

SMOKY LAKE COUNTY

Minutes of the **County Council meeting** held on Thursday, **February 21, 2013** at 9:10 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:

		A T T E N D A N C E
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Thursday, February 21, 2013</u>
1	Dareld Cholak	Present
2	Ron Bobocel	Present
3	Rick Cherniwchan	Present
4	Lori Danyluk	Present
5	Randy Orichowski	Present
C.A.O.	Cory Ollikka	Present
Asst CAO/R.S	Lydia Cielin	Present
Finance Manager	Brenda Adamson	Present

2 Members of the Public in attendance.

Doug Ponich, Public Works Manager; Bob Novosiwsky, Public Works Foreman; Aline Brousseau, Planning and Development Manager; and Arlene Shwetz, Communication Services Coordinator entered the Council Chambers, time 9:10 a.m.

2. Agenda:

Agenda

398-13: Bobocel

That the Agenda for Thursday, February 21, 2013 County Council meeting, be adopted as amended:

Addition(s):

1. Executive Session: Land, Legal and Personnel – North East Muni-Corr Ltd..
2. Executive Session: Personnel – Union Negotiations.
3. Executive Session: Land – Taxation.

Carried Unanimously.

3. Minutes:

Minutes of January 28, 2013 – County Council Strategic Plan Meeting

399-13: Danyluk

That the minutes of the County Council **Strategic Plan** Meeting held on Monday, January 28, 2013 be adopted.

Carried.

Minutes of January 31, 2013 – County Council Meeting

400-13: Orichowski

That the minutes of the County Council Meeting held on Thursday, January 31, 2013 be adopted.

Carried.

4. Request For Decision(s):

2013 Gravel Crushing

401-13: Danyluk

That Smoky Lake County execute the **2013 Gravel Crushing Agreement with Starski Contracting Ltd.**, Whitecourt, Alberta to Stockpile at the White Earth Creek Gravel Pit – NW ¼ Section 2-61-18-W4 Gravel Crushing of product Designation 4 for the following volumes; and at the rates, as per the signed three-year contract dated March 30, 2011:

- Class 20 (3/4”) material - 45,000 tonnes at Unit Price of \$2.54.
- Class 25 (1”) material - 45,000 tonnes at Unit Price of \$2.64.
- Class 40 (1 ½”) material - 5,000 tonnes at Unit Price of \$2.50.
- Sand Elimination approximately 11,000 at Unit Price of \$.70.

Carried.

Dust Control – Update

Executive Session

402-13: Bobocel

That County Council go into Executive Session to discuss a legal issue, time 9:20 a.m.

Carried.

403-13: Cherniwchan

That County Council go out of Executive Session, time 9:30 a.m.

Carried.

Policy Statement No. 03-39-09: Dust Control

404-13: Cholak

That **Policy Statement No. 03-39-09** entitled " Dust Control" be amended:

Purpose:	To specify guidelines for the provision of dust control suppression applications to areas of municipal roadways adjacent to residences.
Policy Statement and Guidelines:	
1. STATEMENT:	
1.1 County recognizes that dust from gravel roads may create health, safety or general nuisance concerns for residents and therefore, provides a dust suppression program to mitigate the impact of dust in front of residences.	
1.2 The County will implement the use of products for dust suppression which are environmentally safe and cost effective.	
1.3 The County reserves the right to maintain or rework the application as required for safety and rideability.	
1.4 The dust control suppression program usually commences in late spring and can continue through the summer months.	
1.5 The County does not guarantee, in any way, the effectiveness of the dust control treatment agent or application for the purpose intended. Once the suppressant has been applied no refunds will be made.	
2. DEFINITIONS:	
2.1 Blade Mix Oil: Mineral substance agent mixed with gravel to be on road surface for dust suppression.	
2.2 Calcium Chloride: A treatment agent for road surface that can be applied for dust suppression.	
2.3 Dust Control: Measures to suppress dust on roads in front of residences.	

2.4 **Exceptional Roads:** Active and high usage arterial and feeder gravel roads.

2.5 **Haul Roads:** Designated roads used regularly for hauling purposes.

3. **RURAL RESIDENCES:**

3.1 The County will arrange for dust control on roads in front of a residence with a fee for **Blade Mix Oil** of Option 1: **1½ inch thickness** for **\$1,000.00** or Option 2: **2 ½ inch thickness** for **\$2,500.00** or Option 3: **Application of DL 10-40 Oil** for **\$750.00**; and a fee for **Calcium Chloride** of **\$750.00** with two applications of treatment and application.

BLADE MIX OIL					CALCIUM CHLORIDE		
County Cost		Option 1 1 ½"	Option 2 2 ½ "	Option 3 DL 10-40 Oil	County Cost	1 st Application	2 nd Application
Gravel 1	72 Tonne of ¾ " at \$19.50 128 Tonne of ¾ " at \$19.50 30 Tonne of ¾ " at \$19.50	\$1,404.00	\$2,496.00	\$ 585.00	32 Tonne of 1 " at \$19.00	\$ 608.00	\$ 0.00
Total	Material	\$1,404.00	\$2,496.00	\$ 585.00	Material	\$ 608.00	\$ 0.00
Equipment 2	Tandem Oil Truck: 1.5 hours at \$107.00 2.5 hours at \$107.00 2.0 hours at \$107.00 Graders: Grader 1: 1.5 hours at \$182.00 3.0 hours at \$182.00 2.0 hours at \$182.00 Grader 2: 1.0 hour at \$182.00 2.0 hours at \$182.00 Double Drum Packer: 1.5 hours at \$120.00	\$ 160.50 \$ 273.00 \$ 182.00 \$ 180.00	\$ 267.50 \$ 546.00 \$ 364.00	\$ 214.00 \$ 364.00	Water Truck: 2.0 hours at \$107.00 1.0 hour at \$107.00 Grader: 2.5 hours at \$182.00 1.0 hour at \$182.00 Smooth Drum Packer: 1.5 hours at \$106.00	\$ 214.00 \$ 455.00 \$ 159.00	\$ 107.00 \$ 182.00
Total	Equipment	\$ 795.50	\$ 1,357.50	\$ 578.00	Equipment	\$ 828.00	\$ 289.00
Labour 3	Oil Truck Operator 1.5 hours at \$ 33.52 2.5 hours at \$ 33.52 2.0 hours at \$ 33.52 Grader Operator 1: 1.5 hours at \$35.81 3.0 hours at \$35.81 2.0 hours at \$35.81 Grader Operator 2: 1.0 hour at \$33.52 2.0 hours at \$33.52 Double Drum Packer Operator: 1.5 hours at \$26.69	\$ 50.28 \$ 53.72 \$ 33.52 \$ 40.04	\$ 83.80 \$ 107.43 \$ 67.04	\$ 67.04 \$ 71.62	Water Truck Operator 2.0 hours at \$ 33.52 1.0 hour at \$ 33.52 Grader Operator 1: 2.5 hours at \$35.81 1.0 hour at \$35.81 Smooth Drum Packer Operator: 1.5 hours at \$26.69	\$ 67.04 \$ 89.53 \$ 33.36	\$ 33.52 \$ 35.81
Total	Labour	\$ 177.56	\$ 298.31	\$ 138.66	Labour	\$ 189.93	\$ 69.33
	Sub-Total	\$ 2,377.06	\$ 4,151.81	\$ 1,301.66	Sub-Total	\$ 1,625.93	\$ 358.33
Oil 4	4316 Litres at \$0.60 7228 Litres at \$0.60 1500 Litres at \$0.54	\$ 2,589.60	\$ 4,336.80	\$ 810.00	2340 Litres at \$0.20 2000 Litres at \$0.20	\$ 468.00	\$ 400.00
Project	Oil Dust Control Project: 500 ft application	3 hours	3 hours	2 hours	Calcium Dust Control Project: 500 ft application	2.5 hours	1 hour
Total	PROJECT COST	\$ 4,966.66	\$ 8,488.61	\$ 2,111.66	PROJECT COST	\$ 2,093.93	\$ 758.33
Total	Residence: Fee	\$ 1,000.00	\$ 2,500.00	\$ 750.00	Residence: Fee	\$ 750.00	\$ 0.00

1 **Gravel:** Cost includes the cost of crushing & dewatering plus the average of the cost of trucking and labour to each division.

2 **Equipment:** Cost includes the estimated cost of amortization, insurance, maintenance, and fuel.

3 **Labour:** Includes the employee hourly salary plus 20% for payroll costs and benefits.

4 **Oil/Calcium:** Costs are the estimated purchase cost.

Overhead: Has not been allocated. Overhead is the cost that the county would incur even if the project did not take place.

Direct Costs: Are the costs that can be cost effectively allocated to the project (gravel, equipment, labour, and oil/calcium).

Indirect Costs: Cannot be cost effectively allocated to the project, but are impacted by the project (small supplies, supervisor costs, etc.)

3.2 Request for dust control along with payment should be received by the County on or before April 1st of each year. Minimum of two advertisements: one in the Month of February and one in the Month of March of the current year.

3.3 The resident will have their choice of calcium chloride or blade mix oil as dust control suppressant.

- 3.4 Calcium Chloride Dust Control suppressant shall consist of two (2) applications. The initial application shall take place in late Spring. Upon inspection during the Month of September, a decision will be made on whether to proceed with the second application at the time or wait until the following Spring season. Conditions of the Dust Control shall dictate the decision made.
- 3.5 Payment must be made in advance when the request for dust treatment is submitted. Requests are to be submitted to the Public Works Department by completing ***Schedule "A": Application for Dust Control Suppression.***
- 3.6 The length for the dust control provided under this policy will be minimum of 150 meters (500 feet), and any additional length of dust treatment will be a full cost to the applicant.
- 3.7 The County will be responsible for erecting proper signage, when necessary.
- 3.8 Residents of neighboring municipalities who reside adjacent to a road under the jurisdiction of Smoky Lake County may apply for dust control suppression under this policy, but will require prior approval of Council before installation proceeds.
- 3.9 The County reserves the right to rework or remove dust control applications at its own discretion. Normally, dust control applications are good for one dust control season.

4. HAMLETS AND MULTI-LOT COUNTRY RESIDENTIAL:

- 4.1 The County hamlets and multi-lot Country residential subdivisions dust control will only be applied to whole street lengths or cul-de-sac streets, on provision that application is made on behalf of all adjacent residences, and the amount paid shall be the standard fee for each resident.

5. WARRANTY

- 5.1 The County does not guarantee or warrant any life expectancy of the dust control **Calcium Chloride or Blade Mix Oil** suppressant applications.
- 5.1.1 The treated roadway can be reverted back to gravel when it is deemed necessary by the County, which would allow for grading of the road to eliminate pot holes, and that will not obligate the County to re-apply Blade Mix Oil or Calcium Chloride to the road.

6. PRIVATE RESIDENTIAL DRIVEWAYS

- 6.1 The County shall apply dust control at their own cost provided there is funding in the budget to the following areas:
- 6.1.1 County designated gravel haul routes.
- 6.1.2 County exceptional roads that have a permanent, active, high volume of traffic, as per ***Policy Reference – Policy 03-15: Road Policy.***
- 6.1.3 Any other location deemed necessary by County Council by Council resolution.
- 6.2 In areas where occasional or intermittent gravel hauls may cause dust problems, the Public Works Manager shall arrange for a water truck to provide temporary dust suppression as deemed appropriate.
- 6.3 This policy is not applicable where oiling or other dust suppressant is required as a condition of a subdivision development agreement.
- 6.4 In the case where municipal roadways are being used to haul commodities such as logs, sand and gravel, etc. the trucking firm or contractor shall be responsible for providing dust control for the duration of the haul as per ***Policy Reference – Policy 03-14: Haul Road Agreement.***

6. Please show exact location of dust control placement:

7. Calculation of Total Fee:

BLADE MIX OIL				CALCIUM CHLORIDE		
County Cost	Option 1 1 1/2"	Option 2 2 1/2"	Option 3 DL 10-40 Oil	County Cost	1 st Application	2 nd Application
Total PROJECT COST	\$ 4,966.66	\$ 8,488.61	\$ 2,111.66	PROJECT COST	\$ 2,093.93	\$ 758.33
Total Residence: Fee	\$ 1,000.00	\$2,500.00	\$ 750.00	Residence: Fee	\$ 750.00	\$ 0.00

Cost of first 150 meters (500 feet) = _____
 Add: Additional length = _____
Total Fee Required = \$ _____

8. Applicants who wish to be considered for the dust control treatment program must apply **each** year no later than April 1.

IN WITNESS WHEREOF has hereunto acknowledge and accept the terms and conditions on the day and year first above written.

SIGNED _____) **SMOKY LAKE COUNTY**
 _____)
Applicant _____) **Per:** _____

and, that all pre-paid Applications received in Year 2012 be refunded; and notify all Applications received in Year 2012 on file to re-apply for Year 2013 Dust Control Suppression Program.

Carried.

**GIS (Geographical Information System) Services Agreement:
 Accurate Assessment Group Inc. - Renewal**

405-13: Bobocel

That County Council table the discussion on GIS (Geographical Information System) Services Agreement: Accurate Assessment Group Inc. – Renewal to be addressed after the scheduled delegation with Accurate Assessment Group Inc.

Carried.

Policy Statement No. 61-11-01: Planning and Development Fees

406-13: Danyluk

That **Policy Statement No. 61-11-01** entitled "Planning and Development Fees", be adopted:

Purpose:	To establish procedures for the review and approval of Planning and Development, Smoky Lake County fees.
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MOTION DEFEATED.

407-13: Cherniwchan

That **Policy Statement No. 61-11-01** entitled "Planning and Development Fees", be deferred to the next County Council Meeting; and administration prepare a cost-analysis on the fees of Planning and Development.

Carried.

Aline Brousseau, Planning and Development Manager; and Bob Novosiwsky, Public Works Foreman left the Council Chambers, time 10:25 a.m.

7. **Delegation:**

8760 Energy

Present before County Council at 10:35 a.m. to 11:10 a.m. was Ken Klassen, Principal and Brian Digby, Account Executive with 8760 Energy to provide information on the Joint 8760 Energy with AAMDC – Alberta Association of Municipal Districts and Counties in regards to the Aggregate Program on Energy, Cell Phone and Merchant Credit Card.

5. **Issues for Information:**

Chief Administrative Officer's Report

The Chief Administrative Officer gave an updated report to Council for the period of February 1, 2013 to February 20, 2013.

Legislative / Governance:

- Received approval of the Regional Collaboration Grant Application for the “Smoky Lake Region Community Development Partnership” Project. We are awaiting the grant agreement from the Ministry and on confirmation from the Town that they still wish to participate.
- Council requires a meeting with Shane Pospisil for the final stage of the Recreation Master Plan Report.
- Alberta Transportation has opened a meeting schedule for the Spring 2013 AAMDC Convention, if Council wishes to book a meeting.
- The Annual Safety Meeting is scheduled for March 11, 2013, however, if the office and Public Works Shop are to be closed, we will require a motion to that effect.

Administration:

- Motion 265-12: December County Council Meeting – states intent to budget for one Summer Student Clerk Position. Our intent is to list it as a Temporary Part-time Filing Clerk Position. This is minor difference as it will not impact the Summer Student employment process at all. However, to clarify our intent.

Financial:

- No report.

Human Resources:

- Job Descriptions for the Scale Operator and Road Projects Clerk has been created to meet the needs of the 2013 Budget Year.

Community:

- No report.

Training:

- Procurement Workshop has been scheduled for the management team at no cost to the County.

Financial Update:

As annexed to the minutes:

↪ Financial Statement for the Month: No Financial Statement.

Action List(s):

↪ **Action List(s):**

- **County Council Meeting:** January 31, 2013.

2013-2014 Regional Collaboration Grant

408-13: Cherniwchan That Smoky Lake County acknowledge receipt of the letter received from Doug Griffiths, Minister, Alberta Municipal Affairs, dated February 7, 2013 in regards to the approval of the 2012-2013 Regional Collaboration Program (RCP) in the amount of **\$201,825.00** for the 2013-2014 Project: Smoky Lake Region Community Development Partnership and execute the “Conditional Grant Agreement”; subject to receiving confirmation from the participating municipalities: Town of Smoky Lake, Village of Waskatenau, and Village of Vilna.

Carried.

Regional Collaboration Grant: Recreation Master Plan

409-13: Bobocel That Smoky Lake County include as an addition to the agenda at the scheduled March 1, 2013 County Council Departmental Operations Meeting to discuss with Shane Pospisil the final stages of the Regional Collaboration Program (RCP) Grant Project: Recreation Master Plan.

Carried.

AAMDC~ Alberta Association of Municipal Districts and Counties

Alberta Transportation Meeting

410-13: Bobocel That Smoky Lake County take no action to schedule a meeting with Alberta Transportation at the upcoming 2013 Spring AAMDC ~ Alberta Association of Municipal Districts and Counties Convention.

Carried.

2013 County Annual Safety Meeting

411-13: Bobocel That Smoky Lake County close the central office and public works office on Monday, March 11, 2013 for the scheduled 2013 Annual Safety Meeting starting at 8:00 a.m..

Carried.

2013 Staffing Position: Planning and Development Department

412-13: Bobocel That Smoky Lake County hire in Year 2013 one (1) Temporary Part-Time Filing Clerk Position for the Planning and Development Department, not to exceed the total amount of **\$11,000.00**.

Carried.

9. Public Question and Answer Period:

11:30 a.m.

No Questions.

5. Issues for Information:

Chief Administrative Officer’s Report: *Conti.*

Management Policy Statement: 01M-24-01: Road Projects Clerk - Job Description

413-13: Danyluk

That County Council accept the received Management Policy: 01M-24-01 entitled “Road Projects Clerk – Job Description”, for information.

Purpose:	Under direction of the Public Works Manager, performs data entry and skilled work in a variety of tasks to complete the Public Works Department Gravel and Maintenance Program and Road Projects.
Policy Statement and Guidelines:	
<div style="border: 1px solid black; padding: 2px; display: inline-block;">RESPONSIBILITIES</div>	
<p>1. <u>Scale Operator</u></p> <ul style="list-style-type: none"> 1.1 Weigh trucks inbound/outbound. 1.2 Process gravel haul card. 1.3 Coordinate divisional haul as proposed on the Three Year Road Plan maintenance maps with operators. 1.4 Highlighted roads completed on maps. 1.5 Schedule Scale maintenance and certification for scale. 1.6 Clean office – White Earth Pit. 1.7 Receive private gravel orders and coordinate with operators. 1.8 Keep running totals for projects, dust controls, as per Public Works Manager. 1.9 When Scale is used by other companies, process daily gravel cards, spread sheets and report daily totals to the Company Manager and Public Works Manager. 1.10 Track mileage for contract trucks on their daily haul cards and communicate with gravel checker. <p>2. <u>Gravel</u></p> <ul style="list-style-type: none"> 2.1 Invoice private gravel deliveries and submit to Central Office bi-weekly. 2.2 Enter all gravel cards into Gravel System. 2.3 Enter all gravel cards into Work Order System AS400. 2.4 Keep track of gravel inventory and balance gravel at Year-End. 2.5 Control Traffic patterns to different Gravel Locations within the Pit. <p>3. <u>Contract Trucks</u></p> <ul style="list-style-type: none"> 3.1 Make sure applications for contract trucks are complete and correct. 3.2 Contact contract drivers for start up and shut down. 3.3 Upon start up of contract trucks obtain WCB clearance for accounts payable on a bi-weekly basis. 3.4 Process gravel haul report, for contract truck, for accounts payable on a bi-weekly basis. 3.5 Get budget amount for contract trucks; keep Public Works Manager updated on budget. 3.6 When using contract trucks, need to get fuel price every Monday to know the rate of pay, if rate of pay changes, new gravel batch must be created on AS400. <p>4. <u>Three Year Road Plan</u></p> <ul style="list-style-type: none"> 4.1 Print and review work order pertaining to projects. 4.2 Update Project Sheet on a monthly basis with updated gravel maintenance maps for Public Works Manager for monthly council meetings. 	

- 4.3 Ensure time sheets are received from public works shop, and incorporate all equipment into gravel and project work orders.
- 4.4 Update project profiles from Public Works Manager, have CAO sign and file with completed Project sheet for Finance Manager.
- 4.5 Review Road Categories with Public Works Manager on an annual basis and update maps as per policy.
- 4.6 Assist the Public Works Manager with the preparation of the Three-Year Road Plan: Project profiles, project sheets and maps.
- 4.7 Prepare proposed gravel maintenance for the Three-Year Road Plan: Gravel charts and maps.
- 4.8 Compile the Three Year Road Plan.

5. GIS – Webview

- 5.1 Enter Proposed gravel and road project attributes once Three Year Road Plan has been approved.
- 5.2 Update proposed gravel and road projects attributes at year end.
- 5.3 Update surface type and road classification attributes at year end.

6. Administration:

- 6.1 Answer phone and telephone inquiries and notify appropriate personnel of messages obtained.
- 6.2 Prepare appropriate data reports as directed by the Public Works Manager.
- 6.3 Maintain effective public relations with other County employees, ratepayers, Councillors, the general public and to present a positive County image.
- 6.4 Maintain the confidentiality of all records and only release information as directed by the Public Works Manager.

KNOWLEDGE AND ABILITIES

- Limited supervision: ability to work independently - self motivated.
- Knowledge of Computer: Microsoft Office.
- Webview.
- Adobe Photoshop.
- Knowledge of Basic Accounting principles: numeracy and attention to detail.
- Good organizational skills: prioritize, planning, reading text, problem solving, decision making and critical thinking.
- Able to work in a fast pace environment and under pressure with tight deadlines.
- Excellent customer skills: diplomacy and tact.
- Knowledge of Microsoft Office.
- Knowledge of AS400, preferred.
- Class 5 driver's license.

STAFF DEVELOPMENT

- Participate and contribute at County Annual Safety Meeting.
- Training, as required.

OTHER RESPONSIBILITIES

- Other responsibilities and duties as assigned from time to time by the Public Works Manager, Chief Administrative Officer and the Assistant Chief Administrative Officer.

<p>EMPLOYEE PERFORMANCE EVALUATION</p> <ul style="list-style-type: none"> ■ By the Public Works Manager – Yearly.
<p>SALARY RANGE</p> <ul style="list-style-type: none"> ■ As per Local 955 – Collective Agreement.

Carried.

Management Policy Statement: 01M-32-01: Scale Operator - Job Description

414-13: Danyluk

That County Council accept the received Management Policy: 01M-32-01 entitled “Scale Operator – Job Description”, for information.

Purpose:	Under direction of the Public Works Manager, performs data entry and skilled work in a variety of tasks (gravel and road projects) required for the Public Works Department.
Policy Statement and Guidelines:	
<p>RESPONSIBILITIES</p>	
<p>1. Scale Operator</p> <ul style="list-style-type: none"> 1.1 Weigh trucks inbound/outbound. 1.2 Process gravel haul card. 1.3 Coordinate divisional haul as proposed on the Three Year Road Plan maintenance maps with operators. 1.4 Highlighted roads completed on maps. 1.5 Schedule Scale maintenance and certification for scale. 1.6 Clean office – White Earth Pit. 1.7 Receive private gravel orders and coordinate with operators. 1.8 Keep running totals for projects, dust controls, as per Public Works Manager. 1.9 When Scale is used by other companies, process daily gravel cards, spread sheets and report daily totals to the Company Manager Public Works Manager. 1.10 Track mileage for contract trucks on their daily haul cards and communicate with gravel checker. 	
<p>2. Gravel:</p> <ul style="list-style-type: none"> 2.1 Invoice private gravel deliveries and submit to Central Office bi-weekly. 2.2 Enter all gravel cards into Gravel System. 2.3 Enter all gravel cards into Work Order System AS400. 2.4 Keep track of gravel inventory. 2.5 Control Traffic patterns to different Gravel Locations within the Pit. 	
<p>3. Contract Trucks:</p> <ul style="list-style-type: none"> 3.1 Make sure applications for contract trucks are complete and correct. 3.2 Contact contract drivers for start up and shut down. 3.3 Upon start up of contract trucks assist Road Projects Clerk with obtaining WCB clearance for accounts payable on a bi-weekly basis. 3.4 Process gravel haul report, for contract truck, for accounts payable on a bi-weekly basis. 3.5 Get budget amount for contract trucks; keep Public Works Manager updated on budget. 	

<p>3.6 When using contract trucks, need to get fuel price every Monday to know the rate of pay, if rate of pay changes, new gravel batch must be created on AS400.</p> <p>4. Administration:</p> <p>4.1 Answer phone and telephone inquiries in the absence of the Public Works Road Projects Clerk, and notify appropriate personnel of messages obtained.</p> <p>4.2 Prepare appropriate data reports as directed by the Public Works Road Projects Clerk and Public Works Manager.</p> <p>4.3 Assist in the preparation of the Three-Year Road Plan, as required.</p> <p>4.4 Maintain effective public relations with other County employees, ratepayers, Councillors, the general public and to present a positive County image.</p> <p>4.5 Maintain the confidentiality of all records and only release information as directed by the Public Works Manager.</p> <p style="text-align: center;">OTHER RESPONSIBILITIES</p> <ul style="list-style-type: none"> ■ Other responsibilities and duties as assigned from time to time by the Public Works Manager, Chief Administrative Officer and the Assistant Chief Administrative Officer. <p style="text-align: center;">KNOWLEDGE AND ABILITIES</p> <ul style="list-style-type: none"> ■ Limited supervision: ability to work independently - self motivated. ■ Knowledge of Microsoft Office. ■ Knowledge of Basic Accounting principles: numeracy and attention to detail. ■ Good organizational skills: prioritize, planning, reading text, problem solving, decision making and critical thinking. ■ Able to work in a fast pace environment and under pressure with tight deadlines. ■ Excellent customer skills: diplomacy and tact. ■ Knowledge of AS400, preferred. ■ Class 5 driver's license. <p style="text-align: center;">STAFF DEVELOPMENT</p> <ul style="list-style-type: none"> ■ Participate and contribute at County Annual Safety Meeting. ■ Training, as required. <p style="text-align: center;">EMPLOYEE PERFORMANCE EVALUATION</p> <ul style="list-style-type: none"> ■ By the Public Works Manager – Yearly. <p style="text-align: center;">SALARY RANGE</p> <ul style="list-style-type: none"> ■ As per Local 955 – Collective Agreement.
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Carried.

415-13: Orichowski

That the updated report for the period of January 31, 2013 to February 20, 2013 by the Chief Administrative Officer, be accepted and filed for information.

Carried.

Ed English, Peace Officer/Parks and Recreation Manager entered the Council Chambers, time 11:45 a.m.

7. Delegation(s):

**Queen Elizabeth II Diamond Jubilee Medal
Presentation**

Recipient: Reeve, Dareld Cholak

Recipient: Peace Officer, Ed English

The presentation of the **Queen Elizabeth II Diamond Jubilee Medal** was featured before County Council at 11:45 a.m. to 11:58 a.m. On behalf of the Queen, RCMP Constable Gary Hyde presented Dareld Cholak, Reeve and Ed English, Peace Officer a framed certificate and the Queen Elizabeth II Diamond Jubilee Medal – photo taken to commemorate this event. Congratulations were extended on receiving this Prestigious Award to honor the exemplary efforts and significant contributions and achievements provided for the County and community and in government.

“Congratulations and Thank You”!

Ed English, Peace Officer/Parks and Recreation Manager left the Council Chambers, time 12:00 p.m.

Meeting Recessed

Meeting recessed for Lunch, time 12:00 p.m.

Meeting Reconvene

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

**Queen Elizabeth II Diamond Jubilee Medal
Dareld Cholak - Reeve**

Reeve Dareld Cholak extended a **“Thank You”** to Council, staff and his family and expressed appreciation for the recognition in receiving the **Queen Elizabeth II Diamond Jubilee Medal**.

Aline Brousseau, Planning and Development Manager and Bob Novosiwsky, Public Works Forman entered the Council Chambers, time 1:02 p.m..

Jeremy Smith, Planning and Development Assistant entered the Council Chamber, time 1:08 p.m..

7. Delegation(s):

Accurate Assessment Group Inc.

Present before County Council at 1:02 p.m. to 1:27 p.m. were Lindsay Skelly and Kurt Hartman, Client Experience Specialists, Accurate Assessment Group Inc. to provide an update on the GIS Services.

Addition to the Agenda:

Executive Session

416-13: Bobocel

That County Council go into Executive Session to discuss a legal issue, time 1:28 p.m.

Carried.

417-13: Orichowski

That County Council go out of Executive Session, time 2:05 p.m.

Carried.

4. Request for Decision:

GIS (Geographic Information System)

418-13: Bobocel

That Smoky Lake County proceed with a Request For Proposal for the GIS (Geographic Information System) Service Provider Agreement for a Three-Year Term with the option for a Two Year Renewal Term.

Carried.

Aline Brousseau, Planning and Development Manager and Jeremy Smith, Planning and Development Assistant left the Council Chamber, time 2:10 p.m..

5. Issues for Information:

Finance Manager's: Report

Brenda Adamson, Finance Manager provided an updated Finance report for the period of January 23, 2013 to February 13, 2013.

Property Tax Arrears: Twoco Petroleums Ltd.

419-13: Bobocel

That Smoky Lake County Administration explore all avenues for securing and collecting the outstanding Property Tax Arrears of Twoco Petroleums Ltd.

Carried.

Property Tax: Penalty

420-13: Orichowski

That Smoky Lake County waive the November 1st Property Tax Levy Penalty Charge for Tax Roll Account Number 17611941 in the amount of \$34.05.

Carried.

2013 F.C.S.S.: Community Organization - Funding

Vilna Seniors Citizens Recreation Society

421-13: Danyluk

That Smoky Lake County allot funding from the 2013 F.C.S.S. budget in the amount of **\$2,500.00** to the **Vilna Seniors Citizens Recreation Society** to assist in transportation expenses to cultural events to help people develop interpersonal and group skills and sustain people as active members of the community.

Carried.

422-13: Cherniwchan That the Finance Manager's Report received by Brenda Adamson for the period of January 23, 2013 to February 13, 2013, be accepted and filed for information.

Carried.

Reeve's Report

Reeve Dareld Cholak presented the following report:

- International Union of Operating Engineers (I.U.O.E.) – Local 955: Collective Agreement – Memorandum of Agreement - two year agreement.
- New ASL Grants in Year 2013.
- Issues will be addressed during the Committee Task Force and Board reporting.

Local 955: International Union of Operating Engineers

423-13: Bobocel That Smoky Lake County ratify the Memorandum of Agreement with the Local 955: International Union of Operating Engineers Collective Agreement for the term January 1, 2013 to December 31, 2014.

Carried.

424-13: Orichowski That the Reeve's report received, be accepted.

Carried.

Management Reports

Planning and Development Department

Conseil Scolaire – Centre-Est

425-13: Danyluk That Smoky Lake County take no action at this time to the request received from Marc Labonte, CGA, Conseil Scolaire – East Centre Francophone Education – Region No. 3, on January 31, 2013 in regards to signing a Municipal Data Access Licence for GEO database format.

Carried.

426-13: Danyluk That the management reports received for the period of February 1, 2013 to February 14, 2013 from Doug Ponich, Public Works Manager; Bob Novosiwsky, Public Works Foreman; Dave Kully, Public Works Shop Foreman; Ed English, Peace Officer; John Malysh, Natural Gas Manager; Dave Franchuk, Environmental Operations Manager; Kurt Holdis, Agricultural Fieldman; Aline Brousseau, Planning and Development Manager; Trevor Tychkowsky, Safety Officer; Scott Franchuk, Fire Chief; and Arlene Shwetz, Communication Services Coordinator, be accepted and filed for information.

Carried.

Doug Ponich, Public Works Manager and Bob Novosiwsky, Public Works Foreman left the Council Chambers, time 2:30 p.m.

Committee Task Forces and Boards: Reports**Alberta Care**

- No report.

Corridor Communications Incorporated

- Corridor Communications Incorporated rendered 7000 customer threshold.

Doctor Retention & Recruitment Committee

- Doctor Johnson Fatokun: Thank You Card..
- Doctor Retention and Recruitment Committee meeting will be scheduled soon.

Evergreen Regional Waste Management Commission

- March 1, 2013: Tipping Fees going to be \$75.00 per tonne.
- Next meeting is scheduled for March 14, 2013.

Family Community Support Services Committee

- No report.

Family-School Liaison Committee

- Minutes: December 17, 2013 Meeting.
- Next meeting is scheduled for February 25, 2013.

Fire and Rescue Liaison Committee**Smoky Lake:**

- No report.

Vilna:

- No report.

Waskatenau:

- No report.

Government Liaison Committee

- No report.

Highway 28/63 Regional Water Group Steering Committee

- Met with Alberta Transportation: Presentation - Re: Spedden Reservoir.

In-House Safety Committee

- Meeting was held on February 20, 2013.
- First Aid Training: In progress.
- Scissor Lift: March 2013.
- Flagman Training: March 2013.
- Forklift Training: April 2013.
- ATV / UTV Training: May 2013.
- Crane Training: In-House.
- Formal Inspections: Continues.
- Ground Disturbance Course: Regulation changes – staff members will be attending.
- Fire Extinguisher Training: Upcoming.
- One Incidents addressed.
- County Annual Safety Meeting: March 11, 2013 at 8:00 a.m..

Joint Economic Development Initiative (JEDI) Committee

- Meeting held on February 4, 2013: Presentation on Tourism: Go-East Edmonton and Kalyna Country - Destination Marketing and Development.
- Next Meeting scheduled for March 4, 2013.

Lakeland DMO: Destination Marketing Organization

- No report.

Municipal Planning Commission

- No report..

North East Muni-Corr. Ltd.

- **Minutes:** January 14, 2013.
- Gene Sobolewski, Associated Engineering Alberta Ltd. attended the meeting and will be attending the monthly meetings.
- St. Paul – Elk Point Waterline: Issues with the marking of values.
- One million re-invested in Term-Deposit at 2.15% for 16 months.
- Beaver River Trestle: Cold Lake RCMP confirmed no insurance on vehicle used in the fire on the trestle.
- Executive Session: Land, Legal and Personnel.
- Executive will be doing a Staff Evaluation on Administration's Work Plan.

Executive Session

427-13: Bobocel

That County Council go into Executive Session to discuss a legal issue, time 3:05 p.m.

Carried.

428-13: Orichowski

That County Council go out of Executive Session, time 3:10 p.m.

Carried.

Northern Lights Library System

- No Report.

Policy Committee

- No report.

R.C.M.P. Liaison Committee

- Thank You extended to R.C.M.P. Smoky Lake Detachment: Sgt. Steve Smith for sending Constable Gary Hyde to present the Queen Elizabeth II Diamond Jubilee Medal.

Risk Pro Control Management Committee

- **Minutes:** Added Named Insured:
 - **Smoky Lake Riding Club:** Financial Statement – Statement of Revenue and Expenditures Period Ended: December 31, 2012.

Smoky Lake Agricultural Society

- **Minutes:** January 14, 2013 Board of Directors Meeting.
- Maintenance concerns: List will be created and presented to the Town.
- Sign rental recruitment drive for arena signage.
- Ice Rental Caretaker is now an employee of the town - will address making of the ice with the Town.
- CFIP Grant – waiting for Minister's signature. Facility Upgrades: renovating the balcony and the kitchen venting and heating system.
- 2013 Committees structured.

- Letter will be sent indicating all letters according to the rental policy.
- Casino date: Long-weekend in May.
- Next Meeting scheduled for March 11, 2013.

Smoky Lake Foundation

- **Minutes:** Annual Organizational Meeting: November 21, 2012.
- **Minutes:** Regular Meeting: Board of Directors – November 21, 2012.
- ASCHA 2013: Vice-Chairperson – Lori Danyluk.
- Continuing with the Alberta Seniors and Community Supports Affordable Supportive Living Initiative – Project.
- 2013 Budget to Finalize – Meeting: March 8, 2013.

Smoky Lake Heritage Board

- No Minutes.

Joint Municipalities

- Next Joint Municipalities Meeting hosted by Smoky Lake County.

429-13: Cherniwchan That Smoky Lake County host the Joint Municipalities Meeting on **April 8, 2013** in the **Hamlet of Warspite.**

Carried.

430-13: Danyluk That the Committee Task Force and Board Reports presented by Councillors be accepted.

Carried.

6. Correspondence:

431-13: Cherniwchan That the following correspondence received from the Alberta Association of Municipal Districts and Counties, be filed for information:

- a. Contact Newsletter:
 - February 7, 2013.
- b. Contact Newsletter:
 - February 13, 2013.

Carried.

Sustainable Resource Development Grazing Lease No. GRL 40934

432-13: Orichowski That the c.c. letter received from Lila Ready, Disposition Section, Government of Alberta Environment and Sustainable Resource Development, dated January 31, 2013 in regards to the amended Grazing Lease No. GRL 40934 from 103.00 to 160.00 acres for Peter Habiak and Cathy A. Habiak, be filed for information.

Carried.

North Saskatchewan Watershed Alliance

433-13: Bobocel That the letter received from Dr. Les Gammie, President, and Pat Gordeyko, Chair, North Saskatchewan Watershed Alliance, dated January 22, 2013 in regards to the report entitled, “Vermilion River Watershed Management Plan”, be filed for information.

Carried.

Smoky Lake Foundation: Bar-V-Nook 50th Anniversary

434-13: Orichowski That the County Council and Administration who can attend – attend the Smoky Lake Foundation: Bar-V-Nook 50th Anniversary Celebrations on March 27, 2013 at 1:30 p.m. to 3:30 p.m.; as per letter received from Norman Martyniuk, CAO, Smoky Lake Foundation; and the Reeve to bring greetings and present a plaque to commemorate the celebrations on behalf of Smoky Lake County.

Carried.

Cassidy Zahar

435-13: Danyluk That Smoky Lake County donate the amount of **\$200.00** to Cassidy Zahar to assist for competing in Female Vocal and Female Entertainer in Nashville, Tennessee in March 2013; as per letter received from Cassidy Zahar, dated January 31, 2013.

Carried.

Holy Family Catholic School

436-13: Bobocel That Smoky Lake County take no action to the letter received from Rhonda Ganes, Principal, Holy Family Catholic School, dated February 5, 2013 in regards to funding for Science/Art Programs for the 2012-2013 School Year, as this is outside the mandate of the County F.C.S.S. Program.

Carried.

CoR Certificate of Recognition

437-13: Cherniwchan That Smoky Lake County acknowledge receipt of Partnerships in Injury Reduction: CoR - Certificate of Recognition with expiry date of October 12, 2015; as per letter received from Shannon Thomas, Team Leader, Alberta Municipal Health and Safety Association, dated February 4, 2013.

Carried.

MP Brian Storseth

438-13: Orichowski That the news release received from Brian Storseth, Member of Parliament, Westlock-St. Paul Constituency, dated February 4, 2013, in regards to “MP Brian Shorseth invites local employers to apply for Canada Summer Jobs funding”, be filed for information.

Carried.

Radway and District Friends of STARS

439-13: Orichowski That Smoky Lake County donate in the amount of **\$1,000.00** to STARS: Alberta Shock Trauma Air Rescue Society during the Radway and District Friends of STARS – 13th Annual fundraiser event held on April 6, 2013 at the Smoky Lake Agricultural Complex; and Councillor Lori Danyluk attend to present the cheque and brings greetings on behalf of Smoky Lake County.

Carried.

Lac La Biche County: Medivac

440-13: Cherniwchan That the letter received from Aurel Langevin, Mayor, Lac La Biche County, dated January 29, 2013 in regards to Support to write or email letter to Premier and the Minister of Health Fred Horne in efforts to “Save Our Medivac Service Society, be filed for information.

Carried.

FortisAlberta Inc.

441-13: Bobocel

That the letter received from Neil Brown, Forestry Field Representative, FortisAlberta Inc., dated January 18, 2013 in regards to "Letter of intent Power Line Vegetation Control Program for FortisAlberta Inc", be filed for information; and forward a copy to the Public Works Manager for information.

Carried.

Vimy Ridge Tour 2013

442-13: Bobocel

That Smoky Lake County donate the amount of **\$250.00** to Cody Smith, Vilna, Alberta; and the amount of **\$250.00** to T.J. Nelson, Spedden, Alberta; and the amount of **\$250.00** to Raine Skeoch, Spedden, Alberta, representing the Mallaig Army Cadet Corps #2395 to assist in the youth adventure - Vimy Ridge Tour 2013 to attend the Vimy Ridge Canadian battlefields in Europe; as per letter received from Charlene Skeoch, Mallaig Royal Canadian Army Cadet Corps #2395 and the Unit Support Society, received January 25, 2013.

Carried.

Industry Canada

443-13: Cherniwchan

That the letter received from Industry Canada, dated February 6, 2013 in regards to the Client Procedures Circular CPC-3-13-03, Interference Resolution Services on a 24/7 Basis for Public Safety Agencies – harmful interference to radiocommunication systems, be filed for information.

Carried.

ACCA Co-operative Youth Leadership Program

444-13: Danyluk

That the Smoky Lake County advertise in the Smoky Lake County Grapevine; post on the County Website; and display posters in the central office to promote the ACCA Co-operative Youth Leadership Program; as per the correspondence received from Liane Courchesne, Youth Program Co-ordinator, Alberta Community and Co-operative Association, dated February 2013.

Carried.

Kalyna Country: Tourism

445-13: Bobocel

That Smoky Lake County take no action to the correspondence received from Kalyna County in regards to support of advertising opportunities and/or Sponsorship program in the 2013 Kalyna Country Ecomuseum.

Carried.

Alberta Transportation

446-13: Cherniwchan

That the cc letter received from Richard A. Golonka, Development and Planning Technologist for Operations Manager, Alberta Transportation, dated January 22, 2013 sent to Access Pipelines Inc., in regards to Roadside Development Permit Approval for 2 Temporary Approaches to Hwy 831 in SE 05-60-19-W4 and NE 32-59-19-W4 for Pipeline Construction, be filed for Information.

Carried.

Alberta Transportation

447-13: Danyluk That the cc letter received from Richard A. Golonka, Development and Planning Technologist for Operations Manager, Alberta Transportation, dated January 22, 2013 sent to Access Pipelines Inc., in regards to Roadside Development Permit Approval for 2 Temporary Approaches to Hwy 831 in SW 4 and SE 5-60-19-W4 for Pipeline Construction, be filed for Information.

Carried.

Urban Sky Park Project

448-13: Danyluk That the correspondence received from Wayne Taylor, President, Smoky Lake & District Chambers of Commerce, dated January 27, 2013 in regards to the update on the Urban Sky Park Project, be accepted for information.

Carried.

H.A. Kostash High School Archery Team

Councillor Randy Orichowski declared conflict of interest, in regards to a family member (son) participating in the school event, and left the Council Chambers, time 3:27 p.m.

449-13: Danyluk That Smoky Lake County donate to the H.A. Kostash High School Archery Team additional funds in the amount of **\$1,500.00** for bring the total to \$2,000.00 for financial assistance to support the NASP World's Tournament trip to St. Louis, Missouri on June 27, 2013; as per letter received from HAK World's Archery Team, dated February 13, 2013; and allocate funding from the County's "Grants to Individuals and Organizations" 2013 Budget.

Carried.

Councillor Randy Orichowski re-entered the Council Chambers, time 3:32 p.m.

Alberta - Ukraine Genealogy

450-13: Orichowski That the press release received from the Alberta-Ukraine Genealogical Project, dated February 14, 2013, in regards to seminar entitled, "We know who you are campaign's how-to", be filed for information.

Carried.

Thank You: Summary Listing

No "Thank You" - received from organizations for a Summary Listing for the Month of February 2013.

Information Releases

451-13: Danyluk That the Information Releases for the Month of February 2013, be accepted and filed for Information.

Carried.

Reading File

No correspondences in the Reading File.

Vilna Citizens on Patrol

452-13: Bobocel That Smoky Lake County donate in the amount of **\$2,500.00** to the Vilna Citizens on Patrol to support in financial assistance to the Vilna COPS Program for 2012-2013, as per letter dated February 11, 2013 received from Roy Dyck, President request for assistance.

Carried.

Bills & Accounts:

453-13: Bobocel 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
26890	32829 to 32854	\$ 101,773.53
26912	32855 to 32898	\$ 73,712.10
26915	32899 to 32911	\$ 186,050.37
26931	32912	\$ 6,256.98
26937	32913 to 32936	\$ 16,887.77
26957	32937 to 32971	\$ 74,806.90
26974	32972 to 32989	\$ 19,623.57
Total Cheques		\$ 479,111.22
Direct Debit Register		
Total Direct Debits		\$
Grand Total Bills and Accounts		\$ 479,111.22

Carried.

County Council Meeting(s)

454-13: Bobocel That the next **County Council Meeting(s)** be scheduled for Thursday, **March 28, 2013**; Thursday, **April 25, 2013**; Thursday, **May 23, 2013**; Wednesday, **June 26, 2013**; Thursday, **August 22, 2013**; Thursday, **September 26, 2013**; and for Thursday, **October 24, 2013**; at 9:00 a.m. to be held at the County Council Chambers.

Carried.

County Council Departmental Operations Meeting

455-13: Orichowski That the **County Council Departmental Operations Meeting** scheduled for Friday, **March 1, 2013** at changed from 10:00 a.m. to 1:00 p.m. be held at the County Council Chambers.

Carried.

County Council Departmental Operations Meeting

456-13: Cherniwchan That the **County Council Departmental Operations Meeting** scheduled for Wednesday, **July 3, 2013** at 1:00 p.m. be re-scheduled to Friday, **July 26, 2013 at 9:00 a.m.** to be held at the County Council Chambers.

Carried.

ADJOURNMENT:

457-13: Cholak That this meeting be adjourned, time 4:00 p.m.

Carried.

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER