

SMOKY LAKE COUNTY

Minutes of the **County Council meeting** held on Thursday, **December 5, 2013** at 9:00 A.M. in the County Council Chambers.

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

<u>A T T E N D A N C E</u>		
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Thursday, December 5, 2013</u>
1	Dareld Cholak	Present
2	Ron Bobocel	Present
3	Craig Lukinuk	Present
4	Cary Smigerowsky	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; and Scott Franchuk, Fire Chief entered the Council Chambers, time 9:00 a.m.

2. Agenda:

Agenda

64-13: Bobocel

That the Agenda for Thursday, December 5, 2013 County Council meeting, be adopted as amended:

Addition(s):

1. Mallaig Army Cadets.
2. Smoky Lake Figure Skating Club.
3. Smoky Lake Trail Twisters.
4. Thorhild County.
5. Executive Session: Personnel and Legal.

Carried Unanimously.

3. Minutes:

Minutes of October 24, 2013 – County Council Meeting

65-13: Cholak

That the minutes of the **County Council Meeting** held on Thursday, October 24, 2013 be adopted.

Carried.

Minutes of October 28, 2013 – County Council Organization Meeting

66-13: Orichowski

That the minutes of the **County Council Organizational Meeting** held on Monday, October 28, 2013 be adopted.

Carried.

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

4. Request For Decision(s):

Bylaw No. 1258-13: Re-Zone Agricultural District to Highway Commercial District and Re-Zone Hamlet Residential District to Highway Commercial District

67-13: Cholak

That **Bylaw No. 1258-13:** authorize the Municipal Council of Smoky Lake County to amend the Land Use Bylaw No. 1250-12 to re-zone the Agricultural District (AG) named as Pt. SE 33-59-12-W4 containing +/- 10.1 Hectares (24.95 acres) to Highway Commercial District C1); and re-zone the Hamlet Residential District (R4) named as Block OT, Plan 5003JY (Pt. of SE 33-59-12-W4) containing +/- 0.769 Hectares (1.9 acres) to Highway Commercial District (C1), be given **FIRST READING**; and that a Public Hearing be scheduled for the January 2014 Council Meeting.

Carried.

Bylaw 1259-13: Borrowing Bylaw

68-13: Orichowski

That **Bylaw No. 1259-13:** authorize the Municipal Council of Smoky Lake County to provide **operating expenditure borrowing** and short-term **capital property borrowing** as follows: **Operating Line-of-Credit not to exceed \$5,000,000.00 and Corporate MasterCard Account with a credit limit of \$50,000.00**, be given **FIRST READING**.

Carried.

Moved by Councillor Bobocel that **Bylaw No. 1259-13:** authorize the Municipal Council of Smoky Lake County to provide **operating expenditure borrowing** and short-term **capital property borrowing** as follows: **Operating Line-of-Credit not to exceed \$5,000,000.00 and Corporate MasterCard Account with a credit limit of \$50,000.00**, be given the **SECOND READING**.

Carried.

Moved by Councillor Cholak that **Bylaw No. 1259-13:** authorize the Municipal Council of Smoky Lake County to provide **operating expenditure borrowing** and short-term **capital property borrowing** as follows: **Operating Line-of-Credit not to exceed \$5,000,000.00 and Corporate MasterCard Account with a credit limit of \$50,000.00**, be given **PERMISSION** for **THIRD AND FINAL READING**.

Carried Unanimously.

Moved by Councillor Bobocel that **Bylaw No. 1259-13:** authorize the Municipal Council of Smoky Lake County to provide **operating expenditure borrowing** and short-term **capital property borrowing** as follows: **Operating Line-of-Credit not to exceed \$5,000,000.00 and Corporate MasterCard Account with a credit limit of \$50,000.00**, 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.

Fire and Rescue Liaison Committee: Terms of Reference

69-13: Bobocel

That Smoky Lake County take no action to amend **Policy Statement No. 02-20-02: the Fire and Rescue Liaison Committee: Terms of Reference** and operate under the current status mandate as a Fire and Rescue Liaison Committee.

Carried.

School Supplementary Meal and Nutrition Program

70-13: Bobocel That Smoky Lake County Council defer discussion on the issue of a School Supplementary Meal and Nutrition Program until more information is obtained from each school group of H.A. Kostash School, Vilna School, Holy Family Catholic School and the Hutterite Colony School in reference to Budget for the usage and allocation of funds, who will administer the program; and a reporting structure to be implemented to report back to County Council.

Reeve Cary Smigerowsky requested a recorded vote:

For the Motion

Dareld Cholak
Ron Bobocel
Randy Orichowski

Against the Motion:

Craig Lukinuk
Cary Smigerowsky

Carried.

School Supplementary Meal and Nutrition Program

71-13: Cholak That Smoky Lake County provide from its 2013 Budget the amount of **\$1,000.00** to each of the following Schools: H.A. Kostash School, Vilna School, Holy Family Catholic School and the Hutterite Colony School to initiate the start of a School Supplementary Meal and Nutrition Program; and provide Smoky Lake County with a financial report on how the funding was spent.

Carried.

Scott Franchuk, Fire Chief left the Council Chambers, time 10:15 a.m.

7. Delegation(s):**Alberta Environment and Sustainable Resource Development**

Present before County Council at 10:22 a.m. to 10:56 a.m. was Bill Black, Public Land Use Operations Specialist, Operations and Approvals – Lac La Biche Area, Alberta Environment and Sustainable Resource Development to discuss with County Council the development on Provincial Leases at Long Island Lake – SE 2 and SW 1-62-17-W4 and closure of the east west road allowance at Long Island Lake.

Executive Session: Land

72-13: Bobocel That County Council go into Executive Session to discuss a land issue at Long Island Lake – SE 2 and SW 1-62-17-W4, time 10:23 a.m.

Carried.

Ed English, Peace Officer and Parks and Recreation Manager entered the Council Chambers, time 10:42 a.m.

73-13: Orichowski That County Council go out of Executive Session, time 10:54 a.m.

Carried.

74-13: Bobocel That Smoky Lake County proceed with the preparation of a Bylaw for Closure of portions of the east west Road Allowance at Long Island Lake located at the development at Long Island Lake – SE 2 and SW 1-62-17-W4.

Carried.

75-13: Orichowski That Smoky Lake County take no action to assume responsibility for the remainder of the Access Road that begins at the end of the registered County Road Twp 615A at Long Island Lake located at the development at Long Island Lake – SE 2 and SW 1-62-17-W4.

Carried.

Ed English, Peace Officer and Parks and Recreation Manager left the the Council Chambers, time 10:42 a.m.

7. Delegation(s):

Riverland Recreational Trail Society

Present before County Council at 10:58 a.m. to 11:18 a.m. were Marvin Bjornstad, Treasurer, Elk Point and Dave Dalby, Member, representatives from Riverland Recreational Trail Society to update Council on current activities and financial issues in regards to the Iron Horse Trail and the Beaver River Trestle.

- Financial assistance request in the amount of \$38,000.00 of the Smoky Lake County’s portion under the North East Muni Corr. Ltd. funding formula.

76-13: Lukinuk That Smoky Lake County defer discussion to the 2014 Budget on the issue for Financial assistance request in the amount of \$38,000.00 to North East Muni Corr. in regards to the Iron Horse Trail and Riverland Recreational Trail Society’s Beaver River Trestle Project.

Carried.

4. Request For Decision(s):

County Short-Term and Long-Term Goals

Short-Term Goal

77-13: Cholak That Smoky Lake County establish a Short-Term Goal to review the County Procedural Bylaw and incorporate a Code of Ethics Component to be achieved within 1 to 3 months.

Carried.

Long-Term Goal

78-13: Lukinuk That Smoky Lake County establish a Long-Term Goal to review the County Land Use Bylaw issues to be achieved within 6 months to 1 year in 2014.

Carried.

9. Public Question and Answer Period:

11:45 a.m.

Mark Watson

Comment: The Iron Horse Trail is going to be the route in 2014 the “Wild Pink Yonder” Trail.

Reply: Good news – County will have to promote and market this Tourism Event.

Vern Billey

Comment: Snowmobile Show in October – Many people are not aware of the Iron Hose Trail.

Reply: From the Economic Standpoint - Tourism is our biggest Economic base right now.

5. Issues for Information:

Chief Administrative Officer’s Report

The Chief Administrative Officer gave an updated report to Council for the period of October 25, 2013 to December 4, 2013.

Legislative / Governance:

- RoaData Services Ltd. the province-wide clearing house for industry/municipal road network notifications is holding their annual conference in Red Deer on January 23, 2014. Public Works management usually attend this conference, but Councillors may attend as well.
- MP Brian Storseth’s office called to say that the MP would like to have a meeting with Council some time in January. They would like a reply by today or tomorrow.
- Council needs to choose a Policy Committee meeting date for February.
- The Winter Joint Municipalities Meeting that was cancelled must be rescheduled. We suggest a January date, if possible.
- The FCM has requested the assistance of all member municipalities in Canada to assist with the “Fixing Canada’s Housing Crunch” campaign by passing a resolution of support. A draft resolution is attached for Council’s consideration.
- Alberta Municipal Affairs is hosting a MGA Review Consultations in early 2014. The Edmonton Consultation sessions will be held on February 5 – 7, 2014.
- In order to facilitate our early 2014 discussions on revising the Land Use Bylaw (and subsequent discussions about subdivision authority services and fees), Municipal Planning Services is suggesting that Council hold a Planning and Development Workshop (for approximately 2.5 hours) in January to discuss Planning and Development ideas and practices. In addition to examining the roles of our various Authorities and how our various Statutory Plans (LUB, MDP, ASP) work together.

Administration:

- Met with ESRD officials at the AAMDC Convention in Edmonton. Clarified our many difficulties with the online application system. The Regional Director said he would respond to our concerns.
- Internal Safety Audit has been completed. Final Score of 92% has been achieved which is consistent with our stellar performance in past years. We appreciate the efforts of all of our staff in making worker safety the single highest priority for all of us.

Financial:

- No report.

Human Resources:

- Completing review and rewrite of the GIS/Communication Director – Job Description.

Community:

- Received 3 late letters from Community Groups requesting assistance. These have been brought as additions to today's agenda.

Training:

- Plain-Language Public Sector Writing Webinar.

County Strategic Plan:

- Strategic Action Plan has been adopted by Council for the 2014 Budget year.

Financial Update:

As annexed to the minutes:

↳ Financial Statement for the Month: October 2013.

Action List(s):

↳ **Action List(s):**

- **County Council Meeting:** October 24, 2013.
- **County Council Organizational Meeting:**
October 28, 2013.

RoaData Services Ltd.

79-13: Bobocel

That County Council who can attend – attend the RoaData Services Ltd. – 7th Annual Infrastructure Protection Conference on January 23, 2014 at the Sheraton Hotel in Red Deer, Alberta.

Carried.

MP Brian Storseth: Meeting

80-13: Cholak

That Smoky Lake County extend an invitation to meet with MP Brian Storseth at the January 2014 County Council Meeting at 10:00 a.m. in the County Council chambers.

Carried.

Policy Committee Meeting

81-13: Cholak

That Smoky Lake County scheduled a **Policy Committee Meeting** for Friday, **February 21, 2014** at 9:00 a.m. to be held at the County Council Chambers.

Carried.

Joint Municipalities Meeting

82-13: Bobocel

That Smoky Lake County re-scheduled the **Joint Municipalities Meeting** to Monday, **February 3, 2014** to be hosted by the Village of Vilna at 6:00 p.m.

Carried.

FCM – Fixing Canada’s Housing Crunch

83-13: Bobocel

That Smoky Lake County support the FCM – Federation of Canadian Municipalities’ **Fixing Canada’s Housing Crunch** Campaign and approve the following resolution on the:

Development of a New Long-Term Federal Plan to Fix Canada’s Housing Crunch

WHEREAS, a stable and secure housing system that creates and maintains jobs and allows for a range of living options is essential to attracting new workers, meeting the needs of young families and supporting seniors and our most vulnerable citizens; and,

WHEREAS, the high cost of housing is the most urgent financial issue facing Canadians with one in four people paying more than they can afford for housing, and mortgage debt held by Canadians now standing at just over \$1.1 trillion; and,

WHEREAS, housing costs and, as the Bank of Canada notes, household debt, are undermining Canadians’ personal financial security, while putting our national economy at risk; and

WHEREAS, those who cannot afford to purchase a home rely on the short supply of rental units, which is driving up rental costs and making it hard to house workers in regions experiencing strong economic activity; and

WHEREAS, an inadequate supply of subsidized housing for those in need is pushing some of the most vulnerable Canadians on to the street, while \$1.7 billion annually in federal investments in social housing have begun to expire; and

WHEREAS, coordinated action is required to prevent housing issues from being offloaded onto local governments and align the steps local governments have already taken with regard to federal/provincial/territorial programs and policies; and

WHEREAS, the Federation of Canadian Municipalities (FCM) has launched a housing campaign, “Fixing Canada’s Housing Crunch”, calling on the federal government to increase housing options for Canadians and to work with all orders of government to develop a long-term plan for Canada’s housing future; and

WHEREAS, FCM has asked its member municipalities to pass a council resolutions supporting the campaign;

AND WHEREAS, our community has evolving housing needs that can only be met through the kind of long-term planning and investment made possible by federal leadership;

THEREFORE BE IT RESOLVED, that Smoky Lake County council endorses the FCM housing campaign and urges the minister of employment and social development to develop a long-term plan for housing that puts core investments on solid ground, increases predictability, protects Canadians from the planned expiry of \$1.7 billion in social housing agreements and ensures a healthy stock of affordable rental housing for Canadians.

BE IT FURTHER RESOLVED, that a copy of this resolution be sent to the minister noted above, to the Alberta Minister of Municipal Affairs, the Brian Storseth, MP, to the Federation of Canadian Municipalities and to the Alberta Association of Municipal Districts and Counties.

Carried.

MGA Review Consultations

84-13: Bobocel That County Council who can attend and relevant administration attend the MGA – Municipal Government Act Review Consultations Workshops scheduled on February 5 to 7, 2014 in Edmonton for a face-to-face opportunity for the Public, Administration and Elected Officials to share their thoughts and provide feedback.

Carried.

Planning and Development Workshop

85-13: Cholak That Smoky Lake County scheduled a **Committee of the Whole Meeting for the purpose of a Planning and Development Workshop** for Friday, **January 17, 2014** at 9:00 a.m. to be held at the County Council Chambers.

Carried.

County Council Meeting(s)

86-13: Cholak That the next **County Council Meeting(s)** be scheduled for Thursday, **January 16, 2014**; Thursday, **February 20, 2014**; and Thursday, **March 13, 2014** at 9:00 a.m. to be held at the County Council Chambers.

Carried.

2013 Municipal Internal Safety Audit

87-13: Cholak That Smoky Lake County acknowledge the municipal 2013 Internal Safety Audit completed with a score of 92%; and the County extend a “Thank You” and commend all the Staff, Management and Administration for their due diligent in Safety.

Carried.

Management Policy Statement: 01M-29-02: GIS/Communication Director - Job Description

88-13: Bobocel That County Council accept the received Management Policy: 01M-29-02 entitled “GIS/Communication Director – Job Description”, for information.

Purpose:	<p>Communication:</p> <ol style="list-style-type: none"> To provide a full range of communications services and programs in order to achieve effective, efficient and transparent delivery of County services. To be the single point of contact for Communications services and to build and maintain a strong business relationship with Council, Public, Management and employees. <p>GIS:</p> <ol style="list-style-type: none"> Responsible for planning and managing all Geographic Information System (GIS) operations for the County. Develop and maintain the Geographic Information System (GIS) databases. <p>The GIS/ Communication Director shall report directly to the Chief Administrative Officer and the Assistant Chief Administrative Officer.</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>COMMUNICATIONS:</p> <ol style="list-style-type: none"> Communications: <ol style="list-style-type: none"> Acting as the primary point of contact for all Communications services. 	

- 1.2 Provide communication services to County Departments that supports the departmental work plans and initiatives, and fosters collaboration and efficiencies across departments.
- 1.3 Identify and address emerging issues and opportunities where communication activities can contribute to reaching overall County objectives.
- 1.4 Interact with colleagues to facilitate coordination of activities across departments, reduce duplication of services, and provide on-the-ground communication support to administration and management for departmental initiatives as required.
- 1.5 Responsible for developing and implementing a County Communication Plan, and for leading County level communication initiatives as skills and experience allow (e.g., internal communications).
- 1.6 Work with senior administration and departmental managers to assess resources available and required to deliver effective communication program.
- 1.7 Act as a communications resource by providing expert communications advice and services to achieve desired outcomes. *Examples include* the use of publicity, promotion, advertising, news media, web communication, social media and special events.
- 1.8 Write and develop communications materials including themes and key messages for print, web, news media, advertising, presentations and display copy.
- 1.9 Work with internal and external service providers for graphic design, print, web, and communications services, as required.
- 1.10 Communicate County Policies to the Public through County publications, website, and other social media.
- 1.11 Design and publish the County Annual Report and other publications, as required.
- 1.12 Draft and circulate the Management Meeting Summary to Council, Management and staff.
- 1.13 Develop information publications regarding County services provided by the various departments.
- 1.14 Prepare Power Point presentations for use by County Departments and Administration, as required.

GEOGRAPHIC INFORMATION SYSTEMS (GIS):

2. GIS:

- 2.1 Provides operational support by prioritizing and assessing information technology and GIS issues and requests.
- 2.2 Plans, develops and maintains the GIS within the Smoky Lake County. Includes analyzing and interpreting source documents and maps, and other GIS outputs, legal descriptions and entering required data into the GIS.
- 2.3 Creates documents, maps and charts using geospatial data and ensures accessible, accurate and up-to-date information pertaining to the County's infrastructure and assets.
- 2.4 Verifies existing data, collects new data and requests others to collect data as required.
- 2.5 Coordinates and manages County-wide aerial photography.
- 2.6 Coordinates the use of GIS data and software with other departments.
- 2.7 Plans and organizes GIS software training; provides training and demonstrations of GIS.
- 2.8 Manages GIS data layers through relational database management and custom applications with the use of GeoMedia software and SQL server.
- 2.9 Manages and updates mapping service administration for new data as prioritized by the County Management team including, but not limited to subdivisions, developments, capital improvement projects, zoning, tangible capital assets, and other projects.

- 2.10 Creates maps using GIS and GeoMedia Software.
- 2.11 Coordinates the purchase of supplies, equipment and software for the GIS Budget division; maintains software licenses.
- 2.12 Supervises, trains and evaluates GIS employees as necessary.
- 2.13 Keeps the Chief Administrative Officer and the Assistant Chief Administrative Officer informed concerning work progress including present and potential work problems.

3. County Initiatives:

Communication:

- 3.1 Lead development of County Communication initiatives.
Examples might include internal communications, sponsorship, social media, branding or the launch of a new County initiative (eg. promoting broadband initiative).
- 3.2 Plan, design, and purchase County promotional items.
- 3.3 Participate and assist with the promotion of County functions.
- 3.4 Responsible for timely and regular updating of all information on County web site.
- 3.5 Work with the County management team to ensure accuracy of all County information in County publications and of County web site.

GIS:

- 3.6 Development and coordination of a long term GIS plan, including both personnel and technology aspects.
- 3.7 Conducts mapping research, in the field and in the office, to resolve conflicting information and ensure the accuracy of the data.
- 3.8 Demonstrates continuous efforts to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality, seamless service.

FOIP:

- 3.9 Serves as the designated FOIP (Freedom of Information and Protection of Privacy) Coordinator and is thereby responsible for all FOIP enquiries and ensures compliance with all applicable legislation.
- 3.10 Make recommendations on the disclosure of information while identifying sensitivities and issues surrounding controversial requests.
- 3.11 Liaise and mediate to ensure that operations of the County are in compliance with the Freedom of Information and Protection of Privacy Act on access and privacy related matters.

4. Administrative:

- 4.1 Responsible for County branding and communication policies, guidelines and practices.
- 4.2 Ensures all advertising is undertaken in a timely fashion and, where applicable, in compliance with all legislation.
- 4.3 Responsible for managing all contracts and licensing with regards to GIS operations.
- 4.4 Responsible for developing and monitoring Communication budget and the GIS budget.
- 4.5 Research and draft County policies and bylaws, as directed by the Chief Administrative Officer or Assistant Chief Administrative Officer as required.

OTHER RESPONSIBILITIES

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

KNOWLEDGE AND ABILITIES

Communication:

- A degree or diploma in Communications, Public Relations or a related discipline, preferred.

- Experience in a communication role, with demonstrated expertise and experience in providing communications services (communication planning, print materials, advertising, media relations, internet/website, employee communications, emergency communication and special events), preferred.
- GIS:**
- Two year diploma or 4 year degree, or equivalent course work at a technical or vocational school, in geographic information system, geography, planning, landscape architecture, civil engineering, computer science, or a related field, and/or two years of experience working with geographic information systems
 - GIS software, such as ArcView, ArcEdit, ArcInfo, AutoCAD, GeoMedia Webmap Professional and CAMS System, acceptable.
 - Must be able to set up and maintain databases.
 - Digitizing and data manipulation procedures for geographic information systems.
- FOIP:**
- Possess knowledge of the FOIP Act and Regulation, knowledge of FOIP resources.
 - Well -developed written and verbal communication skills are essential to this role and the ability to prioritize and meet tight deadlines is critical.
- Skills:**
- Requires an ability to establish and maintain good working relationships with the Public, Council, Management and staff at all levels in the organization and experience in positively influencing others.
 - Background in Municipal Government with demonstrated ability to fully understand each department's business, strategic business plans and communications challenges, preferred.
 - Ability to assess and handle multiple priorities and meet deadlines involving complex and evolving practices.
 - Wide range of writing and editing skills and experience (e.g., copywriting, speech writing, web, editorial).
 - Strong interpersonal communication skills – listening, speaking, problem-solving, discretion and tact.
 - A working knowledge of the Freedom of Information and Protection of Privacy (FOIP) Act, preferred.
 - Knowledge of the Municipal Government Act, preferred.
 - Local Government Certification an asset, preferred.
 - Computer, word processing and graphic design training.
 - Organizational skills for timely and appropriate dissemination of internal and external information.
 - Supervisory experience an asset in terms of assigned work of County goals and objectives.
 - Working knowledge of the following Computer Programs is an asset:

▶ Microsoft Office	▶ Microsoft Power Point
▶ Microsoft Publisher	▶ Adobe In-Design
▶ Adobe Photoshop	▶ Website: DreamWeaver 6
 - Other combinations of experience and education that meet the minimum requirements may be considered.
- STAFF DEVELOPMENT**
- Attend meetings, conferences, workshops and training sessions.
 - Review audio-visual materials to remain current on the principles, practices and new developments in the GIS field.
- EMPLOYEE PERFORMANCE EVALUATION**
- By the Chief Administrative Officer – yearly.
- SALARY RANGE**
- As per **Policy 01-03: Organizational Chart.**

Carried.

89-13: Orichowski That the updated report for the period of October 25, 2013 to December 4, 2013 by the Chief Administrative Officer, be accepted and filed for information.

Carried.

Meeting Recessed

Meeting recessed for Lunch, time 12:20 p.m.

Meeting Reconvene

The meeting reconvened on a call to order by Reeve Cary Smigerowsky at 1:05 p.m. in the presence of all Council members, and the Chief Administrative Officer, Assistant Chief Administrative Officer/Recording Secretary and the Finance Manager.

7. Delegation(s):

Community Spray Park Committee

Present before County Council at 1:06 p.m. to 1:35 p.m. were Angela Semeniuk, representative Smoky Lake Family Lions Branch Club; Shawne Bishop, Smoky Lake Kinnettes; Roxanne Losier, CASA: Smoky Lake Community and School Association; and Taliah Hyde, Smoky Lake Lions Family Branch Club, as the membership representing the Community Spray Park Committee to provide a PowerPoint presentation on the initiative to build a Spray Park in Smoky Lake.

- Financial assistance request in the amount of 10% of the Project Cost – done over 2 year budget. Project Cost: \$300,000.00 to \$500,000.00.
- Spray Park addresses Components of the Regional Recreation Master Plan - Recreation Health and Wellness:
Recommendations: #4, #10, and #11.

90-13: Cholak

That Councillor Craig Lukinuk be appointed as member to the **Community Spray Park Committee**; representing as an elected member on behalf of Smoky Lake County.

Carried.

91-13: Cholak

That Smoky Lake County defer discussion to the 2014 Budget on the issue for Financial assistance request in the amount of 10% of the Project Cost between \$300,000.00 to \$500,000.00 for a two-year budget period in regards to a Community Spray Park Project.

Carried.

5. Issues for Information:

Finance Manager's Report

Brenda Adamson, Finance Manager provided an updated Finance report for the period of October 16, 2013 to November 25, 2013

County Council Strategic Plan Meeting

92-13: Bobocel

That a **County Council Strategic Plan Meeting – 4th Quarter Report** be scheduled for Tuesday, **January 14, 2014** to follow after the County Council Budget Meeting scheduled for 9:00 a.m. to be held at the County Council Chambers.

Carried.

Assessment Review Board

93-13: Cholak That Smoky Lake County appoint Mr. Rick Cherniwchan as member-at-large alternate to the Assessment Review Board.

Carried.

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

Organization: Applications

94-13: Cholak That Smoky Lake County allot funding amounts from the 2013 F.C.S.S. – : Family and Community Support Services Grants budget to the following Community Organizations for Year 2013 :

Community Group	Eligibility	Funding
Holy Family Catholic School Pre-Kindergarten	Promote Children’s social well-being and development	\$ 1,500.00
Vilna Veselka Dance Club	Develop leadership and social skills	\$ 1,500.00
H.A. Kostash School Union	Create leadership and great support for kids be caring	\$ 2,000.00
Smoky Lake Preschool	Promote Children’s social well-being and development	\$ 2,387.80
Vilna School Parent’s Advisory Council	Teach inner discipline, teambuilding, resiliency skills	\$ 2,387.80
CASA: Community and School Association	Develop leadership, social skills and Volunteerism	\$ 2,387.80
Town of Smoky Lake FCSS	Develop new friendship and awareness, reduce isolation	\$ 2,387.80
Smoky Lake Ag Society	Promote healthy lifestyles, leadership skills/interaction	\$ 2,387.80
Holy Family Catholic School Parent Council	Operation of Hot Lunch Program	Not Eligible
Friends of Bar-V-Nook Society	Purchase Exercise Equipment	Not Eligible

for a total budget amount of **\$16,939.00**

Carried.

2014 FCSS Funding Agreement

95-13: Orichowski That Smoky Lake County execute with the Minister of Children and Youth Services the 2014 Family and Community Support Services (FCSS) Funding Agreement in the amount of **\$97,195.00**: Provincial Contribution: \$77,756.00 and Municipal Contribution: \$19,439.00 for January 1, 2014 to December 31, 2014.

Carried.

96-13: Bobocel That the Finance Manager’s Report received by Brenda Adamson for the period of October 16, 2013 to November 25, 2013, be accepted and filed for information.


Carried.

Reeve’s Report Reeve Cary Smigerowsky: No report.

Management Reports

Public Works Manager

- **2013 Road Project**, dated as of November 26, 2013.
- **Letter: ATCO Electric**, dated November 28, 2013 – Re: Smoky Lake County Road Move (Project C1312 – NW/SW 23-59-14-W4) – Power Line:



November 28, 2013

Mr. Doug Ponich
Smoky Lake County
Box 310
Smoky Lake, Alberta T0A 3C0

Dear Mr. Ponich:

**Re: Smoky Lake Road Move
NW/SW 23-59-14-W4**

Our File: D42134

Thank you for giving us the opportunity to submit this cost estimate for Smoky Lake Road Move at the above noted location. We have completed an on-site check for this work and would like you to consider the following:

Commercial Terms:

•	Type of Service:	Road Move
•	Estimated Customer Cost:	\$40,549.86
•		<u>\$ 2,027.49 GST</u>
•		\$ 42,577.35

The cost provided is an estimate only. Following completion of the work the project costs will be reconciled and any variance from the estimate will be either refunded or invoiced.

Customer responsibility to the project includes:

- *Signing and returning one completed copy of this proposal letter accepting the costs and terms and conditions of service.*
- *Ensuring any required municipal development permits are in place.*
- *Remitting payment to ATCO Electric for \$40,549.86 plus GST. An invoice will be sent to you following receipt of your acceptance to this proposal.*

ATCO Electric's responsibility to the project includes:

- *Acquiring easements and external approvals as required.*

97-13: Cholak

That the management reports received for the period of October 25, 2013 to November 28, 2013 from Doug Ponich, Public Works Manager; Bob Novosiwsky, Public Works Foreman; Dave Kully, Public Works Shop Foreman; Ed English, Peace Officer; Aline Brousseau, Planning and Development Manager; and Trevor Tychkowsky, Safety Officer, be accepted and filed for information.

Carried.

Doug Ponich, Public Works Manager and Aline Brousseau, Planning and Development Manager left the Council Chambers, time 2:10 p.m.

Committee Task Forces and Boards: Reports

Alberta Care

- Regional Meeting scheduled for December 6, 2013. Will not be attending.

Corridor Communications Incorporated

- Meeting scheduled for December 17, 2013.

Doctor Retention & Recruitment Committee

- RCDC Meeting held on December 4, 2013: Committee recommendations to combine Doctor Retention & Recruitment Committee Terms of Reference with the RCDC: Regional Community Development Committee's Terms of Reference; and to include all Healthcare related concerns.

98-13: Orichowski

That Smoky Lake County defer discussions on the issue of Doctor Retention & Recruitment Committee Terms of Reference be combined RCDC: Regional Community Development Committee's Terms of Reference until the RCDC: Regional Community Development Committee new "Terms of Reference" is established.

Carried.

Evergreen Regional Waste Management Commission

- Beaver River taking waste to Ryley Waste Management Commission.

Family Community Support Services Committee

- FCSS Family and Community Support Services Association of Alberta – certifies that **Smoky Lake County FCSS** is a member of the FCSS Association of Alberta in good standing for the period of **September 1, 2013 – August 31 2014** – *FCSS Association: uniting and strengthening the FCSS community by representation and advocacy on behalf of member boards.*
President: Jeff Carlson

Family-School Liaison Committee

- FCSS Family and Community Support Services Association of Alberta – certifies that **Smoky Lake FCSS** is a member of the FCSS Association of Alberta in good standing for the period of **September 1, 2013 – August 31 2014** – *FCSS Association: uniting and strengthening the FCSS community by representation and advocacy on behalf of member boards.*
President: Jeff Carlson
- Next meeting scheduled for December 16, 2013 at 1:00 p.m..

Fire and Rescue Liaison Committee

Smoky Lake:

- No report.

Vilna:

- No report.

Waskatenau:

- No report.

Government Liaison Committee

- AAMD&C Fall Convention - Alberta Transportation Meeting: Update will be provided how the Disbandment of Approaches along Secondary and Primary Highways will be addressed.

Highway 28/63 Regional Water Services Commission

- Meeting scheduled for December 6, 2013.

In-House Safety Committee

- Operations - all positive.
- No major incidents.

Municipal Planning Commission

- No report.

North East Muni-Corr. Ltd.

- Held its Organizational Meeting in November.

Northern Lights Library System

- **Letter:** Arnold Hanson, Chairman, Northern Lights Library System Board, dated November 16, 2013 – Re: Northern Lights Library System – 2014 Levy Increase to Municipalities will come into effect January 1, 2014.

Northern Lights Library System

99-13: Bobocel

That Smoky Lake County approve a levy increase for the Northern Lights Library Board in the amount per capita; from current \$9.56 per capita to \$9.7512 per capita, effective January 1, 2014; totaling the municipal levy for 2014 in the amount of **\$26,484.26**.

Carried.

Policy Committee

- No report.

R.C.M.P. Liaison Committee

- No report.

Regional Community Development Committee (RCDC) Committee

- Meet with Alberta Transportation in Athabasca on August 19, 2013: 8 potential access sites discussed.
- Next RCDC Meeting is scheduled for November 6, 2013 at 10:00 a.m.

Regional Disaster Services Agency Committee

- Issues addressed during the meeting.

Risk Pro Control Management Committee

- **Minutes:** Added Named Insured:
 - No minutes.

Smoky Lake Agricultural Society

- **Minutes:**
 - October 11, 2012.
 - November 4, 2012.
 - December 10, 2012.
 - January 14, 2013.
 - February 11, 2013.
 - March 11, 2013.
 - May 13, 2013.
 - June 24, 2013.
 - August 27, 2013.
 - October 24, 2013.

Smoky Lake Foundation

- No report.
- Meeting on December 5, 2013 at 5:00 p.m. in regards to the continuing with the Alberta Seniors and Community Supports Affordable Supportive Living Initiative – Project.
- Organizational Meeting:
 - Chairperson: Pat Palechuk
 - Vice-Chairperson: Randy Orichowski
- **Minutes:** October 16, 2013.

Smoky Lake Heritage Board

- No report.

Joint Municipalities

- Joint Municipalities Meeting hosted by Village of Vilna rescheduled from December 2, 2013 to **February 3, 2014.**

100-13: Cholak

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

Carried.

6. Correspondence:

101-13: Bobocel

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

- a. Contact Newsletter:
 - October 30, 2013.

- b. Contact Newsletter:
 - November 7, 2013.
- c. Contact Newsletter:
 - November 21, 2013.
- d. Contact Newsletter:
 - November 28, 2013.

Carried.

County of Vermilion River

102-13: Cholak That the letter received from Rhonda King, CLGM, Chief Administrative Officer, County of Vermilion River, dated October 31, 2013 in regards to Organizational Meeting of County of Vermilion River – Daryl Watt, Reeve – Division 2; Ed Parke, Deputy Reeve – Division 6; Murray King, Division 1; Stacey Hryciuk, Division 2; David Gamracy, Division 4; Miles Latimer, Division 7 and Noel McCormack, Division 7, be filed for information.

Carried.

Beaver County

103-13: Bobocel That the letter received from Bob Beck, Chief Administrative Officer, dated October 30, 2013 in regards to Organizational Meeting of Beaver County – Arnold Hanson was re-elected as Reeve and Ron Yarham was elected as Deputy Reeve, be filed for information.

Carried.

First Baptist Church of Smoky Lake

104-13: Orichowski That the letter received from Sharon Phillips, Secretary, First Baptist Church of Smoky Lake, dated October 22, 2013 in regards to extending a “Thank You” for approving gravel for church parking lot, be filed for information.

Carried.

Municipal Dispute Resolution Services

105-13: Lukinuk That County Council who can attend – attend the Municipal Dispute Resolution Services – 2013-2014 Workshops; as per received letter and correspondence from Michael Scheidl, Manager, Alberta Municipal Affairs, Municipal Dispute Resolution Services, dated August 26, 2013.

Carried.

AAMDC – Gravel

106-13: Bobocel That the letter and report received from Bob Barss, President, Alberta Municipal District and Counties, dated October 29, 2013 in regards to Got Gravel? – Strategies to Secure Gravel for Rural Municipalities, be accepted for information.

Carried.

Joly, McCarthy & Dion

107-13: Cholak That the letter received from Joly, McCarthy & Dion, Chartered Accountants, dated November 20, 2013 in regards to the “Terms of the Audit” for the Financial Statements for Year-Ending December 31, 2013, be filed for information.

Carried.

Joly, McCarthy & Dion

108-13: Cholak

That the letter received from Joly, McCarthy & Dion, Chartered Accountants, dated November 20, 2013 in regards to the “Engagement Letter” to do the Financial Statements for Smoky Lake County for Year-Ending December 31, 2013, be filed for information.

Carried.

Lamont County

109-13: Orichowski

That the letter received from Allan Harvey, CLGM, CTAJ, Lamont County, County Manager, dated November 6, 2013 in regards to Organizational Meeting of Lamont County – Wayne Woldanski was re-elected as Reeve and Dan Warawa was elected as Deputy Reeve, be filed for information.

Carried.

Village of Waskatenau

110-13: Lukinuk

That the letter received from Bernice Macyk, Municipal Administrator, Village of Waskatenau, dated November 12, 2013 in regards to Committee members and alternates appointed at the Organizational Meeting held on October 30, 2013 as follows:

- Organizational Meeting:
Mayor: Casey Caron
Deputy Mayor: Sherry Frankard
Councillor: Roy Krahulec
- Smoky Lake Foundation:
Member: Sherry Frankard
Alternate: Roy Krahulec
- Evergreen Regional Waste Management Commission:
Member: Sherry Frankard
Alternate: Casey Caron
- Regional Community Development Committee (RCDC):
Member: Casey Caron
Alternate: Sherry Frankard and Roy Krahulec
- Highway 28/63 Regional Water Commission:
Member: Casey Caron and Sherry Frankard
Alternate: Roy Krahulec
- Smoky Lake County FSLW:
Member: Casey Caron
Alternate: Sherry Frankard
- Emergency Advisory Committee:
Mayor: Casey Caron
Deputy Mayor: Sherry Frankard
- Doctor Retention Committee:
Mayor: Casey Caron

be filed for information.

Carried.

9th Annual TLC Darts Blind Draw Double Tactic

111-13: Bobocel

That Smoky Lake County donate the amount of **\$100.00** to the 9th Annual TLC Darts Blind Draw Double Tactic - Tournament for Charities held on November 30, 2013 in the Hamlet of Warspite – Warspite Hotel, for proceeds donated to Smoky Lake Food Bank, Smoky Lake Christmas Hamper, and Haying in the 30’s as per letter received from Tom Bullas, dated November 12, 2013.

Carried.

Resident: McKenzie Huchulak

112-13: Orichowski That the letter received from McKenzie Huchulak, Resident, dated November 11, 2013 in regards to Land Swap Victoria Trail, be filed for information.

Carried.

Teamsters Canada

113-13: Cholak That the letter received from Robert Bouvier, President, Teamsters Canada, dated 2013 in regards to the importance of tightening the safety rules of transporting hazardous materials by all transportation mode and ensure Transport Canada steps up surveillance of rail companies, be filed for information.

Carried.

Lamont County

114-13: Orichowski That the correspondence received from Lamont County in regards to Notice of Decision to Referral Area Landowners – Development Permit No. 028-13 – Applicant Scotford Aggregates Ltd. of Appeal Notice date by December 10, 2013, be filed for information.

Carried.

Community Learning Council

115-13: Lukinuk That Smoky Lake County acknowledge receipt of the letter received from Eileen Passmore, Director , Education and Training Program Coordination, Alberta Enterprise and Advanced Education, dated November 22, 2013 in regards to Smoky Lake County Community Learning council 2012-2013 Community Adult Learning Program Gant report and filing has been approved.

Carried.

Brian Storseth, MP

116-13: Bobocel That the News Release received from Brian Storseth, MP, dated November 21, 2013 in regards to MP Brian Storseth invites local employers to apply for Canada Summer Jobs finding – Creating jobs, strengthening communities, be filed for information.

Carried.

Victoria Home Guard Historical Society

117-13: Cholak That the newsletter received from the Victoria Home Guard Historical Society entitled, “Victoria Mission”, dated November 2013, No. 51, be filed for information.

Carried.

AAMD&C District 5

118-13: Bobocel That County Council who can attend and administration attend the Alberta Association of Municipal District and Counties District 5 meeting on Wednesday, January 8, 2014 at the Two Hills Centennial Hall, 4712 – 50 Street, Town of Two Hills, hosted by County of Two Hills.

Carried.

Brownlee LLP

119-13: Cholak

That County Council take no action to the correspondence received from Brownlee LLP – Emerging Trends in Municipal Law 2014 on Thursday, February 20, 2014 at the Northlands EXPO Centre in Edmonton.

Carried.

Smoky Lake County Rural Crime Watch

120-13: Cholak

That Smoky Lake County donate County “Promotional Items” towards door prizes and 300 pins to the Smoky Lake Rural Crime Watch hosting its 30th Anniversary - Annual General Meeting on Monday, February 24, 2014 at 6:00 p.m. at the Smoky Lake Complex.

Carried.

Thank You: Summary Listing

121-13: Bobocel

That Smoky Lake County acknowledge no information for the Month of November and December 2013 - Summary Listing of Thank You received from organizations extending appreciation of support.

Carried.

Information Releases

122-13: Lukinuk

That the Information Releases for the Month of November 2013, be accepted and filed for Information.

Carried.

Reading File

No correspondences in the Reading File.

Additions to the Agenda:

Mallaig Army Cadets

123-13: Bobocel

That Smoky Lake County donate in the amount of **\$500.00** to Raine Skeoch and in the amount of **\$500.00** to Charlene Skeoch to sponsor tour trip to Europe in June 2014 for the Cadets to learn history and importance of war at the different areas that World Wars fought – Vimy Ridge, Normandy and other war zones.

Carried.

Smoky Lake Figure Skating

124-13: Smigerowsky

That Smoky Lake County donate in the amount of **\$500.00** to the Smoky Lake Figure Skating Club to assist towards the Skating Club Program; and funds to be allocated from the 2014 Budget entitled “Grants to Individuals and Organizations”.

Carried.

Smoky Lake Trail Twisters

125-13: Orichowski

That Smoky Lake County take no action to the letter received from Vern Billey, President, Smoky Lake Trail Twisters, dated November 26, 2013 in regards to funding towards the Iron Horse Trail Winter Maintenance.

Carried.

Thorhild County

126-13: Bobocel

That the letter received from Wayne Croswell, Reeve, Thorhild County, dated November 25, 2013 in regards to support for the Province to reinstate funding for the replacement, repair, and maintenance of bridges and culverts, be filed for information.

Carried.

Bills & Accounts:

127-13: 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
28045	34664 to 34698	\$ 109,396.16
28070	34699 to 34730	\$ 40,953.38
28104	34731 to 34776	\$ 195,119.38
28121	34777 to 34791	\$ 45,069.64
28144	34792 to 34824	\$ 56,987.52
28183	34825	\$ 4,137.57
28188	34826 to 34866	\$ 24,317.42
28215	34867 to 34891	\$ 73,924.76
28220	34892 to 34898	\$ 8,490.45
28232	34899 to 34906	\$ 2,625.30
28242	34907 to 34924	\$ 29,190.49
Total Cheques		\$ 590,212.07
Direct Debit Register		
Total Direct Debits		\$ 0.00
Grand Total Bills and Accounts		\$ 590,212.07

Carried.

Lydia Cielin, Assistant Chief Administrative Officer and Brenda Adamson, Finance Manager left the Council Chambers, time 2:55 p.m.

Executive Session: Personnel and Legal

128-13: Orichowski

That County Council go into Executive Session to discuss a Personnel and Legal issue, time 2:55 p.m.

Carried.

Deputy Reeve, Randy Orichowski left the Council Chambers, time 3:08 p.m.

129-13: Bobocel

That County Council go out of Executive Session, time 3:27 p.m.

Carried.

ADJOURNMENT:

130-13: Smigerowsky That the County Council meeting be adjourned, time 3:28 p.m.
Carried.

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER