

SMOKY LAKE COUNTY

Minutes of the **County Council meeting** held on Thursday, **November 17, 2011** at 9:05 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>Councilors(s)</u>	<u>Thursday, November 17, 2011</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.

Aline Brousseau, Planning and Development Manager entered the Council Chambers, time 9:05 a.m.

2. Agenda:

Agenda

103-11: Orichowski

That the Agenda for Thursday, November 17, 2011 County Council meeting, be adopted as amended:

Addition:

- 1. Delegation: Sigfried and Katherina Loffelbein at 10:00 a.m.

Carried Unanimously.

3. Minutes:

Minutes of September 27, 2011 – Committee of the Whole: Planning Meeting

104-11: Cherniwchan

That the minutes of the County Council Committee of the Whole: Planning Department Meeting held on Tuesday, September 27, 2011 be adopted.

Carried.

Minutes of October 20, 2011 – County Organizational Meeting

105-11: Danyluk

That the minutes of the County Organizational Meeting held on Thursday, October 20, 2011, be adopted as amended:

- North East Muni-Corr Ltd.: include three-year term.
- Sub-Division and Development Appeal Board: indicate seven member board.

Carried.

Minutes of October 20, 2011 – County Council Meeting

106-11: Bobocel

That the minutes of the County Council Meeting held on Thursday, October 20, 2011, be adopted.

Carried.

Minutes of October 28, 2011 – County Council Budget Meeting

107-11: Danyluk That the minutes of the County Council Budget Meeting held on Thursday, October 28, 2011, be adopted.

Carried.

4. Request For Decision(s):

Doctor House

108-11: Bobocel That County Council go into Executive Session to discuss a land issue, time 9:15 a.m.

Carried.

109-11: Danyluk That County Council go out of Executive Session, time 9:23 a.m.

Carried.

110-11: Bobocel That County Council approve the sale of Lot 8, Block 7, Plan 852 1480 in the Town of Smoky Lake and recommend to the Town of Smoky Lake, as the Managing Partner, the sale price be the Appraised Value; and that the final negotiated sale price be ratified by the Councils of Smoky Lake County and the Town of Smoky Lake.

Carried.

Bob Novosiwsky, Public Works Foreman entered the Council Chambers, time 9:34 a.m.

Smoky Lake Heritage Board

111-11: Orichowski That Smoky Lake County establish a new Bylaw as Smoky Lake County Regional Heritage Board for discussion at the next County Council Meeting.

Carried.

112-11: Danyluk That Smoky Lake County approves that the Victoria Home Guard Historical Society take the lead role in coordinating to commemorate the National Historic Site Plaque Unveiling Ceremony scheduled in Spring of 2012 and the Smoky Lake Heritage Board participate in a supportive role; as per letter received from Noreen Easterbrook, Chair, Smoky Lake Heritage Board, dated October 18, 2011 and the letter received from Donald Klym, President, Victoria Home Guard Historical Society, dated October 26, 2011 indicating both parties agree to this.

Carried.

5. Issues for Information:

Chief Administrative Officer's Report

The Chief Administrative Officer gave an updated report to Council for the period of October 21, 2011 to November 16, 2011.

Legislative / Governance:

- Transportation Meeting: AAMD&C Fall Convention – Shaw Conference Centre is scheduled for Tuesday, November 22, 2011 at 10:00 a.m. to 10:30 a.m. – Salon 15. Attached (for information) presentation (letter) submitted by email to the North Centre Region – Barrhead on November 8, 2011.
- Completed Strategic Plan draft with Jane Dauphinee. New Strategic Plan – Timelines:
 - Municipal Planning Services – Jane Dauphinee will be sending a draft Strategic Plan on November 24, 2011 to Management to review.
 - Management to review and comment by December 1, 2011.
 - Committee of the Whole Meeting scheduled for the purpose of reviewing the Strategic Plan on December 8, 2011 at 10:00 a.m.
- The Smoky Lake Heritage Board has written regarding having the County provide Administrative support for their function. They generally hold 6 meetings per year. If the County agrees to their request, it would likely mean the equivalent of approximately 18 hours of approved overtime per year for a staff person to attend these meetings plus the production and distribution of minutes and bookkeeping functions. An alternative could be to provide some funds and have the Heritage Board hire their own casual help for these functions.
- Completed the letter to Mayor Caron of the Village of Waskatenau after consulting with Jeneanne Grundberg.
- County of Two Hills Council would like to schedule a meeting with Council at the upcoming AAMD&C Fall Convention.

Administrative:

- Community Economic Development Officer (CEDO):
 - Currently the Memorandum of Agreement with Shane Pospisil expired on August 31, 2011. Bylaw 1167-08 expends services until December 31, 2011.
 - At the last Joint Economic Development Initiative Meeting (JEDI) held on October 27, 2011 – recommendation was made “That the Joint Economic Development Initiative Committee recommend to the Smoky Lake County, as the managing partner for the Smoky Lake Region’s Joint Municipalities’ Joint Economic Development Initiative (JEDI) Committee to execute a “Memorandum of Agreement” with Shane Pospisil to extend the contractual agreement until December 31, 2011, as referenced in each respective municipalities’ Community Economic Development Officer Bylaw”.
- Landowner Request – Garry Gontowiuk: Re: Move as-built road located on SW ¼ 32-60-18-W4.
If Council agrees to this: A Memorandum of Agreement shall be executed referencing the following: Smoky Lake County
 - Shall be granted the right to enter the lands with equipment and personnel for the purpose of moving the road.
 - Shall be indemnified and saved harmless by Garry Gontowiuk for any damage done to the lands or crops adjacent to the road that occurs as a result of moving of the road.
 - Will proceed to cancel the existing road plan and register a new as-built descriptive plan for the new location of the road once the moving of the road is complete.
- Have finalized the Recreation RFP with the Joint Municipalities CAOs and have sent a request to the Alberta Recreation and Parks Association to have the RFP listed on their web-site and circulated to their members.

Financial:

- Received letter from Northern Lights Library System, dated November 5, 2011 – Re: 2012 Budget increased levy per capital by \$.22. – Increase of \$1,195.04 for 2012.
- Letter received from Joly, McCarthy & Dion, Chartered Accountants, dated November 16, 2011 – Re: Engaged to audit the financial statements of the Smoky Lake County for year-ending December 31, 2011.
- Letter received from Joly, McCarthy & Dion, Chartered Accountants, dated November 16, 2011 – Re: Outlines the terms to audit the financial statements of the Smoky Lake County for year-ending December 31, 2011.
- Letter received from Joly, McCarthy & Dion, Chartered Accountants, dated November 16, 2011 – Re: Outlines the auditors responsibility to audit the financial statements of the Smoky Lake County for year-ending December 31, 2011.

Human Resources:

- Policy Statement No. 1M-26-02: Accounting Clerk.
- Policy Statement No. 1M-12-01: Finance Services Clerk: Payroll.

Training:

- Completed 6 weeks of intense, on the job training in Planning and Development (and very glad to be done). Many thanks to Lydia, Twila, Albert Rachynski and Jane Dauphinee for putting us through!
- Commissioner of Oaths: Training and Exam on November 22, 2011.

Smoky Lake Heritage Board

113-11: Danyluk That Smoky Lake County defer the letter received from Noreen Easterbrook, Chair, Smoky Lake Heritage Board, dated November 14, 2011 requesting administrative assistance of a Secretary-Treasurer for minute taking and bookkeeping to the next scheduled County Council Budget Meeting.

Carried.

Community Economic Development Officer (CEDO)

114-11: Danyluk That Smoky Lake County as the managing partner for the Smoky Lake Region's Joint Municipalities' Joint Economic Development Initiative (JEDI) Committee execute a "Memorandum of Agreement" with Shane Pospisil to extend the contractual agreement until December 31, 2011.

Carried.

Northern Lights Library System

115-11: Bobocel That Smoky Lake County approve a levy increase for the Northern Lights Library System in the amount of \$.22 per capita from current \$4.33 per capita to **\$4.55 per capita**, effective January 1, 2012; totaling the municipal levy for 2012 in the amount of **\$24,715.60**.

Carried.

Joly, McCarthy & Dion

116-11: Cherniwchan That the letter received Joly, McCarthy & Dion, Chartered Accountants, dated November 16, 2011 in regards to the engaged audit for the financial statements of the Smoky Lake County for year-ending December 31, 2011, be filed for information.

Carried.

117-11: Orichowski That the letter received from Joly, McCarthy & Dion, Chartered Accountants, dated November 16, 2011 in regards to the terms of the audit for the financial statements of the Smoky Lake County for year-ending December 31, 2011, be filed for information.

Carried.

118-11: Danyluk That the letter received from Joly, McCarthy & Dion, Chartered Accountants, dated November 16, 2011 in regards to the Auditors responsibility to audit the financial statements of the Smoky Lake County for year-ending December 31, 2011, be filed for information.

Carried.

Management Policy Statement: 01M-26-02: Accounting Clerk: Job Description

119-11: Bobocel That County Council accept the received Management Policy: 01M-26-02 entitled “Accounting Clerk: Job Description”, as amended for information.

Purpose:	<p>Under the direction of the Finance Manager, the employee in this position shall perform varied and complex accounting functions, reconciliations, and be responsible for the maintaining & balancing the property tax roll.</p> <p>As an employee, this person shall establish and maintain a good working relationship with all departments. Sound judgment and discretion must be used when responding to inquiries regarding classified and confidential information.</p>
Policy Statement and Guidelines:	
<div style="border: 1px solid black; background-color: #e0e0e0; padding: 5px; width: fit-content; margin: 0 auto;">RESPONSIBILITIES</div>	
<p>1. Property Taxes:</p> <ul style="list-style-type: none"> 1.1 All land title changes for the tax roll. 1.2 All changes for the assessment roll. 1.3 All preparation work for the Assessment Review Board. 1.4 Run penalties: November and March. 1.5 Send out penalty reminder letters in February. 1.6 Prepare and send a listing to Land Titles for Tax Recovery. 1.7 Prepare for annual tax sale. 1.8 Upload the Assessment and balance it. 1.9 Run the tax notices – balance the taxes. 1.10 Prepare and balance all changes to the assessment roll, run amended notices. 1.11 Assist in the preparation of the tax information for the tax bylaw. 1.12 Balance and run year-end procedures for taxes. 1.13 Execute all necessary sections of the Municipal Government Act. <p>2. Finance:</p> <ul style="list-style-type: none"> 2.1 Calculation and preparation of GST rebates and submission. 2.2 Preparation of monthly bank reconciliation. 2.3 Assist in the preparation of year end procedures and schedules. 2.4 Assist in the preparation of the monthly reports. 2.5 Assist the Finance Manager in maintaining the financial system. 2.6 Back-up to all finance positions when needed. 	

<p>2.7 Processes journal entries when needed.</p> <p>2.8 Assisting in assuring the general ledger is accurate and all transactions are entered appropriately.</p> <p>2.9 Assisting the Finance Manager with the tangible capital assets.</p> <p>OTHER RESPONSIBILITIES</p> <ul style="list-style-type: none"> ■ Other office responsibilities as assigned from time to time. <p>KNOWLEDGE AND ABILITIES</p> <ul style="list-style-type: none"> ■ Accounting training. ■ Accounting experience related to the complete accounting cycle. ■ Ability to organize and disseminate information. ■ Computer and word processing training. <p>STAFF DEVELOPMENT</p> <ul style="list-style-type: none"> ■ Attend Workshops and Seminars as required. <p>EMPLOYEE PERFORMANCE EVALUATION</p> <ul style="list-style-type: none"> ■ By the Finance Manager – yearly. <p>SALARY RANGE</p> <ul style="list-style-type: none"> ■ As per Local Collective Agreement
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Carried.

Management Policy Statement: 01M-12-02: Finance Services Clerk – Payroll: Job Description

120-11: Cherniwchan That County Council accept the received Management Policy: 01M-12-02 entitled “Finance Services Clerk – Payroll: Job Description”, as amended for information.

<p>Purpose:</p>	<p>Under the direction of the Finance Manager, the employee in the position shall be responsible for all payroll preparation from data entry to cheque (electronic funds transfer) for all employees, union and non-union, from the time of hiring to lay off or termination. Doing a complete follow-up or remitting deductions to various government and private agencies. The employee shall be in control and keep updated on all legislative and pertinent information regarding all changes to employee records and the payroll system. They must ensure that all records are accurate for both the employee and the employer.</p> <p>As an employee, this person shall establish and maintain a good working relationship with all departments. Sound judgment and discretion must be used when responding to inquiries regarding classified and confidential information.</p>
<p>Policy Statement and Guidelines:</p>	
<p>RESPONSIBILITIES</p> <p>1. Payroll:</p> <p>1.1 Prepare all payroll cheques for all County employees and Elected Officials, as per Collective Agreement, non-union contracts, as well as County Policies and Council Motions.</p> <p>1.2 Pay all payroll through Electronic Funds Transfer.</p> <p>1.3 Calculate and transfer the funds needed to the payroll bank account.</p> <p>1.4 Maintain Payroll master ensuring that all employees are in their proper group category (hourly, salary, etc.),</p>	

- 1.5 Ensure that all employee changes are updated on the Payroll Master.
- 1.6 Ensure that all forms are completed and authorized for new employees.
- 1.7 Create and maintain an employee orientation package.
- 1.8 Ensure that new employees are registered for benefits as per their employment contract or Collective Agreement.
- 1.9 Review and explain County Benefits and Payroll policies to new employees.
- 1.10 Check all pertinent information for each pay group to ensure all necessary pay adjustments are recorded each pay.
- 1.11 Check all hours from individual daily time sheets for each employee.
- 1.12 Check and enter daily time sheets. Calculate and enter adjustments for overtime hours, sick days, vacation days, deductions, etc.
- 1.13 Code to proper general ledger accounts as per job duty or title (labourer, equipment operator, grader operator).
- 1.14 Run all printouts and edit for errors or omissions to ensure accurate pay and deductions.
- 1.15 Once information is verified, complete reconciliation reports and submit to Finance Manager for approval.
- 1.16 Run payroll stubs and distribute.
- 1.17 Transfer electronic file for direct deposits ensuring all transfers are successful.
- 1.18 Print all reports for each pay group for balancing purposes.
- 1.19 Prepare/receive all computer printouts of all deductions, calculate remittances, and submit to the appropriate agencies the employer and employee amounts for Employment Insurance, Canada Pension Plan, Income Tax, Pension Plan and Health Benefits.
- 1.20 When all deductions are balanced on spreadsheets, input data and do accounts payable run to ensure all deductions are paid by their respective due dates.
- 1.21 Balance accounts payable run to printouts as per the general ledger making sure that all monies remitted are the same as the amount deducted plus the employer portion.
- 1.22 Balance payroll to the general ledger.
- 1.23 Balance benefits deductions.
- 1.24 Calculate and prepare termination cheques.
- 1.25 Prepare record of employment upon employee termination or layoff.
- 1.26 Calculate and payout holiday pay as per policy, agreements, and legislation.
- 1.27 Reconcile all payroll related accounts.
- 1.28 Calculate and payout Elected Official payroll, mileage and expenses.
- 1.29 Keep accurate record of sick days and vacation days.
- 1.30 Calculate holiday pay for relevant employees and verify computer calculations.
- 1.31 Provide quarterly reports on the balance of staff vacation days to managers.
- 1.32 Track and report hours worked and amount paid for government programs.
- 1.33 Prepare and balance and issue T4's and T4A's as per legislation.
- 1.34 Balance and report pension plans.

2. Finance:

- 2.1 Prepare monthly reports as required
- 2.2 Ensure documents are filed and maintained as per document retention requirements.
- 2.3 Work at the front desk at least one lunch per week.
- 2.4 Back-up to Finance Services Clerk: Accounts Payable.
- 2.5 Assist Gas Utilities Secretary with gas billing, checking levies, mailing bills and billing inquires.
- 2.6 Assist IT with computer backups.

OTHER RESPONSIBILITIES

- Other responsibilities of duties as assigned from time to time by the Finance Manager, Chief Administrative Officer and the Assistant Chief Administrative Officer.
- Daily back-up for telephone answering service, when required.
- Back-up for entering payments and issuing receipts.
- Back-up assistant to office procedures: Inquires, such as simple Natural Gas questions, general information and accounts receivable, opening mail and assist public.

KNOWLEDGE AND ABILITIES

- Minimum of Grade 12.
- Accounting Training.
- Accounting experience related to the complete accounting cycle.
- Comprehensive knowledge of the office policies and directives.
- Computer and word processing training in areas of financial accounting, spreadsheets, and databases.
- Organizational skills for dissemination of information and office procedures.
- Commitment to continuous improvement and excellent customer services.

STAFF DEVELOPMENT

- Attend Workshops and Seminars as required.

EMPLOYEE PERFORMANCE EVALUATION

- By the Finance Manager – yearly.

SALARY RANGE

- As per **Local Collective Agreement**

Carried.

Financial Update:As annexed to the minutes:

↪ Financial Statement for the Month: September 2011.

Action List(s):↪ **Action List(s):**

- **County Organizational Meeting: October 20, 2011.**
- **County Council Meeting: October 20, 2011.**
- **County Council Budget Meeting: October 28, 2011.**

121-11: Danyluk That the updated report for the period of October 21, 2011 to November 16, 2011 by the Chief Administrative Officer, be accepted and filed for information.

Carried.

7. Delegation:

Sigfried and Katherina Loffelbein

Present before County Council at 10:04 a.m. to 10:30 a.m. was Sigfried and Katherina Loffelbein, Smoky Lake County Landowners to address with Council a Beaver Control issue on their land.

Scott Franchuk, Agricultural Fieldman/Fire Chief entered the Council Chambers, time 10:06 a.m.

Scott Franchuk, Agricultural Fieldman/Fire Chief left the Council Chambers, time 10:30 a.m.

5. Issues for Information:

Finance Manager's: Report

Brenda Adamson, Finance Manager provided an updated Finance report for the period of October 10, 2011 to November 9, 2011.

Property Tax Levy: Penalty Cancellation

122-11: Cherniwchan That Smoky Lake County cancel the November 1, 2011 Property Tax Levy penalty for Tax Roll Account Number 17591430 in the amount of \$22.41; Tax Roll Account Number 18590330 in the amount of \$40.09; and Tax Roll Account Number 18591030 in the amount of \$17.49.

Carried.

County Budget Meeting(s): Cancelled

123-11: Bobocel That the **County Council Budget Meeting(s)** scheduled for Friday, November 18, 2011 and Friday, December 9, 2011 at 10:00 a.m. to be held at the County Council Chambers be cancelled.

Carried.

Committee of the Whole: Strategic Planning - Cancelled

124-11: Bobocel That the **Committee of the Whole Meeting for the purpose of Strategic Planning** scheduled for Thursday, **December 8, 2011** at 10:00 a.m. to be held at the County Council Chambers be cancelled.

Carried.

Scott Franchuk, Agricultural Fieldman/Fire Chief entered the Council Chambers, time 10:35 a.m.

County Budget Meeting

125-11: Danyluk That the next **County Council Budget Meeting** be scheduled for Thursday, **December 8, 2011** at 10:00 a.m. to be held at the County Council Chambers.

Carried.

Ag/Utilities Meeting: Re-scheduled

126-11: Bobocel That the next **Agricultural Service Board** and **Utilities Meeting: Natural Gas and Environmental Operations: Water, Wastewater & Waste Management** be re-scheduled to Tuesday, **January 10, 2012** at 10:00 a.m. to be held at the County Council Chambers.

Carried.

Committee of the Whole: Strategic Planning

127-11: Orichowski That the **Committee of the Whole Meeting for the purpose of Strategic Planning** be scheduled for Monday, **February 6, 2012** at 10:00 a.m. to be held at the County Council Chambers.

Carried.

128-11: Bobocel That the Finance Manager's Report received by Brenda Adamson for the period of October 10, 2011 to November 9, 2011, be accepted and filed for information.

Carried.

Scott Franchuk, Agricultural Fieldman/Fire Chief left the Council Chambers, time 10:40 a.m.

Reeve's Report

Reeve Dareld Cholak presented the following report:

- Three Agricultural Producer / Public Information Sessions were held to assist The Power Alternative (TPA) for the Smoky Lake Region Bio-Diesel Project. Thank you to TPA for hosting these sessions in our region and will continue to work together.
- Reeve's Meeting scheduled for November 21, 2011 at 5:15 p.m. to 6:15 p.m. during the AAMD&C Fall Convention:
 - Two issues to date:
 - Mountain View County: Protocol.
 - Municipality of Crowsnest Pass: Municipal Advertising.
- Issues will be addressed during the Committee Task Force and Board reporting.

129-11: Cherniwchan That the Reeve's report received, be accepted.

Carried.

Management Reports**Public Works Shop Foreman****2012 Capital Purchase: Tractor Truck**

130-11: Bobocel That County Administration proceed to order a Tractor Trailer in Year 2011 to be funded from 2012 Capital Budget, in accordance with Policy regulations and accepted procurement practices.

Carried.

**Natural Gas Department
Gas Alberta Inc.: Proxy**

131-11: Danyluk That the Smoky Lake County execute the Proxy solicited on behalf of the management of Gas Alberta for the Chairperson and Vice-Chairperson of the Natural Gas Committee to vote at the Annual General Meeting of Shareholders to be held on November 29, 2011 for the Election of Director Nominees and the Appointment of Auditors.

Carried.

132-11: Danyluk That the management reports received for the period of October 21, 2011 to November 9, 2011 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; Scott Franchuk, Agricultural Fieldman; and Trevor Tychkowsky, Safety Officer, be accepted and filed for information.

Carried.

Aline Brousseau, Planning and Development Manager left the Council Chambers, time 10:30 a.m.

Committee Task Forces and Boards: Reports

Alberta Care

- No report.

Community Futures Corporation: St. Paul / Smoky Lake Region

- Management will bring to the next Board meeting scheduled for December 7, 2011 the draft Policy on contracting to provide Service.
- Steve Upham, Vice-Chairperson was appointed to the Ad Hoc Committee – first meeting is scheduled on November 29, 2011.

Corridor Communications Incorporated

- Three Tower Sites locations in Smoky Lake Region is progressing – waiting for the power hook-up.

Doctor Retention & Recruitment Committee

- Notify the Town of Smoky Lake as the management partner to send a Christmas Basket to each doctor in appreciation from the Doctor Retention and Recruitment Committee.

Bob Novosiwsky, Public Works Foreman left the Council Chambers, time 11:05 a.m.

Evergreen Regional Waste Management Commission

- Interim Budget is based on the tonnage remaining the same.
- Requisition Costs: Very slight increase.

Family Community Support Services Committee

- No report.

Family-School Liaison Committee

- Meeting is scheduled for November 25, 2011.

Fire and Rescue Committee**Vilna:**

- No report.

Waskatenau:

- No report.

Smoky Lake:

- No report.

Government Liaison Committee

- No report.

Highway 28/63 Regional Water Group Steering Committee

- **Minutes:** October 6, 2011.
- **Financial:** November 3, 2011.
- **Chartered Accountants:** Wilde and Company.
- **Request For Decision:** November 3, 2011 Meeting.
- **Operations Report:** November 3, 2011.
- **Manager's Report:** November 3, 2011.
- **Letter:** Telus Fibre Optic Cable Move – October 27, 2011.
- Next meeting is scheduled for December 7, 2011 in Smoky Lake.

In-House Safety Committee

- Minutes: September 20, 2011.
- Meeting held on November 15, 2011: Organizational Meeting.
- Chairperson: Dwight Pritchard.
- Vice-Chairperson: Jim Zukowsky.
- Training is on-going – waiting for new manuals.
- Scissor Lift Training – Fall 2011.
- Chainsaw Training – Fall 2011.
- Mapping and WHMIS Course – Spring 2012.
- Flagging Course – Spring 2012.
- Flagging Course – Fire Departments need course update.
- Orientation: All completed on new employees.
- Working on Policy: Heavy Equipment.
- Security Camera at the Public Works: Installation at each Gate Entrances – waiting for the electrician to do some wiring installation.
- Internal Audit: Completed this week.

Joint Economic Development Initiative (JEDI) Committee

- Meeting was held on October 27, 2011: New members Dodie Shasko, Village of Waskatenau and Mark Watson, Town of Smoky Lake.
- Extended Contractual Agreement with Shane Pospisil to December 31, 2011.
- Thorhild Co-op: Looking at possibly a Cardlock Business to located in Smoky Lake.
- Continue working on the Bio-Diesel Initiative Project.

Lakeland DMO: Destination Marketing Organization

- No report.

Municipal Planning Commission

- No report.

North East Muni-Corr. Ltd.

- Chairperson: Ed Rondeau, Reeve, MD of Bonnyville – stepped down.
- Trail Maintenance Committee: Advocate to bring Minister Jack Hayden to see the benefits of the Trail. Looking for grant funding for Tourism.
- Town of St. Paul: Seeking to secure land for snow disposal by entering into a long-term lease or purchasing land from Muni-Corr. In the process of obtaining an appraisal on the land.
- In regards to the Alberta's Iron Horse Trail Application for the Community Facility Enhancement Program grant funding for the Danyluk Hill Erosion:
North East Muni-Corr. Ltd Master Agreement states :
 - Major Repairs up to \$5,000.00 is the responsibility of each respective municipality.
- Each municipality is to Budget \$5,000.00 for major repairs.
- Discussion on the Danyluk Hill Erosion Project: is considered a major repair – not a maintenance issue.
 - Two Quotes received: Vern Billey for \$25,000.00 and Smoky Lake County for \$14,538.00.
 - North East Muni-Corr. Ltd. selected Smoky Lake County for total project cost of \$14,538.00.
 - 50/50 Project Grant = \$7,269.00 - Smoky Lake County and North East Muni-Corr. Ltd. to split the remaining portion of \$7,269.00 at \$3,634.50 each.
- Trail surface damage for the Waterline is being fixed from Smoky Lake to Warspite.

Danyluk Hill Erosion Project

133-11: Cherniwchan That the Chief Administrative Officer write a letter to the North East Muni-Corr. Ltd. advising that the Danyluk Hill Erosion Project is over \$5,000.00 and should be considered as a major repair payable by North East Muni-Corr. Ltd.

Carried.

Northern Lights Library System

- Board discussion held during the Budget Meeting is suggesting an annual increase of 5% to Municipalities during the next three years.
- Happy to have Municipal representation of elected official on the Board.

Policy Committee

- No report.

R.C.M.P. Liaison Committee

- No report.

Risk Pro Control Management Committee

- **Minutes:** Added Named Insured:
 - **Smoky Lake Golf Club:**
 - Minutes: Board of Director's Meeting - October 17, 2011.
 - **Smoky Lake Riding Club:**
 - Financial: Statement of Revenue and Expenditures – September 30, 2011.

Smoky Lake Agricultural Society

- Installing Zamboni sponsorship signage.
- Building sponsorship signage.
- Highway – Event signage.
- Proceeding with 2012 raffle.
- Casino in Fort McMurray: January 7 and 8, 2012.
- Hosting fundraiser Concert: Dean Brody, Canadian Country Artist - April 26, 2012.
- Taylor Paradis Hockey Tournament – December 16, 2011.
- Organizing a Volunteer Appreciation Supper.
- Organizing a New Years Dance.
- Converting Balcony into a meeting room.
- Letters will be sent to the Town and County regarding financial assistance for the upcoming year. Treasurer will provide costs for operating a stand alone hall that will be submitted explaining why the Complex needs additional funds.
- Hired new Treasurer: Brenda Adamson.
- Looking into a Casino Poker Night as a Fundraiser.
- Obtaining information about the Alberta Foundation of the Arts in conjunction with Alberta Tourism - this foundation will help sponsor advertising and monetary assistance in bringing performers.
- External Hockey Teams – renting ice time.

Smoky Lake Foundation

- Organizational Meeting held on November 16, 2011:
 - Chairperson: Rick Cherniwchan
 - Vice-Chairperson: Lori Danyluk.
- Received confirmation that the application for Alberta Seniors and Community Supports Capital Grant was submitted on time.
- Thank the County staff: Lydia, Jenna and Lonnie in assisting with putting together the Grant Application.

Smoky Lake Heritage Board

- No Minutes.

Joint Municipalities

- Next Joint Municipalities Meeting is scheduled for **January 23, 2012** hosted by the Village of Vilna.

134-11: Bobocel

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

Carried.

9. Public Question and Answer Period:**11:45 a.m.**

No questions from the public.

6. Correspondence:

135-11: Danyluk

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

- a. Contact Newsletter:
 - November 2, 2011.

Carried.

AAMD&C

136-11: Cherniwchan That the correspondence received from Kim Heyman, Director of Advocacy and Communication, Alberta Association of Municipal Districts and Counties, dated October 28, 2011 in regards to the AAMD&C's Draft Position Paper on forced regionalization, be filed for information.

Carried.

MP Brian Storseth

137-11: Bobocel That the correspondence received from Brian Storseth, Member of Parliament, Westlock-St. Paul Constituency, dated November 1, 2011 entitled "Storseth Report", be filed for information.

Carried.

Brownlee LLP

138-11: Bobocel That County Council and administration who can attend – attend the Brownlee LLP – Emerging Trends in Municipal Law 2012 on Thursday, February 9, 2012 at the Northlands EXPO Centre in Edmonton.

Carried.

Smoky Lake Town and Country Golf Club

139-11: Orichowski That the letter received from Dr. Anton Raubenheimer, President and Nancy Nowakowsky, Secretary, Smoky Lake Golf Course, dated October 20, 2011 expressing sincere gratitude to the County for the assistance with the paving project which enhanced the Golf Course, be filed for information.

Carried.

Lakeland Communities Health Advisory Council

140-11: Cherniwchan That the correspondence received from Deanna Anderson, Chair, Lakeland Communities Health Advisory Council, dated October 17, 2011 in regards to the copy of the 2010/2011 Annual Report, be filed for information.

Carried.

Smoky Lake Trail Twisters Snowmobile Club

141-11: Danyluk That the Chief Administrative Officer write a letter to Vern Billey, Smoky Lake Trail Twisters Snowmobile Club's to provide a detailed budget and information on specific projects for Council to review in regards to the request for assistance.

Carried.

Town of Smoky Lake

142-11: Danyluk That the letter received from Dean Pickering, Chief Administrative Officer, Town of Smoky Lake, dated October 20, 2011 in regards to Committee members and alternates appointed at the Organizational Meeting as follows:

- Joint Economic Development Initiative (JEDI) Committee:
Member(s): Hank Holowaychuk and Mark Watson
Alternate(s): Nathan Taylor and Jacalyn Lewicki
- Doctor Recruitment and Retention:
Member: Hank Holowaychuk
Alternate: Mark Watson
- Smoky Lake Riding Club:
Member: Therese Taschuk
Alternate: Mark Watson

be filed for information.

Carried.

Village of Waskatenau

143-11: Orichowski That the letter received from Bernice Macyk, Municipal Administrator, Village of Waskatenau, dated October 25, 2011 in regards to Committee members and alternates appointed at the Organizational Meeting as follows:

- Smoky Lake Foundation:
Member: Sherry Frankard
Alternate: Casey Caron
 - Community Futures:
Member: Casey Caron
 - Evergreen Regional Waste Management Commission:
Member: Sherry Frankard
Alternate: Casey Caron
 - Joint Economic Development Initiative (JEDI) Committee:
Member: Dodie Shasko
Alternate: Sherry Frankard
 - Highway 28/63 Regional Water Commission:
Member: Casey Caron
Alternate: Sherry Frankard
 - Smoky Lake County FSLW:
Member: Casey Caron
- be filed for information.

Carried.

Canada Revenue Agency

144-11: Cherniwchan That the pamphlet received from the Canada Revenue Agency in regards to “Giving to Charity: Information for Donors in Alberta”, be filed for information.

Carried.

Kalyna Country Tourism

145-11: Danyluk That County Council who can attend – attend the Kalyna Country Year-end General Meeting and Luncheon on November 26, 2011 in Redwater and donate item for silent auction, as per County Policy.

Carried.

Dart Tournament for Charities

146-11: Cherniwchan That Smoky Lake County donate the amount of **\$100.00** to the Dart Tournament for Charities held on December 10, 2011 in the Hamlet of Warspite – Warspite Hotel, as per letter received from Tom Bullas, dated October 18, 2011.

Carried.

North Saskatchewan Watershed Alliance Society

147-11: Orichowski That Smoky Lake County take no action in regards to the North Saskatchewan Watershed Alliance Society request for financial support for 2012.

Carried.

Smoky Lake COP – Citizens on Patrol

148-11: Bobocel That County Council who can attend – attend the COP – Citizens on Patrol Smoky Lake third information session hosted by the Smoky Lake & District Chamber of Commerce to be held on December 3, 2011 at 11:00 a.m. at the Seniors Drop-In Centre in Smoky Lake.

Carried.

Town of Smoky Lake: Fire Apparatus

149-11: Bobocel That the letter received from Mark Watson, Councillor, Town of Smoky Lake, dated October 5, 2011 in regards to the Joint Purchase Agreement of a Fire Apparatus, be deferred to the Agriculture Service Board Meeting scheduled for January 10, 2012.

Carried.

Sigfried and Katherina Loffelbein

150-11: Danyluk That the letter received from Sigfried and Katherina Loffelbein, dated November 7, 2011 in regards to Beaver Control, be deferred to the Agriculture Service Board Meeting scheduled for January 10, 2012.

Carried.

Genivar

151-11: Orichowski That the letter received from Brenda Carter, Marketing Manager, Genivar, dated November 1, 2011 in regards to Genivar Hospitality Suite at the 2011 Fall AAMDC Convention on November 21, 2011 at 6:00 p.m. to 11:00 p.m. in the Empire Ballroom at the Fairmont Hotel Macdonald, be filed for information.

Carried.

Thank You: Summary Listing

No Summary Listing of Thank You received from organizations for the Month of November 2011.

Information Releases

No Information Releases for the Month of November 2011.

Reading File

No correspondences in the Reading File.

Bills & Accounts:

152-11: Danyluk 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
24674	29747 to 29787	\$ 61,008.86
24718	29788 to 29791	\$ 2,649.47
24717	29792 to 29843	\$ 111,745.72
24749	29844 to 29887	\$ 76,521.07
24755	29888 to 29900	\$ 148,561.05
24773	29901	\$ 56.00
24779	29902 to 29917	\$ 11,554.07
24816	29918 to 29930	\$ 44,217.99
Total Cheques		\$ 456,314.23
Direct Debit Register		
24759	Bank of Canada	\$ 2,500.00
24771	Smoky Lake County	\$ 97,606.41
24697	Smoky Lake County	\$ 156,404.84
Total Direct Debits		\$ 256,511.25
Grand Total Bills and Accounts		\$ 712,825.48

Carried.

County Council Meeting(s)

153-11: Danyluk That the next County Council Meeting(s) be scheduled for Friday, **December 16, 2011**; Thursday, **January 26, 2012**; and for Thursday, **February 16, 2012** at 9:00 a.m. to be held at the County Council Chambers.

Carried.

8. Executive Session:

154-11: Bobocel That County Council go into Executive Session to discuss a Land issue, time 11:58 a.m.

Carried.

155-11: Danyluk That County Council go out of Executive Session, time 12:04 p.m.

Carried.

ADJOURNMENT:

156-11: Cholak That this meeting be adjourned, time 12:05 p.m.

Carried.

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER