

SMOKY LAKE COUNTY

Minutes of the **County Council meeting** held on Friday, **December 16, 2011** at 9:20 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>Friday, December 16, 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.

2. Agenda:

Agenda
170-11: Danyluk

That the Agenda for Friday, December 16, 2011 County Council meeting, be adopted as amended:

Addition:

1. Executive Session: Legal.

Carried Unanimously.

Doug Ponich, Public Works Manager and Dave Kully, Public Works Shop Foreman entered the Council Chambers, time 9:22 a.m.

3. Minutes:

Minutes of November 17, 2011 – County Council Meeting

171-11: Bobocel

That the minutes of the County Council Meeting held on Thursday, November 17, 2011, be adopted.

Carried.

John Malysh, Natural Gas Manager entered the Council Chambers, time 9:25 a.m.

4. Request For Decision(s):

Policy Statement No. 03-05-05: Approaches

172-11: Cholak

That **Policy Statement No. 03-05-05** entitled "Approaches", be amended:

Purpose:	To establish consistent practice for all approach construction in Smoky Lake County as well as provide an application for all new approach installation.
Policy Statement and Guidelines:	
1.	STATEMENT Smoky Lake County, being the road authority, must ensure that private approaches are situated at locations that are considered safe and are constructed to approved standards so as not to endanger the safety of the public.

2. GUIDELINES

The following considerations will be applicable for all access approach requests:

- 2.1 The construction of the first or additional access approach will only be granted where the requested location is considered practical and safe in the sole discretion of the County.
- 2.2 Where a subdivision parcel exists adjacent to an internal subdivision road and also borders on an external grid road, consideration will only be given to a possible additional access approach to the internal subdivision road.
- 2.3 An application to construct a new access approach to replace an existing approach may be approved by the County.
- 2.4 All requests for access off a Provincial Highway must be submitted to Alberta Transportation for review and approval.

3. REGULATIONS

3.1 Rural:

- 3.1.1 Where there is no approach to an un-subdivided quarter section of land used or proposed for agricultural or residential use, and where there is an existing developed municipal roadway adjacent to the land; the County will, upon request by the landowner, construct one access approach to the land to normal County standards at no cost to the landowner.
- 3.1.2 Lands containing an oil/gas industry lease road approach constructed from an adjacent municipal road shall be deemed to have an access approach and the County will not provide for any additional approaches under section 3.1.1 above.
- 3.1.3 The County may grant approval for the landowner to construct an additional access approach to an un-subdivided quarter used for agricultural or residential purposes.
- 3.1.4 For parcels of land that have been previously subdivided and there is no approach to the new parcel, the County will not construct an access approach to the land.
- 3.1.5 **Approach location** must have a minimum of 600 feet (180 m) sight distance each way.
- 3.1.6 **Finished Approach Top** must be 28 feet (8.53 m) in width (minimum) and flared to the County road, measured at top of the road surface, above the culvert.
- 3.1.7 **A Culvert**, when required, must be corrugated steel plastic (CSP) culverts and be the following diameters or as otherwise directed by the Public Works Manager or designate:
 - 3.1.7.1 Culvert diameter requirement will be determined upon inspection with a **minimum** diameter of 300 mm (12").
 - 3.1.7.2 Culvert length must be 32.8 feet (10 m) **minimum**.

3.2 Urban / Multi-Lot Country Residential:

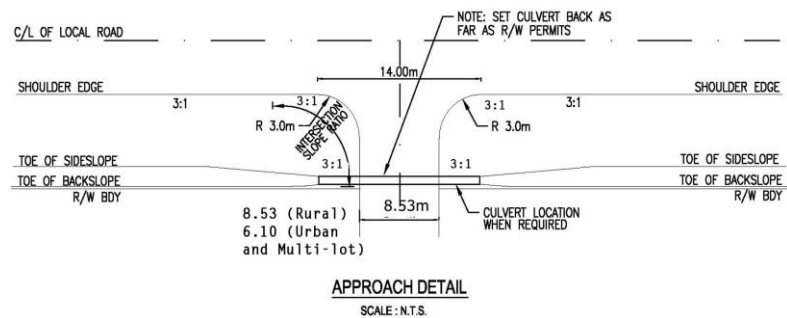
- 3.2.1 For any parcels in a hamlet or multi-lot country residential land which are bordered by a lane as well as a street, the County will permit the landowner to construct access to the land at his/her own cost, a maximum of one access to the street and a maximum of one access to the lane.
- 3.2.2 **Finished Approach Top** must be 20 feet (6.10 m) in width (minimum) and flared to the County road, measured at top of the road surface, above the culvert.
- 3.2.3 **A culvert**, when required, must be corrugated steel plastic (CSP) culverts and be the following diameters or as otherwise directed by the Public Works Manager or designate:
 - 3.2.3.1 Culvert diameter must be 300 mm (12”) **minimum.**
 - 3.2.3.2 Culvert length must be 24 feet (7.3 m) **minimum.**

3.3 Other:

- 3.3.1 For lands on which oil and / or gas facilities are located or proposed to be located, approach applications by oil and gas companies will be administered by the County according to **Policy Statement 09-11: Oilfield Permit / Inspection Fee.**

4. APPROACH CONSTRUCTION

- 4.1 The approach must have a reasonable slope, not exceeding 5% for a distance of 50 feet (15 meters) away from the County road into the parcel.
- 4.2 Base material must be used prior to gravelling and must be properly compacted in lifts, no deeper than 10 inches.
- 4.3 Suitable common fill material (e.g. clay or pitrun) must be used.
- 4.4 Approach surface must be graveled with a minimum of ten cubic yards of 25 mm (1 inch) crushed gravel or “sufficient material” that meets the approval of the County Public Works Manager or Public Works Foreman. Approaches constructed onto local or subdivision gravel, cold mix or hot mix surfaces shall not require asphalt, or any kind of treatment. Property owner is responsible to maintain approach.
- 4.5 Culverts must be installed in the base of the ditch within the road allowance and be of sufficient minimum length as referenced herein.
- 4.6 Approach Construction Detail - as indicated below:



5. PROCEDURES:

- 5.1 All requests for the construction of an Approach(es) *except* those referenced in Section 3.1.1 herein or for approach constructions subject to Sub-division Development Agreements, are required to complete **Schedule “A”: APPLICATION FOR APPROACH CONSTRUCTION** Form.

No other Development Permit Form shall be required.

- 5.2 Application must be completed and submitted to the County Office, accompanied with a fee of \$50.00 (fifty) dollars.
- 5.3 All approaches constructed by a landowner, or his/her contractor shall be at the sole cost of the landowner.
- 5.4 If requesting the County to construct the approach(es) for the Applicant, a fee of **\$3,000.00 (three thousand dollars)**, per approach, must be submitted with the Application.
- 5.5 Upon review and evaluation of the application, the County will advise the Applicant of refusal or approval of the application.
- 5.6 When the County is requested to build the approach, and in the case of application refusal, or inability for the County to construct the approach, the construction fee will be refunded to the Applicant within 30 (thirty) days.
- 5.7 Any approval issued or inspection completed by the County may include conditions requiring alterations to the proposed location and / or standards of construction may require additional fee from the landowner, based on the additional current material costs in cases where the County has been requested to construct the approach.
- 5.8 Any approach applications approved under this policy shall be valid for **1 (one) year** from date of approval, excluding approaches required as part of a Subdivision Application, and may be extended upon written request from the landowner to the County.



Schedule "A"

Box 310 4612 McDougall Drive
 Smoky Lake, AB T0A 3C0
 Phone: 888.656.3730 Fax
 780.656.3768

**APPLICATION
 FOR APPROACH
 CONSTRUCTION**

APPLICANT INFORMATION		COMPLETE IF DIFFERENT FROM APPLICANT			
NAME OF APPLICANT		NAME OF REGISTERED OWNER			
MAILING ADDRESS		MAILING ADDRESS			
POSTAL CODE	TELEPHONE (RES)	OTHER	POSTAL CODE	TELEPHONE (RES)	OTHER

LAND INFORMATION								
LEGAL DESCRIPTION								
QTR/L SD	SECTION	TOWNSHIP	RANGE	W4	OR	REGISTERED PLAN	BLOCK	LOT
REASON FOR CHANGING OR REQUESTING APPROACH								

I hereby make application to construct an approach in accordance with the attached plan and specifications and at the location shown on the sketch plan on reverse of this form.

DATE OF APPLICATION _____ SIGNATURE OF APPLICANT _____

INCLUDE WITH THIS APPLICATION:

- Application Fee of \$50.00.**
- \$3,000.00, per approach,** if requesting the County to construct the approach(es).

NOTES:

1. Each parcel of land can normally only have one approach for access. An additional approach is subject to approval by Smoky Lake County and will be constructed by the owner at his own cost, to a standard acceptable to the County.
2. Applicant is agreeing to allow the Public Works Department to perform with pre and post construction inspections.

The personal information provided by you is being collected under the authority of the Municipal Government Act and will be used for the purposes under that Act. The personal information that you provide may be made public, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

SITE PLAN

The sketch plan should indicate the following:

1. Boundaries of the affected parcel including dimensions.
2. All drainage courses.
3. Proposed location of the new approach dimensioned from the closest property corner.
4. All roads adjacent to the parcel.
5. Location of the any existing approach(es).



OFFICE USE ONLY		
DATE APPROVED	COUNTY REPRESENTATIVE	FEE FOR COUNTY TO CONSTRUCT \$3,000.00 / approach
SPECIAL PROVISIONS		PAYMENT RECEIVED
PRE CONSTRUCTION INSPECTION DATE ACCEPTED & INITIALS	POST CONSTRUCTION INSPECTION DATE ACCEPTED & INITIALS	RECEIPT NUMBER

Carried.

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

173-11: Bobocel

That **Policy Statement No. 08-16-01** entitled "Purchasing Guidelines", be deferred to a future County Council Meeting.

Carried.

Bylaw No. 1235-11: Position of Assessor

174-11: Danyluk

That **Bylaw No. 1235-11**: authorize the Municipal Council of Smoky Lake County to establish the position of **Assessor as a Designated Officer**, be given **FIRST READING**.

Carried.

Moved by Councillor Orichowski that **Bylaw No. 1235-11**: authorize the Municipal Council of Smoky Lake County to establish the position of **Assessor as a Designated Officer**, be given the **SECOND READING**.

Carried.

Moved by Councillor Cherniwchan that **Bylaw No. 1235-11:** authorize the Municipal Council of Smoky Lake County to establish the position of **Assessor as a Designated Officer**, be given **PERMISSION** for **THIRD AND FINAL READING**.

Carried Unanimously.

Moved by Councillor Bobocel that **Bylaw No. 1235-11:** authorize the Municipal Council of Smoky Lake County to establish the position of **Assessor as a Designated Officer**, 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. 1236-11: Smoky Lake County Regional Heritage Board

175-11: Orichowski That **Bylaw No. 1236-11:** authorize the Municipal Council of Smoky Lake County to establish and govern the **Smoky Lake County Regional Heritage Board**, be given **FIRST READING**.

Carried.

Moved by Councillor Bobocel that **Bylaw No. 1236-11:** authorize the Municipal Council of Smoky Lake County to establish and govern the **Smoky Lake County Regional Heritage Board**, be given the **SECOND READING**.

Carried.

Moved by Councillor Danyluk **Bylaw No. 1236-11:** authorize the Municipal Council of Smoky Lake County to establish and govern the **Smoky Lake County Regional Heritage Board**, be given **PERMISSION** for **THIRD AND FINAL READING**.

Carried Unanimously.

Moved by Councillor Cherniwchan that **Bylaw No. 1236-11:** authorize the Municipal Council of Smoky Lake County to establish and govern the **Smoky Lake County Regional Heritage Board**, 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.

Aline Brousseau, Planning and Development Manager entered the Council Chambers, time 9:35 a.m.

Policy Statement No. 61-09-01: Development Agreement for Subdivisions

176-11: Danyluk

That **Policy Statement No. 61-09-01** entitled "Development Agreement for Subdivisions", be adopted:

Purpose:	Smoky Lake County believes that orderly development for subdivisions can occur with the assistance of a Development Agreement Policy that shall be fair and equitable to the municipality and the developer.
Policy Statement and Guidelines:	
1. STATEMENT	The Development Agreement , as shown on " Schedule A – Development Agreement " outlines the template in which the Planning and Development Department prepares Development Agreements specifically for agricultural and single lot subdivisions.
2. OBJECTIVES	The benefits of this policy include: <ul style="list-style-type: none"> 2.1 Guidance to the preparation and execution of Development Agreements in accordance with the <i>Municipal Government Act</i> and the <i>Subdivision and Development Regulation</i>. 2.2 Ensures that developers and/or landowners are treated fairly and equitably and that both parties interests are protected.
3. PROCEDURES	<ul style="list-style-type: none"> 3.1 The administration of Development Agreements and of all the municipality's requirements pursuant to any Development Agreement is the responsibility of the Planning and Development Department. 3.2 As a condition of subdivision approval in accordance with <i>Section 655(1)</i> of the <i>Municipal Government Act</i>, the developer may be required to enter into a Development Agreement. 3.3 The "Short Form" Development Agreement as shown on "Schedule A – Development Agreement" of this policy shall apply to: <ul style="list-style-type: none"> 3.3.1 Agricultural subdivisions. 3.3.2 Single lot/double lot residential subdivisions. 3.3.3 Single lot/double lot commercial/industrial subdivisions. 3.4 After receiving subdivision approval from the Subdivision Authority, the Municipal Government Board, or the Subdivision and Development Appeal Board, the developer shall sign a Development Agreement with Smoky Lake County. 3.5 The Agreement <i>may</i> be accompanied by the following: <ul style="list-style-type: none"> 3.5.1 Affidavit of Execution (Use only if not a Corporation signing under Seal); 3.5.2 Appendix A - Tentative Plan of Subdivision; 3.5.3 Appendix B – Approaches. (construction requirements and/or Specifications by the County according to Policy Statement 03-05: Approaches.) 3.5.4 Any other conditions required by the County, Subdivision Authority, Municipal Government Board or Subdivision and Development Appeal Board. 3.6 Typically three (3) Originals are prepared for execution by all parties, i.e., Landowner(s), Developer (if applicable) and Smoky Lake County. 3.7 "Short Form" Development Agreements shall be signed by the registered landowner and developer/agent (if applicable), as well as signed and sealed by the Chief Administrative Officer of Smoky Lake County.

- 3.8 Following the execution of a Development Agreement by both parties, Smoky Lake County will register the Development Agreement by way of a Caveat at the Land Titles Office pursuant to *Section 655(2) of the Municipal Government Act*, against the certificate of title for the parcel of land that is the subject of the subdivision. This caveat will serve as security to protect the municipality's interests, and will not be discharged or removed until the County is satisfied that all conditions have been complied with.
- 3.9 Variances to the standard agreement will be at the approval of Council.

4. DEFINITIONS

- 4.1 **Caveat:** is a Latin word meaning "let him beware". It is a warning to anyone searching the Certificate of Title that the caveator is claiming an interest in that
- 4.2 **Development Agreement:** refers to a contract executed, or intended for execution by the municipality and a developer, which pertains to the requirements of the municipality pursuant to *Section 655(1)(b) of the Municipal Government Act*.
- 4.3 **Local Improvement** refers to:
 - 4.3.1 All internal roads and approaches, including same to the Park Reserve parcel(s), to the general design standards as approved by Smoky Lake County.
 - 4.3.2 All necessary drainage easements and improvements as required by Smoky Lake County.
 - 4.3.3 The preparation of all reserve parcels, ditches, backslopes, and disturbed areas within the Lands.
- 4.4 **Municipal Utility:** refers to a utility system (i.e., water distribution, natural gas, and sewage collection) which is intended or has the potential to be publicly operated.
- 4.5 **Owner** means:
 - 4.5.1 in the case of land owned by the Crown in right of Alberta or the Crown in right of Canada, the Minister of the Crown having the administration of the land, or
 - 4.5.2 in the case of any other land, the person shown as the owner of the parcel on the municipality's assessment roll.



Schedule "A"

DEVELOPMENT AGREEMENT

THIS DEVELOPMENT AGREEMENT made this ___ day of _____, A.D., 20__.

BETWEEN:

SMOKY LAKE COUNTY
 a Municipal Corporation
 Box 310
 4612 McDougall Drive
 Smoky Lake, Alberta T0A 3C0
 Phone: 780-656-3730
 (hereinafter called "the County")

OF THE FIRST PART

- AND -

Name

 Mailing Address Phone Numbers: Residence Work Cellular
 (hereinafter called "the Developer")

OF THE SECOND PART

WHEREAS, the Developer is the owner and desires to subdivide the Lands and has applied for and obtained subdivision within the boundaries of Smoky Lake County and legally described as:

<p>Legal Land Description: _____ W4M Quarter Section Township Range (hereinafter called "the Lands")</p>

AND WHEREAS the County and the Developer wish to enter into an Agreement and further agreement regarding the subdivision of said Lands.

THE PARTIES of this Agreement, in consideration of the promises and the mutual terms, covenants and conditions to be observed and performed by each party, agree as follows:

1. The Developer shall be responsible for the installation of necessary utility services within or upon the Lands, including the granting of such easements or other right-of-way as are necessary and required for the supply of utilities to the Lands. To this end, the Developer shall cause a utility easement to be registered in favour of Smoky Lake County concurrently with the Descriptive Plan or Plan of Survey effecting the subdivision should the County so wish.
2. After entering into this Agreement, the Developer shall cause the Descriptive Plan or Plan entering into this Agreement, the Developer shall cause the Descriptive Plan or Plan of Survey effecting the subdivision to be prepared and submitted to the subdivision authority for endorsement.
3. After obtaining the necessary endorsement of the subdivision authority and after the County has filed a Caveat (at the County's discretion) against the Lands to protect its interests under this Agreement, the Developer may proceed to register documents that will effect the subdivision at the Lands Titles Office.
4. All covenants, undertakings, obligations, and conditions set out in this Agreement shall constitute covenants running with the Lands and the County may register a Caveat at the Lands Titles Office against the Lands to protect its interest under this Agreement. Smoky Lake County may grant a postponement of the caveat as to any of the land in development. Smoky Lake County will discharge the caveat promptly upon acceptance of the various matters required to be performed by the Developer under this Agreement.
5. The Developer shall indemnify and save harmless the County from any and all losses, costs, damages, actions, cause of actions, suits, claims and demands resulting from anything done or omitted to be done by the Developer in pursuance of purported pursuance of this Agreement.
6. The County makes no representation and gives no warranty whatsoever as to the adequacy of services, soil conditions, land use districting, building and development conditions, or presence of environment contamination or the develop-ability of the subject land for any intended use by the Developer.
7. The Developer shall pay to the County all outstanding taxes, to date, including the current year taxes.
8. The Developer shall pay the County, an administrative fee of **one hundred dollars (\$100.00)**, for each registerable parcel created under this proposal, totaling **two hundred dollars (\$200.00)**, at the time of signing this agreement.
9. The Developer shall provide the County with **certification**, from an accredited inspector that the function and location of any existing sewage disposal system on the proposed parcel will satisfy the **Private Sewage Disposal Regulations** and is suitable for the intended subdivision.
10. This Agreement does not constitute subdivision approval and is not a Development Permit or other Permit granted on behalf of the County.
11. This Agreement shall not be assignable by the Developer without the written consent of the County.
12. This Agreement is binding on the heirs, executors, successors and assigns of the parties hereto.

13. Notwithstanding the provisions contained in this agreement, the Developer undertakes, warrants and agrees that the Developer shall not register the plan of the Subdivision at the Land Titles Office for the North Alberta Land Registration District nor shall Smoky Lake County be required to provide Smoky Lake County's consent to the registration of the plan of the Subdivision at the said Land Titles Office until such time as all conditions of this agreement have been satisfied:

13.1 The Developer agrees that the subdivision of the Lands is subject to the terms and conditions of this Agreement. The "Lands" shall mean the Lands delineated attached hereto as "Appendix A - Tentative Plan of Subdivision."

13.2 The Developer shall ensure that legal and physical access is provided to the parcel(s) being created and to the remnant parcel to the standards and specifications to the satisfaction of Smoky Lake County as per County Policy shown on "Appendix B - Approaches."

13.3 All other conditions of the Subdivision Approval are met. Conditions of the subdivision approval can be inserted if not listed previously in this agreement including security for any local improvements (if any):

14. Any notices required by one party to be given to the other shall be given at the following address:

Registered Landowner: _____

Address: _____

And

Smoky Lake County

Box 310

Smoky Lake, Alberta T0A 3C0

IN WITNESS WHEREOF the Parties here have caused their signatures to be hereunto affixed the day and year first above written.

SMOKY LAKE COUNTY

Chief Administrative Officer

WITNESS

Registered Landowner

WITNESS

Agent / Developer (if Applicable)

AFFIDAVIT OF EXECUTION

(Use only if not a Corporation signing under Seal.)**

CANADA) I, _____,
PROVINCE OF ALBERTA) of the Smoky Lake County,
TO WIT:) in the Province of Alberta,
) MAKE OATH AND SAY:

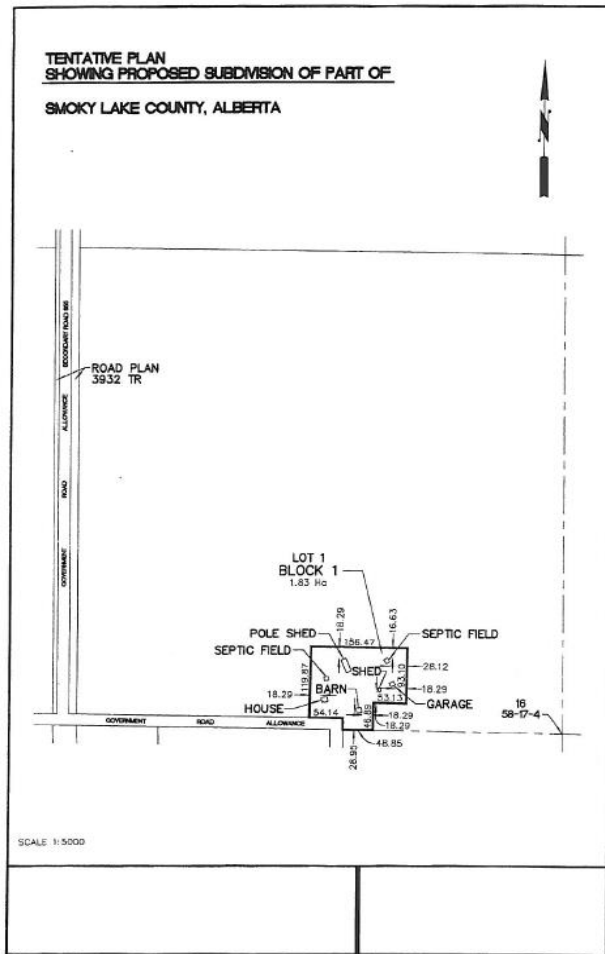
1. THAT I was personally present and did see _____, named in the within instrument, on the basis of the identification provided to me, duly sign and execute the same for the purpose named therein;

2. THAT the instrument was executed at the Smoky Lake County, Alberta and that I am the subscribing witness thereto;

3. THAT I believe _____, whose signature(s) I witnessed, is/are at least eighteen (18) years of age.

Sworn before me at the Smoky Lake County,)
in the Province of Alberta)
this ____ day of _____, 20__)
) _____)
)
A Commissioner for Oaths in and for the)
Province of Alberta)

Appendix A- Tentative Plan of Subdivision
Subdivision Authority File No. -----



Appendix B - Approaches
(*attach **Policy Statement 03-05: Approaches**)

Carried.

Aline Brousseau, Planning and Development Manager left the Council Chambers, time 9:40 a.m.

JEDI (Joint Economic Development Initiative: Agreement

177-11: Danyluk

That Smoky Lake County in conjunction with the Town of Smoky Lake, Village of Waskatenau and Village of Vilna jointly enter into a **one-year** Contract with Shane Pospisil for position of Community Economic Development Officer's services and include therein, the provisions of Consultant Services to undertake and complete the Regional Recreation Master Plan.

Carried.

JEDI (Joint Economic Development Initiative: 2012 Budget

178-11: Bobocel

That Smoky Lake County in conjunction with the Town of Smoky Lake, Village of Waskatenau and Village of Vilna jointly approve that the 2012 Budget for the Joint Economic Development Initiative Committee be funded at \$130,000.00 as follows: \$50,000.00 from the Regional Collaboration Grant and \$80,000.00 funded by each respective municipalities levied as per the Trider Formula of Smoky Lake County: 50%; Town of Smoky Lake: 25%; Village of Waskatenau: 12.5% and Village of Vilna: 12.5%.

Carried.

Regional Recreation Master Plan: Consultant Services

179-11: Orichowski That Smoky Lake County, as managing partner of the Regional Recreation Master Plan Project, in partnership with the Town of Smoky Lake, Village of Waskatenau and Village of Vilna execute a Consultant Services Agreement with Shane Pospisil to undertake and complete the Joint Regional Recreation Master Plan Project under the 2011/12 Regional Collaboration Program Grant funding.

Carried.

5. Issues for Information:**Chief Administrative Officer's Report**

The Chief Administrative Officer gave an updated report to Council for the period of November 17, 2011 to December 16, 2011.

Legislative / Governance:

- The next District 5 AAMD&C Meeting will be held Friday, January 13, 2012 hosted by County of Lamont.
- Will be attending the Muni-Corr Meeting on Monday, December 19, 2011 along with Highway 28/63 Water Commission officials to present the Novation Agreement to Muni-Corr to transfer all prior and future County responsibility to the Commission with regards to the right-of-way for the regional water line.

Administrative:

- We have some office/furniture shuffling occurring/continuing next week and over Christmas. The Gas Department is excited about their new digs at the east end of the office (by the supply storage). They have painted and look forward to having their own entrance. This also makes room for Communication Coordinator.

Financial:

- Spec'd out and listed the 14M Grader on APC with closing date December 15, 2011. We have only received one bid from Finning.
- The Gas Department has some more detailed information on the trencher that is proposed in the 2012 Capital Budget for Council to review. The recommended machine is heavier and safer than our old one, but is also \$3,700.00 more expensive than originally budgeted for.
- Associated Engineering requires that Council Award the tender for repairs to Bridge File 06872. Lowest bidder for this job is Alberta Bridge Works Inc.

Human Resources:

- Completed 13 interviews for 3 staff positions in the last month. One hired (Agricultural Fieldman). Checking references for other 2 (Tax/Accounting and Payroll Clerk) before offering positions next week.
- Ad for Communications Coordinator has been listed and closes January 13, 2012. Short-listing and interviews will follow.

Training:

- Completed Commissioner of Oaths Training. Will be official once paperwork is cleared by the Province.

AAMD&C District 5: Meeting

180-11: Orichowski That County Council who can attend and administration attend the Alberta Association of Municipal District and Counties District 5 meeting on January 13, 2012 hosted by Lamont County.

Carried.

Assignment and Novation Agreement

181-11: Bobocel That Smoky Lake County execute the "Assignment and Novation Agreement" with North East Muni-Corr Ltd. and Highway 28/63 Regional Water Services Commission in regards to the Right-of-Way for the Regional Water Line from Waskatenau to Smoky Lake.

Carried.

Tender: 14M Grader**One Tender submitted:**

Finning (Canada) CAT \$ 465,000.00

182-11: Bobocel That Smoky Lake County purchase a 14M Motor Grader from **Finning (Canada) CAT**, not to exceed the tender amount of **\$465,000.00**; for delivery in Year 2012 and payment from the 2012 Budget.

Carried.

Natural Gas Department: 2012 Capital Budget

183-11: Danyluk That Smoky Lake County amend the 2012 Capital Budget for the Natural Gas Department to include a capital equipment item Ditch Witch "Trencher" not to exceed the amount of **\$29,000.00**.

Carried.

Associated Engineering Ltd.:**2012 Bridge Construction: BF 06872 Repairs****Tender Results**Summary of Bids:

Bidder	Bid
Alberta Bridge Works Inc.	\$ 83,527.50
Carmacks	\$ 203,175.00
Formula Contractors Ltd.	\$ 101,325.00
Alberco	\$ 83,632.50

184-11: Orichowski That Smoky Lake County award the tender to contractor **Alberta Bridge Works Inc.** for the 2012 Bridge Construction - Bridge File #06872: Stony Creek - SE 28-59-16-W4 over White Earth Creek for Bridge Repairs in the amount of **\$79,550.00 plus GST of \$3,977.50**; as per Associated Engineering recommendations.

Carried.

Financial Update:

As annexed to the minutes:

↪ Financial Statement for the Month: No Financial Statement.

Action List(s):

↪ **Action List(s):**

- **County Council Meeting: November 17, 2011.**

185-11: Orichowski That the updated report for the period of November 17, 2011 to December 16, 2011 by the Chief Administrative Officer, be accepted and filed for information.

Carried.

Finance Manager's Report

Brenda Adamson, Finance Manager provided an updated Finance report for the period of November 10, 2011 to November 30, 2011.

Property Tax Levy: Penalty Cancellation

186-11: Danyluk That Smoky Lake County cancel the November 1, 2011 Property Tax Levy penalty for Tax Roll Account Number 18582412 in the amount of \$0.01; Tax Roll Account Number 18592530 in the amount of \$0.04; Tax Roll Account Number 18600241 in the amount of \$0.01; Tax Roll Account Number 19582640 in the amount of \$0.02; Tax Roll Account Number 19591620 in the amount of \$0.05; Tax Roll Account Number 34240119 in the amount of \$0.01; and Tax Roll Account Number 40320701 in the amount of \$0.01.

Carried.

Property Tax Levy: Penalty Cancellation

187-11: Danyluk That Smoky Lake County cancel the November 1, 2011 Property Tax Levy penalty for Tax Roll Account Number 24100101 in the amount of \$121.85.

Carried.

Property Tax Levy: Penalty Cancellation

188-11: Orichowski That Smoky Lake County cancel the November 1, 2011 Property Tax Levy penalty for Tax Roll Account Number 40341601 in the amount of \$5.07.

Carried.

Strategic Transportation Infrastructure Grant Funding

189-11: Bobocel That Smoky Lake County acknowledge receipt of the grant funding in the amount of \$361,036.80 for the third and final payment to assist with Saddle Lake Road from Highway 28 to Highway 36 under the Strategic Transportation Infrastructure Grant formerly the Resource Road Program (RRP); as per letter received from Michael Botros, P. Eng. Regional Director, Government of Alberta, Transportation – North Central Region, dated December 7, 2011; and inquire about the difference in payment in the amount of \$15,000.00.

Carried.

190-11: Cherniwchan That the Finance Manager's Report received by Brenda Adamson for the period of November 10, 2011 to November 30 2011, be accepted and filed for information.

Carried.

John Malysh, Natural Gas Manager left the Council Chambers, time 10:05 a.m.

Reeve's Report

Reeve Dareld Cholak presented the following report:

- AAMD&C is working with the Energy and Environment Department.
- Strathcona County: Seeking support for the Heartland Transmission Line. Pursuing this issue on their own.
- Issues will be addressed during the Committee Task Force and Board reporting.

191-11: Bobocel That the Reeve's report received, be accepted.

Carried.

Scott Franchuk, Fire Chief and Eugene Senetza, Agricultural Fieldman entered the Council Chambers, time 10:15 a.m.

Management Reports

Public Works Shop Foreman

Tender: Tractor Truck

One Tender submitted:

Edmonton Kenworth Ltd. \$ 136,055.00

192-11: Bobocel That Smoky Lake County purchase a Tractor Trailer from **Edmonton Kenworth Ltd.** not to exceed the tender amount of **\$136,055.00**; for delivery in Year 2012 and payment from the 2012 Budget.

Carried.

Agricultural Service Board

Introduction: Agricultural Fieldman

Introduction: Eugene Senetza, Agricultural Fieldman.

County Council welcomed Eugene Senetza to Smoky Lake County.

Agricultural Service Board: Strategic Plan 2011

193-11: Bobocel That the Smoky Lake County accept the Agricultural Service Board Strategic Plan Year-End Summary for Year 2011 and submit to Alberta Agriculture as part of the 2011-2013 Program Funding Agreement.

Carried.

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

194-11: Cherniwchan That the management reports received for the period of November 18, 2011 to December 6, 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; Aline Brousseau, Planning and Development Manager and Trevor Tychkowsky, Safety Officer, be accepted and filed for information.

Carried.

Committee Task Forces and Boards: Reports

Alberta Care

- No report.

Community Futures Corporation: St. Paul / Smoky Lake Region

- No report.

Corridor Communications Incorporated

- Three Tower Sites locations in Smoky Lake Region – ATCO is working on the power hook-up.

Doctor Retention & Recruitment Committee

- Appreciation extended to the Doctor Retention & Recruitment Committee for the Christmas Baskets from the Raubenheimer's Clinic.

Doug Ponich, Public Works Manager and Dave Kully, Public Works Shop Foreman left the Council Chambers, time 10:43 a.m.

Evergreen Regional Waste Management Commission

- Budget Completed – slight deficit.
- Meeting scheduled for December 21, 2011.

Family Community Support Services Committee

- No report.

Family-School Liaison Committee

- Chairperson: Casey Caron.
- Vice-Chairperson: Randy Orichowski.
- Review Family-School Liaison Committee Structure.

Fire and Rescue Committee

Vilna:

- No report.

Waskatenau:

- In process of working on a Grant to purchase a Rescue Van.

Smoky Lake:

- Fire and Rescue Meeting: January 5, 2012 at 7:00 p.m.

Government Liaison Committee

- No report.

Highway 28/63 Regional Water Group Steering Committee

- Engineers are working on the Pre-design – completed by end of January for submission to the Minister.

In-House Safety Committee

- Meeting scheduled for December 20, 2011 at 11:00 a.m.

Joint Economic Development Initiative (JEDI) Committee

- No report.

Lakeland DMO: Destination Marketing Organization

- No report.

Municipal Planning Commission

- No report.

North East Muni-Corr. Ltd.

- Minutes: September 12, 2011 and November 14, 2011.
- Comptroller Report: September 14, 2011.
- Next meeting is scheduled for December 19, 2011.

Northern Lights Library System

- No report.

Policy Committee

- No report.

R.C.M.P. Liaison Committee

- No report.

Risk Pro Control Management Committee

- No report.

Smoky Lake Agricultural Society

- Minutes: October 3, 2011.
- Financial Summary: September 2011 and October 2011.
- Annual Meeting held on December 12, 2011.
- President: Sharon Boychuk.
- Vice-President: Karoden Shwetz.
- Audit Financial for Year 2011 reviewed.
- Continuing in the 2012 with Fund-raising.
- Committee established to review Business Manager's work load.
- Volunteer Appreciation Supper: 113 people attended.
- Casino in Fort McMurray: January 7 and 8, 2012.
- Organizing a New Years Dance.
- Hosting fundraiser Concert: Dean Brody, Canadian Country Artist - April 26, 2012. \$20,000.00 entertainment cost.

Smoky Lake Foundation

- Minutes: September 21, 2011, September 28, 2011; and October 19, 2011.
- Minutes: Northern Zone – Alberta Senior Citizens Housing Association Meeting held on October 21, 2011.
- E-mail: November 14, 2011 – Re: Confirmation that the Alberta Seniors Ministry received the application for Alberta Seniors and Community Supports Capital Grant for the George McDougall/Bar-V-Nook Supportive Living Centre Project. Still waiting for reply.

Smoky Lake Heritage Board

- No Minutes.

Joint Municipalities

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

195-11: Cherniwchan

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

Carried.

6. Correspondence:

196-11: Orichowski That the following correspondence received from the Alberta Association of Municipal Districts and Counties, be filed for information:

- a. Insurance Bulletin #9:
 - November 17, 2011.
- b. Contact Newsletter:
 - November 30, 2011.
- c. AAMD&C: Resolutions Expiring:
 - November 30, 2011.

Carried.

2011 F.C.S.S.: Community Organization - Funding

197-11: Bobocel That Smoky Lake County allot funding from the 2011 F.C.S.S. budget in the amount of **\$1,839.00** to the following Community Organizations to assist with volunteer development, advertising and public awareness, youth development and speakers, and Transportation costs to core FCSS events, as per the letters received, dated November 15, 2011 as follows:

- C.A.S.A: Community & School Association: Alberta Opera
- C.A.S.A.: Community & School Association: Science in Motion
- C.A.S.A.: Community & School Association: Willy Wong Art Program

Carried.

2011 F.C.S.S.: Community Organization - Funding

198-11: Danyluk That Smoky Lake County allot funding from the 2011 F.C.S.S. budget to the following Community Organizations for Year 2012 to assist with volunteer development, advertising and public awareness, youth development and speakers, and Transportation costs to core FCSS events, as follows:

- Smoky Lake Pre-School = \$ 500.00
- Smoky Lake Moms & Tots = \$ 500.00
- Vilna Moms & Tots = \$ 500.00
- Vilna’s Sunshine Kids Playschool Association = \$ 500.00
- Waskatenau Pre-school Association = \$ 500.00

and
CASA: Community and School Association
to receive any remaining funds to form the total amount of **\$3,000.00.**

Carried.

ATCO Electric

199-11: Cherniwchan That the letter received from Aumir Tarrabain, C.E.T., Field Engineering, ATCO Electric, dated November 2011 in regards to Work Order # 037178 – Proposed Power Line Extension located at LSD 15-32-59-19-W4, be filed for information.

Carried.

MPS: Municipal Planning Services

200-11: Bobocel

That the correspondence received from Jane Dauphinee, Municipal Planning Services, dated December 2011 in regards to the 2012 MPS Subdivision Fees effective January 1, 2012 be approved as follows:

<u>Service:</u>	<u>2012 Fees</u>
Standard Subdivision Fee at Application	\$ 500.00 First Parcel Out*
* Per lot fees will not be charged for the remainder	\$ 600.00 For 2 Lots (1 lot plus remainder*)
	\$ 400.00 + (\$250.00 per lot*) For 3 or more Lots
Separation of Titles (MGA 652 (4))	\$ 400.00 + (\$100.00 per lot**)
Boundary Adjustment	\$ 400.00 + (\$100.00 per lot)
Condominium Plan Consent	\$ 50.00 per unit
Extension	\$ 250.00
Re-circulation	\$ 250.00
Fee at Endorsement	\$ 50.00 + (\$150.00 per lot)
** Endorsement fees are charged at time of Endorsement for all subdivisions except Separation of Titles.	
Current Land Title	\$ 12.00 (per title)
Air Photo	\$ 7.00 (per photo)

Carried.

Lac La Biche County

201-11: Orichowski

That the letter received from Peter Kirylchuk, Mayor, Lac La Biche County, dated November 25, 2011 in regards to retaining Medevac Service Standards for Northern Albertans – Communication Plan of October 25, 2011, be filed for information.

Carried.

Thank You: Summary Listing

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

Information Releases

202-11: Cherniwchan

That the Information Releases for the Month of December 2011, be filed for Information.

Carried.

Reading File

No correspondences in the Reading File.

Bills & Accounts:

203-11: 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
24843	29931 to 29975	\$ 80,599.35
24872	29976 to 29979	\$ 3,218.47
24875	29980 to 30019	\$ 191,618.72
24880	30020	\$ 531.85
24909	30021 to 30050	\$ 84,757.59
24917	30051 to 300063	\$ 143,986.95
Total Cheques		\$ 504,712.93
Direct Debit Register		
24920	Bank of Canada	\$ 1,700.00
24921	Smoky Lake County	\$ 164,136.81
24929	Smoky Lake County	\$ 97,052.10
Total Direct Debits		\$ 262,888.91
Grand Total Bills and Accounts		\$ 767,601.84

Carried.

County Council Meeting(s)

204-11: Cholak That the next County Council Meeting(s) be scheduled for Thursday, **January 26, 2012**; and for Thursday, **February 16, 2012** at 9:00 a.m. to be held at the County Council Chambers.

Carried.

Addition to the Agenda:

Executive Session

205-11: Orichowski That County Council go into Executive Session to discuss a Legal issue, time 11:10 a.m.

Carried.

206-11: Bobocel That County Council go out of Executive Session, time 12:02 p.m.

Carried.

Elections Alberta

207-11: Cherniwchan That the letter received from O. Brian Fjeldheim, Chief Electoral Officer, Elections Alberta, dated November 10, 2011 in regards to complaints alleging contributions made to political parties, be filed for information; and that the Chief Administrative Officer respond to Elections Alberta that Smoky Lake County records indicate no direct or indirect contributions made to a political party and the County Policy entitled "Expenses and Contributions to Political Functions" addresses such issues.

Carried.

JEDI (Joint Economic Development Initiative:

208-11: Bobocel That the Chief Administrative Officer report to the Town of Smoky Lake's letter received from Mark Watson, Deputy Mayor indicating the County's position as per the motions passed by Council on December 16, 2011 in regards to the JEDI (Joint Economic Development Initiative) proposals on the Agreement, 2012 Budget and the Regional Recreation Master Plan – Consultant Services.

Carried.

9. Public Question and Answer Period:

12:10 p.m.

No questions from the public.

ADJOURNMENT:

209-11: Cholak That this meeting be adjourned, time 12:15 p.m.

Carried.

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER