus Winter Games, be filed for information.

Carried.

Vilna School: Cree Class

442-12: Bobocel That Smoky Lake County donate the amount of **\$500.00** funding to the Vilna School Cree Class to assist in the purchase of a Mikowahp Teepee for Vilna School.

Carried.

Ukrainian Course

443-12: Danyluk That the correspondence received from the University of Alberta in regards to the 2012 Spring UKR327 Ukrainian Session Courses from April 30, 2012 to May 11, 2012 Weekday from 9:00 a.m. to 4:00 p.m., be posted on the website for community awareness, and be filed for information.

Carried.

Smoky Lake Trail Twisters Snowmobile Club

444-12: Bobocel That the c.c. letter received from Vern Billey, President, Smoky Lake Trail Twisters Snowmobile Club written Cody Nahirniak, Land Management Specialist, Government of Alberta, Sustainable Resources Development, dated March 13, 2012 in regards to the 2011 Land Use Inspection – Request for Compliance, Disposition No. MLP000022, located in NW 32-58-16-W4, be filed for information.

Carried.

Kalyna Country Tourism

445-12: Danyluk That the correspondence received from Sheila Neil, Office Manager, Kalyna Country Tourism, dated March 22, 2012 in regards to the Kalyna Country Year-end General Meeting and Luncheon on March 31, 2012 from 12:00 p.m. to 3:00 p.m. in Vegreville at the Train Station, be filed for information.

Carried.

2012 National Volunteer Week

446-12: Bobocel That Smoky Lake County declare National Volunteer Week – April 15 – 21, 2012: “For This Moment On...we will let the volunteers in our community know they are appreciated” and advertising during Volunteer Week.

Carried.

JLG Ball Enterprises

447-12: Orichowski That the letter received from Lisa G. Ball, President and Chief Executive Officer, JLG Ball Enterprises, dated March 20, 2012 for permission to construct road on an undeveloped Road Allowance for Gravel Pit Development on SE 11-61-18-W4 (SLM 110026) in regards to a County Roadway License Agreement, be filed for information until appropriate permits are in place with Smoky Lake County.

Carried.

448-12: Bobocel That the letter received from Lisa G. Ball, President and Chief Executive Officer, JLG Ball Enterprises, dated March 20, 2012 for permission to construct road on an undeveloped Road Allowance for Gravel Pit Development on SE 11-61-18-W4 (SLM 110026) and use of haul road security in regards to a County Haul Road Agreement, be filed for information until appropriate permits are in place with Smoky Lake County.

Carried.

Thank You: Summary Listing

No Summary Listing of Thank You received from organizations extending appreciation of support for the Month of March 2012.

Information Releases

449-12: Bobocel That the Information Releases for the Month of March 2012, be filed for Information.

Carried.

Reading File

No correspondences in the Reading File.

Bills & Accounts:

450-12: Cherniwchan 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
25269	30463 to 30528	\$ 388,904.21
25299	30529 to 30565	\$ 140,292.42
25307	30566	\$ 560.00
25325	30567 to 30578	\$ 182,764.36
25332	30579 to 30604	\$ 69,324.36
25358	30605 to 30633	\$ 153,732.84
25376	30634 to 30650	\$ 14,115.65
25411	30651 to 30689	\$ 271,097.79
Total Cheques		\$ 1,220,791.63
Direct Debit Register		
25396	Smoky Lake County	\$ 226,616.33
Total Direct Debits		\$ 226,616.33
Grand Total Bills and Accounts		\$ 1,447,407.96

Carried.

County Council Meeting(s)

451-12: Bobocel That the next **County Council Meeting(s)** be scheduled for Thursday, **April 26, 2012**; Thursday, **May 24, 2012**; and for Thursday, **June 21, 2012** at 9:00 a.m. to be held at the County Council Chambers.

Carried.

ADJOURNMENT:

452-12: Cholak That this meeting be adjourned, time 3:00 p.m.

Carried.

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER