

SMOKY LAKE COUNTY

Minutes of the **County Council Meeting for the purpose of Departmental Operations** held on Wednesday, **October 10, 2018**, at 9:00 A.M. in the County Council Chambers.

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

		ATTENDANCE
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Wednesday, Oct. 10, 2018</u>
1	Dan Gawalko	Present
2	Johnny Cherniwchan	Present
3	Craig Lukinuk	Present
4	Lorne Halisky	Present
5	Randy Orichowski	Present
CAO	Cory Ollikka	Present
Assist. CAO/RS	Lydia Cielin	Present
Finance Manager	Brenda Adamson	Present
Leg. Svcs Clerk/RS	Patti Priest	Absent

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
Ed English – Peace Officer/Rec. Manager	Absent
Jordan Ruegg, Planning & Dev. Manager	Present
Trevor Tychkowsky – Safety Officer	Absent
Tori Cherniawsky – Agricultural Fieldman	Present
Daniel Moric – Natural Gas Manager	Absent
Scott Franchuk – Fire Chief	Absent
Dave Franchuk – Env. Operations Manager	Absent
Paul Miranda – GIS/Comm. Director	Absent

No Members of the Media were present.

No Members of the Public were present.

2. Agenda:

Agenda

993-18: Gawalko

That the Agenda for Wednesday, October 10, 2018 County Council Meeting for the purpose of Departmental Operations, be adopted as amended:

Additions to the Agenda:

1. CUPE Local 4575: Negotiating Meeting Dates.
2. Smoky Lake Golf Club: Appreciation Night.

Carried Unanimously.

County Policy Committee Meeting

994-18: Cherniwchan

That the Smoky Lake County **Policy Committee Meeting** scheduled for Wednesday, October 10, 2018, at 9:00 a.m., be changed to be the **Smoky Lake County Council Meeting for the purpose of Departmental Operations** held on **Wednesday, October 10, 2018 at 9:00 a.m.**, in the County Council Chambers.

Carried.

3. Minutes:

No Minutes.

Jordan Ruegg, Planning & Development Manager entered the Council Chambers, time 9:10 a.m.

4. **Request for Decision:**

Public Works Department:

Gravel for Service Stations – Road Right of Ways

995-18: Halisky

That County Council incorporate a category: “Service Roads” into Smoky Lake County Policy Statement No. 03-15: Road Policy, to add two sub-classifications: 1) Business and 2) Residential/Other, including specific legal land descriptions of Service Road Right-of-Ways where the County will provide approximately 27 tonnes of gravel per year upon the annual condition of receiving a written request for gravel from the adjacent landowner, who acknowledges responsibility for maintaining the Right-of-Way; and bring the amended Policy to a future County Council Meeting.

Carried.

Jordan Ruegg, Planning and Development Manager left the Council Chambers, time 9:36 a.m.

2019 Fleet / Equipment Purchases

Discussion

County Council held discussion for information on the following Equipment and Vehicle proposed to be purchased in the 2019 Capital Budget:

Protective Services:

- Replace 222 Truck

Public Works:

- Grader Replacement – alternate between 14M and 160M
- Replace Truck 107
- Replace Truck 118
- Replace Gravel-Trailer
- 629 Cat Loader- Lease
- Replace Rock Truck Tires
- Repair 601 Dozer
- Replace 633 John Deer Tractor
- Wobbly Packer

Landfill:

- Dump Trailer (Shared P&R/Waste)

Agricultural Service Board:

- Replace Spray Truck 435
- Replace Sprayer 423
- Skid Sprayer for 420
- Replace Mower
- Replace Flex Arm

Gas:

- Replace Truck
- Refurnish Truck Box
- Modems For RMO

2019 Three-Year Road Plan

Discussion

County Council discussed the proposed 2019 Road Projects prepared by the Public Works Manager October 8, 2018 that were incorporated from the 2018 County Road Tour held on October 1 and 3, 2018, as follows:

OIL TREATMENT				
<u>Project Name</u>	<u>Division</u>	<u># Days</u>	<u>Length</u>	<u>Estimate Costs</u>
RR 152 Twp 534 – 584A	2	1	0.5	\$ 65,000
Twp 594, RR174 – 174A	4	1	0.5	\$ 65,000
Twp 594, RR174A – 175	5	1	0.5	\$ 65,000
Victoria Trail E of RR 172	3	1.5	0.56	\$ 60,000
MG 30				
RR130, Twp 603 – 611A	1	6.5	4.25	\$ 127,500
RR 144, Twp 585 – Hwy 652	2	5	5	\$ 75,000
Twp 600, RR152-151	4	2	1	\$ 25,000
Twp 612, RR174 – 174A	4	1	0.5	\$ 12,500
RR152; Twp 601A - 605	4	6.5	4	\$ 88,000
Twp 594; RR175-180	5	2	1	\$ 25,000
Twp 612, RR174A – 180	5	3	1.5	\$ 33,000
RR180; Twp 612A – 614	5	3	1.5	\$ 33,000
RR164; Hwy 28 – Twp 584	3	8.5	5.5	\$ 123,750
RR133, Twp 602-610	1	6.5	4	\$ 88,000
Twp 602, Hwy 831 – RR 195	5	2	1	\$ 15,000
Construction				
RR175; Twp 595-595A	5	6	0.25	\$ 40,000
Twp 590; RR 154 – 154A	2	4	0.25	\$ 15,000 Backslope
Twp 584; RR 151 – 151A	2	4	0.25	\$ 15,000 Backslope
Include: Church Dust Controls				

Agricultural Service Board:

Discussion

County Council held discussion in regards the Year 2018 Mowing Operations in respect to Policy Statement No. 62-28-01: Mowing Program and Policy Statement No. 62-M-02-05: Mowing Operations.

Note: To provide weekly detailed “Mowing Operations” updates at the weekly held Management Meeting - Reports.

Policy Statement No. 62-28-02: Mowing Program

996-18: Gawalko

That Smoky Lake County **Policy Statement No. 62-28-02: Mowing Program**, be deferred to the Agricultural Service Board Meeting scheduled for Monday, October 22, 2018, in County Council Chambers.

Carried.

8. Executive Session:

Personnel Issue – Public Works

997-18: Halisky

That Smoky Lake County Council go into Executive Session to discuss a personnel issue in regard to Public Works Department, under the authority of the FOIP Act, Section 18: Individual or Public Safety, time 11:38 a.m.

Carried.

Lydia Cielin, Assistant Chief Administrative Officer; Brenda Adamson, Finance Manager; Doug Ponich, Public Works Manager; Dave Kully, Public Works Shop Foreman and Tori Cherniawsky, Agricultural Fieldman left the Council Chambers, time 11:38 a.m.

998-18: Cherniwchan

That Smoky Lake County Council go out of Executive Session, time 12:08 p.m.

Carried.

Lydia Cielin, Assistant Chief Administrative Officer; Brenda Adamson, Finance Manager; Doug Ponich, Public Works Manager; Dave Kully, Public Works Shop Foreman and Tori Cherniawsky, Agricultural Fieldman entered the Council Chambers, time 12:08 p.m.

Cory Ollikka, Chief Administrative Officer left the Council Chambers, time 12:08 p.m.

4. **Request for Decision:**

Agricultural Service Board:

Policy Statement No. 62-15-03: Vegetation Management Plan

999-18: Halisky That Smoky Lake County **Policy Statement No. 62-15-03: entitled Vegetation Management Plan**, be deferred to the Agricultural Service Board Meeting scheduled for Monday, October 22, 2018, in County Council Chambers.

Carried.

Jordan Ruegg, Planning and Development Manager entered the Council Chambers, time 12:20 p.m.

Planning and Development:

Policy Statement No. 61-13-02: Business Licenses

1000-18: Halisky That **Policy Statement No. 61-13-02** entitled " Business Licenses", be amended:

Title: Business Licences	Policy No.: 13-02
Section: 61	Code: P-R
	Page No.: 1 of 4 E

Legislation Reference:	Alberta Provincial Statutes
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Purpose:	To outline the procedures and guidelines for the Planning and Development Department for handling requests for Business Licences in Smoky Lake County.
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Policy Statement and Guidelines:
<p>1. STATEMENT:</p> <p>1.1 Smoky Lake County wishes to issue Business Licences upon request as a service.</p> <p>2. OBJECTIVE:</p> <p>2.1 Smoky Lake County usually receives a request for a Business Licences when an individual starts a new business, and / or requires proof of their business to qualify for wholesale pricing, banking, or insurance needs.</p> <p>3. DEFINITIONS:</p> <p>For Interpretation purpose:</p> <p>3.1 Business: A Business, also known as enterprise or a firm, is an organization involved in the trade of goods, services or both to consumers.</p> <p>3.2 Business Licence: A Business Licence is a document that acknowledges that an individual or company operates a business in Smoky Lake County.</p> <p>3.3 Consumers: A consumer is the one who pays to consume goods and services produced.</p> <p>3.4 Development Permit: A Development Permit is a permit issued by Smoky Lake County that authorizes a specified development and includes, where applicable, plans, drawings, specifications or other documents. This permit is separate and distinct from a building permit and / or a business licence.</p>

Title: Business Licences		Policy No.: 13-02
Section: 61	Code: P-R	Page No.: 2 of 4 E

Policy Statement and Guidelines:

4. GUIDELINES:

4.1 Smoky Lake County has no legislative requirement to issue a Business Licence. This is offered only as a public service for businesses.

4.2 A Business Licence does not replace a Development Permit under the Land Use Bylaw. Upon review of a business licence request form, the Planning and Development Manager or designate may advise that a Development Permit is required. In this circumstance, a Business Licence cannot be issued prior to the issuance of a Development Permit.

4.3 Business licences are issued by Smoky Lake County as acknowledgement of the business operating in the County, and are not to be considered in any way as an endorsement of the business by Smoky Lake County. All risks associated with the operation of a business are the responsibility of the business owner / operator.

5. PROCEDURES:

5.1 Upon receipt of a written request as attached **Schedule A – Business Licence Request Form**, the Planning and Development Manager or designate will issue a Business Licence.

5.2 The Planning and Development Manager or designate will consider submitted requests as soon as possible. However, it may take up to 10 working days before a Business Licence is issued.

5.3 All licenses issued under this policy will be valid for the calendar year current at the time of issuance of such licence, and will expire on December 31st of that calendar year.

5.4 The Planning and Development Manager will send a letter and a renewal form to all Business Licence holders of record on or by November 30th of each year, reminding them of the expiry date of their Licence and to provide Business Licence holders the opportunity to renew their Licence.

5.5 The Planning and Development Manager or designate does not inspect the property and relies solely on the information provided in the application form as provided by the applicant.

5.6 The Planning and Development Manager or designate will issue the licence in accordance with **Schedule B – Business Licence**.

Section 61
Policy 13-02



Box 310
 4612 McDougall Drive
 Smoky Lake, AB T0A 3C0
 ph 656-3730 fx 656-3768

BUSINESS LICENCE REQUEST FORM

Applicant Information

Applicant: _____ Phone: _____
 Address: _____ Cell Phone: _____
 City/Prov: _____ Postal Code: _____ Fax: _____
 Email address: _____ Signature: _____

Description of Business Activity

Business Name: _____
 Nature of Business: _____
 Business Start Date: _____
 Located at: *(Please check one of the following)*

Legal: Lot _____ Block _____ Plan _____ and Part of _____ ¼ Sec _____ Twp _____ Rge _____ W4M

Mobile

Preferred Method of Communication

Select a method which can be used to advise you that your application has been completed.
 call you for pick up mail the decision

****If a decision has not been picked up within 5 (five) working days, the decision will be automatically mailed to applicant.**

OFFICE USE ONLY

Date Received _____ Roll Number: _____ (if applicable)
 Issued Date _____ Our File Number: _____
 Note(s): _____

Schedule "A": Business Licence Request Form
Page 3 of 4.

Section 61 Policy 13-02

SCHEDULE "B" – to be printed on County letterhead

B U S I N E S S L I C E N C E

Licence No. XXX-XX
Date Issued: Month Day, Year

This is to certify

that _____ of _____
has been approved for a Licence to operate a business as:

Business Name

Business Activity: _____

Located at: _____

within the limits of Smoky Lake County until from **date of issue to December 31, XXXX** unless this Licence be sooner suspended or forfeited, and this Licence is issued to the said _____ and is accepted and held by _____ subject to any or all By-laws, Rules and Regulations that are now, or hereafter may be in force, respecting the same or the trade, business or calling hereby license to be carried on.

S M O K Y L A K E C O U N T Y
c/s

Name
Planning and Development Department

Schedule "B": Business Licence Page 4 of 4.

Carried.

Jordan Ruegg, Planning and Development Manager left the Council Chambers, time 12:38 p.m.

Administration:

Local 955: Negotiating Meeting Dates – Rescheduled

1001-18: Lukinuk

That Smoky Lake County forward the following proposed dates: Monday, **November 5, 2018**; Tuesday, **November 6, 2018**; Wednesday, **November 7, 2018** and Thursday, **November 8, 2018** to Rod Sedrovic, Business Agent, International Union of Operating Engineers: IUOE Local No. 955, to commence collective bargaining for the purpose of negotiating the renewal of the collective agreement between Smoky Lake County and IUOE Local No. 955 Employees.

Carried.

Additions to the Agenda:

CUPE Local 4575: Commence Collective Bargaining

1002-18: Orichowski

That Smoky Lake County acknowledge receipt to the letter received from Mark Brzezowski, National Representative, Canadian Union of Public Employees – CUPE Local 4575 in regards to Notice to Commence Collective Bargaining between CUPE Local 4575 and Smoky Lake County; and schedule a Negotiating Committee Meeting on Thursday, **October 18, 2018** at 9:00 a.m. to commence collective bargaining for the purpose of negotiating the renewal of the collective agreement between Smoky Lake County and the CUPE Local 4575 employees.

Carried.

Smoky Lake Golf Club

1003-18: Lukinuk That County Council who can attend – attend the Smoky Lake Golf Club Appreciation Night scheduled for Saturday, October 13, 2018 at 5:30 p.m. in the Smoky Lake Golf Clubhouse, to celebrate employees, board members, loyal volunteers, gracious donors and those who have contributed extra support to the Smoky Lake Golf Club.

Carried.

4. Request for Decision:

Administration:

Policy Statement No. 02-24-01: Health and Safety

1004-18: Orichowski That Smoky Lake County defer for further clarification and discussion in reference to “Contractors” in regards to Policy Statement No. 02-24-01: Health and Safety to the next scheduled In-House Safety Committee on Friday, October 25, 2018.

Carried.

5. Issues for Information:

No Issues for Information.

6. Correspondence:

No Correspondence.

7. Delegation:

No Delegation.

Adjournment:

1005-18: Gawalko That this meeting be adjourned, time 1:26 p.m.

Carried.

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER