

SMOKY LAKE COUNTY



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| Title: Procedures and Transacting of Organizational Meeting | Policy No.: 01-02 |
| Section: 01 | Page No.: 1 of 7 |

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| Legislation Reference: | Legislation as specified in the Municipal Government Act |
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| Purpose: | To format the Organizational Meeting of County Council. |
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| <p>Policy Statement and Guidelines:</p> <p>In order to expedite the order of business during the Organizational Meeting; repetitive resolutions will be addressed in this policy and considered as carried.</p> <p>1. <u>General Government Services:</u></p> <p>1. Dispensing with the use of “Whereas”, “Be It Resolved”, “Be It Further Resolved”, “Therefore Be It Further Resolved” - (<u>Section 207, M.G.A.</u>)</p> <p><i>“That for the sake of brevity, the words “Moved”, “On the motion of”, “Whereas”, “Resolved”, “Be It Resolved”, “Therefore Be It Resolved”, “Be It Further Resolved”, and “Therefore Be It Further Resolved”; and seconders to resolutions be dispensed within the wording of resolutions, for purposes of clarity, their meaning be understood.</i></p> <p>2. Banking and Signing Authority</p> <p><i>“That the Bank Accounts in the name of the Smoky Lake County be carried with the Canadian Imperial Bank of Commerce and Alberta Treasury Branch at Smoky Lake; and that the Reeve or the Deputy Reeve and the Chief Administrative Officer or Assistant Chief Administrative Officer be and are hereby authorized to draw, accept, sign, countersign, make and agree to pay all or any bills or exchange, promissory notes, cheques, and orders for payment of money; to pay and receive all monies and to give receipts for the same; to assign and transfer to the said banks all or any stocks, bonds, and other securities, and generally for and in the name, and on behalf of the said Smoky Lake County to transact with the banks any business they may think fit.</i></p> |
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|--|--------------------------|
| Title: Procedures and Transacting of Organizational Meeting | Policy No.: 01-02 |
| Section: 01 | Page No.: 2 of 7 |

Policy Statement and Guidelines:

Also that the Chief Administrative Officer and Assistant Chief Administrative Officer be and hereby is authorized on behalf of the said Smoky Lake County to negotiate with, deposit with, or transfer to the said banks (but for the credit only of the account of the said Smoky Lake County) all or any bills of exchange, promissory notes, cheques or orders for the said purpose, to endorse the same or any of them on behalf of the said Smoky Lake County also from time to time to arrange, settle, balance and certify all books and accounts between the said Smoky Lake County and the Banks; and to receive all paid cheques and vouchers, and to sign the banks; form of receipts, and that the Reeve or the Deputy Reeve, and the Chief Administrative Officer or Assistant Chief Administrative Officer be and they are hereby authorized to sign cheques and other documents on behalf of the County Council, and that the Chief Administrative Officer or Assistant Chief Administrative Officer be authorized to invest from time to time, the surplus cost funds of the County in the purchase of term Deposit Certificates from the Canadian Imperial Bank of Commerce and the Treasury Branch at Smoky Lake, Alberta; and that the Reeve and the Deputy Reeve, be authorized to scrutinize all accounts against the County before they are passed for payment by the County Council and initial either the account or the covering voucher.

3. Appoint Solicitor, Auditor, Engineer

That Professional Services will be obtained on an as need basis.

12. Assessment and Taxation:

1. Appoint Assessor

That Assessor Professional Services will be obtained on an as need basis.

| | |
|--|--------------------------|
| Title: Procedures and Transacting of Organizational Meeting | Policy No.: 01-02 |
| Section: 01 | Page No.: 3 of 7 |

Policy Statement and Guidelines:

2. Provide for Remuneration of members of the Assessment Review Board

That the remuneration for the members of the Assessment Review Board be the same as established by the County Council for its members to attend Regular Meetings.

3. Appoint Clerk of the Assessment Review Board

That Mr. Cary Smigerowsky, the Chief Administrative Officer and/or a designated alternate be appointed the Clerk of the Assessment Review Board.

4. Execution of any levy authorized by the Chief Administrative Officer

That the Chief Administrative Officer be given the authority to execute any levy that may deemed necessary for collection.

13. Tax Recovery Act and Municipal Property:

1. Appoint Appraisers of Tax Recovery Lands

*That the County Council be appointed as a **Standing Committee** to appraise the lands and improvements to be sold by the County under the provisions of the Municipal Government Act.*

2. Lease of Tax Recovery Lands – 3.5% of Assessed Value

That the annual rental of lands acquired by the County under the Provisions of the Municipal Government Act be set as 3.5% of the assessed value, plus levied taxes cash payable to the end of the year.

| | |
|--|--------------------------|
| Title: Procedures and Transacting of Organizational Meeting | Policy No.: 01-02 |
| Section: 01 | Page No.: 4 of 7 |

Policy Statement and Guidelines:

2. Protective Services:

1. Appoint Honorary Fire Guardian & Assistants

That the County Fire Chief be appointed the Honorary Fire Guardian for the Smoky Lake County under the provisions of the Forest & Prairie Protection Act; in addition the Chief Administrative Officer, the Public Works Foreman, the Agricultural Fieldman, and the Local Fire Chiefs for the Town of Smoky Lake and the Villages of Vilna and Waskatenau, be appointed as Assistants.

2. Purchase of Insurance Needs of the County

That all Insurance needs for the Smoky Lake County be purchased Through Jubilee Insurance Agencies Limited, Edmonton, Alberta.

3. Disaster Services (Section 8, Disaster Services Act)

- a. Appoint member(s) of Civil Defense Control Committee**
- b. Appoint Civil Defense Coordinator**

*That the County Council be appointed as the **Civil Defense Control Committee** of the Smoky Lake County and that the Director of Disaster Services be appointed as Civil Defense Coordinator.*

3. Transportation Services:

1. Road Bans not to apply to passenger cars, schools busses, school Vans, fire trucks and ambulances

That Road Bans are not to apply to passenger cars, school busses, School vans, fire trucks and ambulances.

2. Custom Work Rates

That the County engage whatever surveying firm is deemed necessary to carry out necessary surveying needs.

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|--|--------------------------|
| Title: Procedures and Transacting of Organizational Meeting | Policy No.: 01-02 |
| Section: 01 | Page No.: 5 of 7 |

Policy Statement and Guidelines:

3. Appoint Surveyor

That Surveyor Professional Services will be obtained on a as need basis.

4. Compensation for Construction and Backsloping Easements

That compensation for road construction be as follows:

Regular Roads:

- a. *The County will fence but the owner will supply necessary posts and wire; the owner is to remove existing posts and wire if he/she wants to reuse same, if there is an existing fence; the County will remove the fence, if the County requests to construct the road.*
- b. *The County will be responsible for first picking of rocks and roots, thereafter the landowner is to be responsible for picking rocks and roots after the construction has been completed.*

Special Roads:

- a. *The County will fence but the owner will supply necessary posts and wires; the County is to remove existing posts and wire if he/she wants to reuse same, if there is an existing fence.*
- b. *The County will be responsible for first picking of rocks and roots, thereafter the landowner is to be responsible for picking rocks and roots after the construction has been completed.*

Backsloping under the Agricultural Service Board:

\$500.00 for backsloping per one half mile subject to prior commencement and final construction approvals, as per construction specifications and if the landowner supplies necessary posts and wire the County will supply labour to fence.

Burrow Pits:

Be negotiated up to a maximum of \$200.00 per acre for burrow pits or landscape burrow necessary to acquire fill material for road construction and the owner is responsible for necessary fencing and signage.

| | |
|--|--------------------------|
| Title: Procedures and Transacting of Organizational Meeting | Policy No.: 01-02 |
| Section: 01 | Page No.: 6 of 7 |

Policy Statement and Guidelines:

5. Compensation for Electrical Plugging in of graders

That compensation in the amount of two hundred dollars (\$200.00) be paid to each Grader Operator for electrical charges incurred in the plugging in of the graders over the winter months and each grader must be plugged in continuously during the winter season – November 1st to April 1st.

6. Public Works Roadway and Servicing Standards

That the Public Works Department strictly adhere to:

- a. The Alberta Transportation & Utilities Roadway Construction Specifications for Use of Municipalities Manual.*
- b. Development Guidelines and Minimum Servicing Standards Manual; when road construction and projects are undertaken.*

6. Environmental Health Services:

- a. Appoint Agricultural Fieldman as Weed Inspector(s) (Section 7 – Weed Control Act)**
- b. Appoint Agricultural Fieldman as Inspector(s) under the Agricultural Chemicals Act (Section 7 – W.C.A.)**
- c. Appoint Agricultural Fieldman as Inspector(s) under Livestock Diseases Act as appointed by the Provincial Government**
- d. Appoint Agricultural Fieldman as Pest Control Officer(s)**
- e. Appoint Agricultural Fieldman as Soil Conservation Officer(s) (Section 2 – Soil Reclamation Act)**

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|--|--------------------------|
| Title: Procedures and Transacting of Organizational Meeting | Policy No.: 01-02 |
| Section: 01 | Page No.: 7 of 7 |

| Policy Statement and Guidelines: |
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| <p>f. i. Appoint Agricultural Fieldman and District Agriculturist as the Land Surface Conservation and Reclamation Council (Section 13 & 16 – Agricultural Service Board Act)</p> <p>ii. Appoint Soil Conservation Officer (Section 2 – Soil Reclamation Act)</p> <p><i>That the Agricultural Fieldman be appointed:</i></p> <p>a. <i>Weed Inspector as required by the provisions of the Weed Control Act.</i></p> <p>b. <i>Inspector under the Chemicals Inspection Act.</i></p> <p>c. <i>Inspector under the Livestock Diseases Act.</i></p> <p>d. <i>Pest Control Officer under the provisions of Section 7(b) of the Agricultural Pests Act.</i></p> <p>e. <i>Soil Conservation Officer under provisions of the Soil Conservation Act.</i></p> <p>f. <i>Member of the Land Surface Conservation and Reclamation Council;</i></p> <p><i>and to be paid at the appropriate Councillor mileage rate.</i></p> |

| | Date | Resolution Number |
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| Approved | February 23, 1984 | # 329 - Page 4734 |
| Amended | February 24, 2000 | # 240 - Page 6789 |
| Amended | | |