

SMOKY LAKE COUNTY

Minutes of the County Council Budget meeting held on Tuesday, October 20, 2016 at 10:05 A.M. in the County Council Chambers.

The meeting was called to Order by the Reeve, Mr. Ron Bobocel, in the presence of the following persons:

<u>Div. No.</u>	<u>Councillor(s)</u>	<u>ATTENDANCE</u> <u>Thursday, October 20, 2016</u>
1	Dareld Cholak	Present
2	Ron Bobocel	Present
3	Craig Lukinuk	Present
4	Cary Smigerowsky	Present
5	Randy Orichowski	Present
CAO	Cory Ollikka	Present
Asst CAO	Lydia Cielin	Present
Finance Manager	Brenda Adamson	Present
Legislative Svcs/R.S.	Patti Priest	Present

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Members of Administrative Staff in attendance:

Doug Ponich – Public Works Manager	Present
Dave Kully – Public Works Shop Foreman	Present
Bob Novosiwsky – Public Works Foreman	Absent
Trevor Tychkowsky – Safety Officer	Absent
Ed English – Peace Officer/Rec. Manager	Present
Jordan Ruegg, Planning & Dev. Manager	Present
Tori Cherniawsky – Agricultural Fieldman	Present
Scott Franchuk – Fire Chief	Present
Dave Franchuk – Env. Operations Manager	Present
John Malysh – Natural Gas Manager	Absent
Thomas Ponich – Asst. Nat. Gas Manager	Present
Paul Miranda – GIS/Communication Director	Present

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2 members of the public.

**2. Agenda:**

**Agenda**  
1124-16:Orichowski

That the Agenda for Thursday, October 20, 2016 County Council Budget Meeting be adopted, as presented.

Carried Unanimously.

**3. Minutes:**

No Minutes.



**4. Issues for Decision:**

**Policy Statement No. 03-18-13: ThreeYear Road Plan**

1125-16: Cholak

That **Policy Statement No. 03-18-13: Three-Year Road Plan**, be amended:

<b>Title:</b> Three-Year Road Plan	<b>Policy No.:</b> 18-13
<b>Section:</b> 03	<b>Code:</b> P-I
<b>Page No.:</b> 1 of 37 <i>E</i>	

<b>Legislation Reference:</b>	<i>Municipal Government Act.</i>
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<b>Purpose:</b>	The intent of the three-year road plans is to identify and prioritize required roadway improvements on a long-term basis.
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**Policy Statement and Guidelines:**

**GUIDELINES**

1. The three-year road plan conforms with the objectives and criteria outlined, *as per Policy 03-15-02: Road Policy and Policy 03M-04-01: Road Project Profile.*
2. The plan is limited to the identification of specific annual projects for a future period of three-years based on anticipated revenue and/or other budget and capacity limitation.
3. The three-year plan are subject to an annual review and update.

**ROAD PLANS: REVIEW AND UPDATE PROCESS**

1. The Three-Year Road Plan will be reviewed, updated and accepted by Council *as per Policy 08-11-01: Budget Development* process during October and November of each year.
2. The review process will include past year's projects.
3. The development and approval of a "new" Three-Year Plan will primarily include:
  - uncompleted projects from the previous year, plus projects previously identified in plan.
  - projects for coming year (previously identified in the plan).
  - plus new proposed projects for third year.
4. The planned order of year-one construction projects will be determined every year with the setting of the Transportation Budget: Three-Year Road Plan, *as per Policy 03-15-02: Road Policy.*
5. Once the annual plan and construction schedule have been approved, additions or deletions of specific projects require approval by resolution of Council. Normally, changes to the above should be considered on the basis of persistent weather problems, major equipment problems or financial considerations only. Progress on the planned order of construction will be reported to Council by Public Works monthly.





Section 3

Completed up to October 14, 2016

Policy 18-13



**2016 Road Projects**

OIL TREATMENT / PAVING							
Project Name	Code	# Days	Length	Res #s	Estimate Costs	Actual Cost	Funding
Twp 590 between Hwy 855 - RR 175s	P1613	2	1 mile		130,500.00	87,838.25	MSU/MO
Twp 584 between Hwy 855 - RR 173	P1523	2	1.1 miles	Res # 685-15 Res # 938-16	-260,000.00	87,285.25	A.H. Levy
Twp 594 between Hwy 855 - RR 174	P1614	2	1 mile		112,500.00	109,729.52	MSU/MO
Twp 592 between Hwy 831 - RR 193A	P1615	3	0.5 miles		85,500.00	90,051.51	MSU/MO
<b>Total</b>					<b>\$ 328,500.00</b>	<b>\$ 287,619.28</b>	

FIBERMAT / MICRO SURFACE							
Project Name	Code	# Days	Length	Res #s	Estimate Costs	Actual Cost	Funding
Twp 620 between RR 135 - Hwy 36	FM1611	8	4 miles		313,200.00	336,928.07	MSU/MO
Twp 592 between Hwy 855 - RR 174	FM1613	2	1 mile		80,100.00	89,762.44	MSU/MO
RR 170 between Hwy 28 - Twp 600	FM1614	3	2 miles		105,120.00	94,613.24	MSU/MO
RR 191 between Twp 600 - Twp 602	FM1615	3	2 miles		159,750.00	180,041.61	MSU/MO
<b>Total</b>					<b>\$ 658,170.00</b>	<b>\$ 701,245.36</b>	

REHABILITATION / BASE STABILIZATION							
Project Name	Code	# Days	Length	Res #s	Estimate Costs	Actual Cost	Funding
RR 133 between Twp 620 - Twp 621	MGI611	2	1 mile		13,500.00	15,139.15	MSU/MO
Twp 584 between Hwy 855 - RR 173	MGI523	2	1.1 miles	Res # 685-15 Res # 938-16	41,025.00	19,761.67	A.H. Levy
Twp 592 between Hwy 855 - RR 174	MGI653	2	1 mile		13,500.00	11,462.62	MSU/MO
Twp 590 between Hwy 855 - RR 171n	MGI643	4	2 miles		45,000.00	48,598.39	MSU/MO
RR 170 between Twp 592A - Twp 590	MGI633	4	2.5 miles		36,000.00	44,199.99	MSU/MO
Twp 584 between Hwy 855 - RR 175	MGI623	2	1 mile		13,500.00	21,417.15	MSU/MO
Twp 612 between RR 174 - RR 174A	MGI614	1	0.5 miles		9,000.00	10,063.63	MSU/MO
Twp 594 between Hwy 855 - RR 174	MGI624	2	1 mile		18,000.00	16,987.61	MSU/MO
RR 152 between Twp 601A - Twp 605	MGI634	6	4 miles		72,000.00	50,382.37	MSU/MO
RR 191 between Twp 600 - Twp 602	MGI615	4	2 miles		27,000.00	22,938.62	MSU/MO
Twp 612 between RR 174A - RR 180	MGI625	3	1.5 miles		18,000.00	12,349.12	MSU/MO
RR 180 between Twp 612A - Twp 614	MGI635	3	1.5 miles		18,000.00	20,122.71	MSU/MO
RR 180 between Twp 594 - Twp 594A	MGI645	1	0.5 miles		9,000.00	16,658.65	MSU/MO
<b>Total</b>					<b>\$ 333,525.00</b>	<b>\$ 301,974.68</b>	

CONSTRUCTION							
Project Name	Code	# Days	Length	Res #s	Estimate Costs	Actual Cost	Funding
Twp 590 between RR 142 - RR 140	C1612	0	2 mile	Res 515-16	0.00		Moved to 2017
RR 142 between Twp 590A - Twp 590	C1622	0	0.5 miles	Res 515-16	0.00		Moved to 2017
RR 134 between Hwy 652 - Twp 574	C1722	25	2 miles	Res 515-16	300,000.00	258,054.38	Moved to 2017 more to 2018 paving plan
<b>Total</b>					<b>\$ 300,000.00</b>	<b>\$ 258,054.38</b>	

GRAVELLING							
Miles per Division	Code	Recommended miles	Recommended Gravel	Estimate Costs	Actual Gravel	Actual Cost	Funding
144.0	PW45	42.0	6,288.0	\$ 132,048.00	6,938.43	\$ 145,707.03	RTG
218.5	PW46	76.5	11,131.0	\$ 256,013.00	10,250.99	\$ 235,722.77	RTG
159.5	PW47	51.5	7,551.0	\$ 105,714.00	7,455.47	\$ 104,376.58	RTG
167.0	PW48	57.0	8,268.0	\$ 124,020.00	6,700.70	\$ 100,510.50	RTG
219.0	PW49	63.0	9,069.0	\$ 136,035.00	8,775.96	\$ 131,639.40	RTG
908.0 miles		290.0 miles	42,307.0	\$ 753,830.00	40,121.55	\$ 718,906.28	
Contingency:			9,080.0	\$ 163,440.00	7,371.71	\$ 132,690.78	Res: 557-16
<b>total</b>			<b>51,387.0</b>	<b>\$ 917,270.00</b>	<b>47,493.26</b>	<b>\$ 850,697.06</b>	

Three-Year Road Plan: Year 2016

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**2017 Road Projects Information**

<b>Calculation of 2017 year: Project(s) Workdays:</b>	
Project days: May to Mid October 2017	
5.5 months x 20 days = 110 days	
Less 20 days: weather	
and 20 days: moves/breakdowns, dust controls/road repairs	
<b>Equals 70 days</b>	
<b>Maintenance Gravel:</b>	
43,783.5 tonnes to be distributed among all divisions	
9,063.0 tonnes: Contingency Gravel	
<b>Grants Available for 2017:</b>	
☒ Base Municipal Transportation Grant	= \$ 457,250.00
-(includes former SIP grant)	
☒ Municipal Sustainability Initiative	= \$ 500,000.00
-(estimate)	

**2017 Graveling Projects Information**

Road Categories	Description	Code	Rate of material/tonne	Yards	# of Years
Exceptional	Extreme traffic and Heavy loads	Exc	187	150	annual
Category # 1	Paved, oiled and base stabilized roads	C1	---	---	---
Category # 2	High usage arterial and feeder gravel roads	C2	187	150	2
Category # 3	Moderate usage collector gravel roads with through traffic and serving several residents	C3	156	125	3
Category # 4	Little used and dead end roads	C4	125	100	4

Graveling - Smoky Lake County					
Miles per Category	Code	Recommended Miles	Recommended Gravel	Estimate Costs	Actual Cost
19.0	Exc	9.5	1,776.5	\$36,465.00	
107.0	C1	---	---	---	
153.5	C2	61.0	11,407.0	\$ 221,969.00	
500.5	C3	162.5	25,350.0	\$ 439,686.00	
128.0	C4	42.0	5,250.0	\$ 102,312.50	
<b>Total miles = 908</b>	<b>Total</b>	<b>275.0</b>	<b>43,783.5</b>	<b>\$ 800,932.50</b>	

Three-Year Road Plan: Year 2017

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Section 3



2017 Road Projects

Policy 18-13

OIL TREATMENT / PAVING							
Project Name	Code	# Days	Length	Res #s	Estimate Costs	Actual Cost	Funding
Twp 584 between Hwy 855 - RR 175	P1713	2	1 mile		155,000.00		MS/IMO
					<b>Total</b>	<b>\$ 155,000.00</b>	<b>\$</b>
FIBERMAT / MICRO SURFACE							
Project Name	Code	# Days	Length	Res #s	Estimate Costs	Actual Cost	Funding
RR 130 between Twp 610 - Twp 611A	FM1711	2	1.25 miles		115,880.00		MS/IMO
RR 130 between Hwy 28 - Twp 600	FM1721	2	1 mile		53,700.00		MS/IMO
RR 152 between Twp 600 - Twp 601A	FM1724	2	1.5 miles		126,000.00		MS/IMO
Twp 602 between RR 164 - RR 164A	FM1714	2	0.75 miles		60,000.00		MS/IMO
RR 170 between Hwy 28 - Twp 592A	FM1713	2	1.50 miles		84,420.00		MS/IMO
					<b>Total</b>	<b>\$ 438,000.00</b>	<b>\$</b>
REHABILITATION / BASE STABILIZATION							
Project Name	Code	# Days	Length	Res #s	Estimate Costs	Actual Cost	Funding
RR 141 between Twp 600 - Twp 601	R1611	1.5	1 miles		22,500.00		MS/IMO
Hamlet of Spedden	HOS17	3			25,000.00		MS/IMO
RR 130 between Hwy 28 - Twp 600	R1711	2	1 mile		25,000.00		MS/IMO
RR 164 between Twp 602 - 603A	R1724	4	1.25 miles		25,000.00		MS/IMO
Twp 602 between RR 164 - RR 164A	R1734	2	0.75 mile		15,000.00		MS/IMO
RR 133A between Twp 620 - Twp 621	MG1711	1.5	1.25 miles		25,000.00		MS/IMO
RR 130 between Twp 610 - Twp 611A	MG1721	2	1.25 miles		53,250.00		MS/IMO
Twp 620A between RR 133 - RR 132	MG1731	1.5	1 mile		23,000.00		MS/IMO
RR 171 between Hwy 28 - Twp 593	MG1613	3	1 mile		20,000.00		MS/IMO
Twp 590 between RR 175 - RR 180s	MG1733	2	1 mile		25,000.00		MS/IMO
RR 170 between Twp 592A - Twp 590	MG1743	2	2.5 miles		40,000.00		MS/IMO
Twp 584 between Hwy 855 - RR 173	MG1753	2	1 mile		20,000.00		MS/IMO
RR 173 between Twp 584 - 583A	MG1763	1	0.5 mile		10,000.00		MS/IMO
Twp 610 between RR 170 - RR 173	MG1714	5	3 miles		56,000.00		MS/IMO
RR 170 between Twp 610 - Twp 611	MG1724	2	1 miles		18,000.00		MS/IMO
Twp 594 between RR 174 - RR 174A	MG1734	1	0.5 miles		10,000.00		MS/IMO
RR 152 between Twp 600 - Twp 601A	MG1744	3	1.5 miles		38,000.00		MS/IMO
Twp 594 between RR 174A - RR 175	MG1725	1	0.5 miles		7,500.00		MS/IMO
Twp 602 between Hwy 831 - RR 195	MG1745	2	1 mile		15,000.00		MS/IMO
					<b>Total</b>	<b>\$ 473,250.00</b>	<b>\$</b>
CONSTRUCTION							
Project Name	Code	# Days	Length	Res #s	Estimate Costs	Actual Cost	Funding
RR 134 between Hwy 652 - Twp 574	CI722	25	2 miles	Res 315-16	15,000.00		From 2016 budget
Twp 590 between RR 142 - RR 140	CI612	25	2 mile		300,000.00		MS/IMO
RR 142 between Twp 590A - Twp 590	CI622	7	0.5 miles		75,000.00		MS/IMO
RR 200 between Twp 594 - Twp 592	CI715	25	2 miles		275,000.00		MS/IMO
RR 182 between Twp 604 - Twp 603A	CI725	7	0.5 mile		65,000.00		MS/IMO
					<b>Total</b>	<b>\$ 715,000.00</b>	<b>\$</b>
GRAVELLING							
Miles per Division	Code	Recommended miles	Recommended Gravel	Estimate Costs	Actual Gravel	Actual Cost	Funding
144.0	PW45	38.0	6,331.0	\$ 132,951.00			RTG
218.5	PW46	88.5	14,023.0	\$ 322,529.00			RTG
159.5	PW47	38.0	5,990.0	\$ 83,860.00			RTG
167.0	PW48	45.5	7,144.5	\$ 107,167.50			RTG
219.0	PW49	65.0	10,295.0	\$ 154,425.00			RTG
908.0 miles		278.0 miles	43,783.5	\$ 806,932.50			
Contingency			9,063.0	\$ 163,134.00			
total			52,846.5	\$ 964,066.50			

Section 3



2018 Road Projects

Policy 18-13

OIL TREATMENT / PAVING							
Project Name	Code	# Days	Length	Res #s	Estimate Costs	Actual Cost	Funding
Twp 590 between RR 175 - RR 180s	P1813	2	1 mile		125,000.00		MS/IMO
Twp 594 between RR 174 - RR 174A	P1814	1	0.5 miles		65,000.00		MS/IMO
Twp 594 between RR 174A - RR 175	P1815	1	0.5 miles		65,000.00		MS/IMO
					<b>Total</b>	<b>\$ 255,000.00</b>	<b>\$</b>
FIBERMAT / MICRO SURFACE							
Project Name	Code	# Days	Length	Res #s	Estimate Costs	Actual Cost	Funding
RR 130 between Twp 600 - Twp 602	FM1811	4	2 miles		115,000.00		MS/IMO
RR 170 between Twp 592A - Twp 590	FM1813	4	2.5 miles		210,000.00		MS/IMO
RR 164 between Twp 602 - Twp 603A	FM1814	2	1.25 miles		115,000.00		MS/IMO
RR 180 between Twp 594 - Twp 594A	FM1815	1	0.5 miles		40,000.00		MS/IMO
RR 180 between Twp 595 - Twp 600	FM1825	2	1 mile		64,000.00		MS/IMO
					<b>Total</b>	<b>\$ 544,000.00</b>	<b>\$</b>
REHABILITATION / BASE STABILIZATION							
Project Name	Code	# Days	Length	Res #s	Estimate Costs	Actual Cost	Funding
Twp 592 between RR 123 - RR 124	R1621	1.5	1 mile		22,000.00		MS/IMO
RR 191 between Twp 602 - Twp 604	R1725	3	2 miles		40,000.00		MS/IMO
RR 130 between Twp 600 - Twp 602	MG1811	4	2 miles		60,000.00		MS/IMO
RR 133 between Twp 620 - Twp 621	MG1821	2	1 mile		20,000.00		MS/IMO
RR 130 between Twp 602 - Twp 610	MG1831	4	4 miles		120,000.00		MS/IMO
RR 173 between Twp 584 - Twp 583A	MG1813	1	0.5 mile		10,000.00		MS/IMO
Twp 612 between RR 174 - Twp 174A	MG1814	1	0.5 mile		7,500.00		MS/IMO
RR 191 between Twp 602 - Twp 604	MG1815	4	2 miles		40,000.00		MS/IMO
Twp 594 between Hwy 831 - RR 194A	MG1825	1	0.5 miles		10,000.00		MS/IMO
RR 180 between Hwy 28 - Twp 594	MG1735	3	1.5 miles		30,000.00		MS/IMO
Twp 612 between RR 174A - RR 180	MG1835	3	1.5 miles		22,500.00		MS/IMO
RR 180 between Twp 612A - Twp 614	MG1845	3	1.5 miles		22,500.00		MS/IMO
					<b>Total</b>	<b>\$ 404,500.00</b>	<b>\$</b>
CONSTRUCTION							
Project Name	Code	# Days	Length	Res #s	Estimate Costs	Actual Cost	Funding
Twp 590 between RR 140 - Hwy 859	CI812	26	2 miles		340,000.00		MS/IMO
RR 163 between Twp 600 - Twp 601	CI614	12	1 mile		155,000.00		MS/IMO
					<b>Total</b>	<b>\$ 495,000.00</b>	<b>\$</b>
GRAVELLING							
Miles per Division	Code	Recommended miles	Recommended Gravel	Estimate Costs	Actual Gravel	Actual Cost	Funding
144.0	PW45	37.5	6,268.5	\$ 131,638.50			RTG
218.5	PW46	77.5	12,694.5	\$ 291,973.50			RTG
159.5	PW47	36.0	5,817.5	\$ 81,445.00			RTG
167.0	PW48	34.5	5,428.5	\$ 81,427.50			RTG
219.0	PW49	58.0	9,234.0	\$ 138,510.00			RTG
908.0 miles		243.5 miles	39,443.0	\$ 724,994.50			
Contingency			5,000.0	\$ 98,000.00			
total			44,443.0	\$ 814,994.50			

*RR*





**2019 Road Projects**

OIL TREATMENT / PAVING							
Project Name	Code	# Days	Length	Res #s	Estimate Costs	Actual Cost	Funding
RR 152 between Twp 584 - Twp 584A	P1912	1	.5 mile		65,000.00		MS/MO
Twp 594 between RR 175 - RR 180	P1915	2	1 mile		135,000.00		MS/MO
<b>Total</b>					<b>\$ 200,000.00</b>	<b>\$</b>	

FIBERMAT / MICRO SURFACE							
Project Name	Code	# Days	Length	Res #s	Estimate Costs	Actual Cost	Funding
RR 130 between Twp 602 - Twp 610	FM1911	8	4 miles		350,400.00		MS/MO
RR 162 between Hwy 28 - Twp 595	FM1914	3	1.5 miles		131,000.00		MS/MO
<b>Total</b>					<b>\$ 481,400.00</b>	<b>\$</b>	

REHABILITATION / BASE STABILIZATION							
Project Name	Code	# Days	Length	Res #s	Estimate Costs	Actual Cost	Funding
RR 155 between Twp 601A - Twp 610	R2614	8	4.5 miles		100,000.00		MS/MO
RR 151 between Hwy 28 - Twp 600	R1714	4	2 miles		45,000.00		MS/MO
RR 200 between Twp 592 - Hwy 28	R1715	1	0.5 mile		12,000.00		MS/MO
Twp 594 between RR 194A - RR 200	R1425	3	1.5 miles		35,000.00		MS/MO
RR 191 between Twp 604 - Twp 605A	R1615	3	1.5 miles		35,000.00		MS/MO
Twp 605A between RR 191 - RR 190	R1625	2	1 mile		24,000.00		MS/MO
RR 144 between Hwy 652 - Twp 584	MG1912	6	4 miles		100,000.00		MS/MO
RR 152 between Twp 584 - Twp 584A	MG1922	1	.5 mile		10,000.00		MS/MO
Twp 584 between RR 144- RR 135	MG1932	7.5	.5 miles		125,000.00		MS/MO
RR 164 between Hwy 28 - Twp 590	MG1723	6	4 miles		60,000.00		MS/MO
RR 152 between Twp 601A - Twp 605	MG1914	6	4 miles		90,000.00		MS/MO
Twp 594 between RR 175- RR 180	MG1915	2	1 mile		25,000.00		MS/MO
<b>Total</b>					<b>\$ 661,000.00</b>	<b>\$</b>	

CONSTRUCTION							
Project Name	Code	# Days	Length	Res #s	Estimate Costs	Actual Cost	Funding
RR 171 between Twp 590 - Twp 592	C1913	27	2 miles		300,000.00		MS/MO
<b>Total</b>					<b>\$ 300,000.00</b>	<b>\$</b>	

GRAVELLING							
Miles per Division	Code	Recommended miles	Recommended Gravel	Estimate Costs	Actual Gravel	Actual Cost	Funding
144.0	PW45	43.0	7,204.0	\$ 151,284.00			RTG
218.5	PW46	76.5	12,368.0	\$ 284,464.00			RTG
159.5	PW47	43.0	6,770.0	\$ 94,780.00			RTG
167.0	PW48	50.5	7,940.0	\$ 119,100.00			RTG
219.0	PW49	59.0	9,328.0	\$ 139,920.00			RTG
<b>908.0 miles</b>		<b>272.0 miles</b>	<b>43,610.0</b>	<b>\$ 789,548.00</b>			
Contingency:			5,000.0	\$ 90,000.00			
<b>total</b>			<b>48,610.0</b>	<b>\$ 879,548.00</b>			

Carried.

**Waskatenau Nuisance Ground**

1126-16: Cholak

That the Chief Administrative Officer write a letter to the Deputy Minister of Transportation, to obtain the status of the Waskatenau Nuisance Ground located on Pt.SE-16-59-19-W4, 5225CL;OT - 2.63 Acres, Roll Number 19591614, and request funding in the amount of \$40,000.00 towards the cost of completing a Phase II Environmental assessment study in accordance with Alberta Environment regulations; and to continue progress from the joint meeting held June 9, 2016 Smoky Lake County and Village of Waskatenau.

Carried.

**Three Year Capital Budget**

1127-16: Cholak

The Finance Manager presented a draft Three Year Capital Budget that identified the capital projects proposed for 2017, 2018 and 2019. The plan included transfers to reserves for future purchases in the amount of \$470,000, new projects in the amount of \$641,000 and capital item replacements in the amount of \$1,772,000.

That County Council defer further discussion of the Three Year Capital Budget to a future budget meeting.

Carried.

**5. Issues For Information:**

**Reserves**

1128-16: Smigerowsky

That County Council defer the information on 2017 Reserves to the next scheduled Budget Meeting.

Carried.

*RB*

**6. Correspondence:**

No Correspondence.

**7. Delegation:**

No Delegation.

**8. Executive Session:**

No Executive Session.

**Date and Time of Next Meeting:**

The next Smoky Lake County **Council Budget Meeting** is scheduled for Monday, **November 7, 2016** at 10:00 a.m., in County Council Chambers as per motion 1039-16 made on September 22, 2016.


**Adjournment:**

1129-16: Bobocel

That this meeting be adjourned, time 2:02 p.m.

Carried.

  
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REEVE

SEAL  
  
\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER