

SMOKY LAKE COUNTY

Minutes of the **County Council Meeting for the purpose of Departmental Operations** held on Wednesday, **December 12, 2018**, at 2:51 P.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, Dec. 12, 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	Present

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	Present
Scott Franchuk – Fire Chief	Present
Dave Franchuk – Env. Operations Manager	Present
Paul Miranda – GIS/Comm. Director	Absent

No Members of the Media were present.

No Members of the Public were present.

2. Agenda:

Agenda
239-18: Gawalko

That the Agenda for Wednesday, December 12, 2018 County Council Meeting for the purpose of Departmental Operations, be adopted as presented.

Addition:

1. Questfire Energy Inc. – Re: Receivership.

Deletion:

Agenda Item 7. Delegation: Shane Pospisil, New West Industries
Re: Industrial Park and Biodiesel.

Carried Unanimously.

3. Minutes:

No Minutes.

4. **Request for Decision:**

Planning and Development:

Waskatenau Creek Flood Control Project Townships 59, 60, 61 & 62, Ranges 19 & 20, W4M

240-18: Lukinuk

That Smoky Lake County submit an application for approval through the Water Act to remove the vegetation from the Waskatenau Creek Flood Control Project Townships 59, 60, 61 & 62, Ranges 19 & 20, W4M, prior to October 2019; and with consent of the landowners; and any costs associated be allocated to Agricultural Service Board and Public Works Department as the work will be done in partnership by both departments.

Carried.

Patti Priest, Recording Secretary left Council Chambers, time 3:15 p.m.; and entered Council Chambers, time 3:27 p.m.

Policy Statement No. 61-11-05: Planning and Development Fees

241-18: Halisky

That Smoky Lake County **Policy Statement No. 61-11-05: Planning and Development Fees**, be amended:

Title: Planning and Development Fees	Policy No.: 11-05
Section: 61	Code: P-A
	Page No.: 1 of 3 <i>E</i>

Legislation Reference:	Alberta Provincial Statutes
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Purpose:	To establish procedures for the review and approval of Planning and Development, Smoky Lake County fees.
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Policy Statement and Guidelines:
<p>1. OBJECTIVES:</p> <p>1.1 It shall be the policy of Planning and Development Department of Smoky Lake County to provide information on all fees on services and products available to the public, as per <u>Schedule "A": Planning and Development Schedule of Fees.</u></p> <p>1.2 All fees shall be reviewed and updated, accordingly, to ensure that they are adequate and they relate to their associated program cost.</p> <p>2. PROCEDURES:</p> <p>2.1 Every second year, the Planning and Development Manager shall review the fees and propose any modifications.</p> <p>2.2 Upon completion of the review to the fees, all modifications will be forwarded to the Chief Administrative Officer for review. Any required modification of the fees will then be taken to the Council for final approval.</p> <p>2.3 Any Development Permit Applications submitted by Smoky Lake County for County purposes shall have the fees waived.</p>

Section 61



Schedule "A"

Policy: 11-05

PLANNING AND DEVELOPMENT
SCHEDULE OF FEES

PLANNING AND DEVELOPMENT		
ITEM DESCRIPTION	FEE	CROSS-REFERENCE
DEVELOPMENT PERMITS		
Development Permit – Permitted Use – Residential District	\$100.00	Policy 61-03
Development Permit – Permitted Use – Commercial / Industrial District / Public Institutional	\$1.00 / \$1,000.00 value of construction Minimum \$300.00	Policy 61-03
Development Permit – Discretionary Use / Variances	\$200.00	Policy 61-03
Development Permit – Extension Request / Renewals	\$50.00	Policy 61-03
Development Permit – Resource Extraction	\$750.00 / acre	Policy 61-03
Development Permit – Resource Extraction – Reclamation Fees (Reclamation Fees are exempt when the responsibility of Reclamation is of the Province of Alberta on Crown Land Only.)	\$2,000.00 / acre	Policy 61-03
Development Permit – Heritage Resource Intervention Permit	\$100.00	
Development Permit – Landscaping, Deck, and Signs	\$100.00	Policy 61-03
Development prior to submitting Development Permit Application	\$500.00 in addition to the Permit Fee	Policy 61-03
AMENDMENTS		
Application to Amend the Land Use Bylaw (Map of Text Amendment)	\$1,000.00 + costs of advertising	Bylaw 1272-14 + amendments
Application to Amend the Municipal Development Plan	\$1,000.00 + costs of advertising	Bylaw 1249-12 + amendments
Application to Amend an Area Structure Plan	\$1,000.00 + costs of advertising	Applicable ASP Bylaw
NEW STATUTORY PLANS		
New Area Structure Plan (proposed by a Developer)	\$2,000.00 + costs of advertising	
OTHER		
Compliance Certificate	\$125.00	
Letter confirming zoning of a parcel (Zoning can be confirmed without charge on Munisight)	\$50.00	
Encroachment or Roadway License Agreement	\$500.00 or legal fees whichever is greater	
Road Closure	\$500.00 + costs of advertising	Policy 03-16

Planning and Development Fees: Schedule "A": Planning and Development Schedule of Fees

Page 2 of 3

Section 61

Policy: 11-05

OTHER		
Business Licence	No Charge	
WITHDRAWALS OR REFUNDS		
Development Permit Application Withdrawal	Before decision of Development Authority – 50% of Application Fee After decision of Development Authority – No refund	
New Statutory Plan or Plan Amendment Withdrawal	Prior to 1 st reading – 75% of Application Fee Prior to advertising – 50% of Application Fee after Public Hearing After Public Hearing – No refund If the County incurs costs (planning, engineering, lawyer fees, etc.) – No refund	
SUBDIVISION		
Development Agreement – Less than three lots (Collected by the County prior to signing the agreement)	Residential: \$250.00 Commercial: \$500.00 Institutional: \$500.00 Industrial: \$1,000.00	Policy 61-09
APPEAL FEES		
Subdivision Appeal Fee	\$250.00	
Development Appeal Fee	\$250.00	
PLANNING DOCUMENTS COPY FEES		
Land Use Bylaw – Hard Copy	\$50.00	Bylaw 1272-14 + amendments
Land Use Bylaw – Disc	\$10.00	Bylaw 1272-14 + amendments
Municipal Development Plan – Hard Copy	\$50.00	Bylaw 1249-12 + amendments
Municipal Development Plan – Disc	\$10.00	Bylaw 1249-12 + amendments
Area Structure Plan – Hard Copy	\$25.00	
Area Structure Plan – Disc	\$10.00	
USB drive with LUB / MDP / ASP(s) or any combination of more than 1 (one) Planning Document	\$ 25.00	
NOTE: The Planning Documents noted above are available electronically without charge on the County's website.		

Planning and Development Fees: Schedule "A": Planning and Development Schedule of Fees

Page 3 of 3

Carried.

Smoky Lake County Regional Heritage Board 2018 Summary

242-18: Cherniwchan That Smoky Lake County accept the 2018 Summary of work carried out by the Smoky Lake County Regional Heritage Board as follows:

- Prepared and delivered a presentation to Joint Municipalities to raise awareness of the HMP and encourage participation
- Wrote letters with our recommendations to county council and its associates regarding:
 - boat launch for river access,
 - road surface on Victoria Trail,
 - advice to proceed on a Natural Resource Extraction/ Processing Facility permit,
 - consent to a subdivision,
 - and the manufacturing of a plaque for the Kulka House.
- created and presented an educational game for grade five social studies
- organized and hosted a public event to promote SLC heritage
- wrote articles for The Smoky Lake Signal and Victoria Home Guard newsletter to raise heritage appreciation in the community
- prepared and distributed printed versions of oral history interviews
- completed video presentations with local cultural/heritage themes
- assisted in preparation of materials for Alberta Historic Resources Foundation (AHRF) for Heritage Award Nominations application
- Prepared grant application and oversaw work for the “House In The Middle of The Road” conservation project
- viewed Plasnik House, Ruthenia School No. 1, and Bellis Fire Hall to evaluate for potential as historic resources.

Carried.

243-18: Gawalko

That Smoky Lake County acknowledge the Proposed 2019 Strategies for the Smoky Lake County Regional Heritage Board as follows; and advise Council as initiatives proceed:

- Identify, document, and map existing artisans, heritage assets, home-based culinary and small-scale agricultural products, and other potential touristic sites.
- Assess the venues that would support the delivery of a variety of arts and cultural heritage
- Encourage existing enterprises to further develop their craft and enhance their process by creating a visible production and vendor space;
- Establish new spaces to link segments of the heritage and craft sector to one district along the tourism trail
- Provide creative media for visitors to view and experience the surroundings in order to expand beyond current visible context.
- Coordinate events that parallel art, culture and historic sites with music, food, and exhibits.
- Implement a marketing plan for tourism trails based on arts and cultural heritage assets.
- Locally promote crafts and heritage as significant cultural and economic assets.
- Recognize and honour exceptional artists, galleries, food vendors, cultural enterprises, and historic sites.

Carried.

Legislative:

Federal Government – one third Tax Exemption: Removal

Policy Statement No. 08-18-06: Council Remuneration and Expenses

244-18: Cherniwchan That Smoky Lake County Policy Statement No. 08-18-06: Council Remuneration and Expenses be amended:

Title: Council Remuneration and Expenses	Policy No.: 18-06
Section: 08	Code: P-R
	Page No.: 1 of 6 E
Legislation Reference: Alberta Provincial Statutes.	
Purpose:	To provide clarity and an equitable and transparent means of reimbursing Council members for business expenses and for their duties and responsibilities required to handle all functions as an Elected Official.
Policy Statement and Guidelines:	
1. STATEMENT:	
1.1	The County recognizes that in order to carry out County business, it is necessary for Council members to network, meet with ratepayers, participate in training, and attend related business and community functions.
1.2	Council of Smoky Lake County are required to commit a substantial amount of time and effort to the duties and responsibilities of their elected office. Not all duties and commitments can be identified in actual time.
1.3	In accordance with Revenue Canada's provisions for Municipal Officials, one-third (1/3) of the total remuneration paid to municipal officials will be in-lieu of un-claimable and incidental expenses. The remaining two-thirds (2/3) is considered employment income; as; as per Bylaw 1184-09: Allowance for Expenses Incidental to Discharge of Elected Officer's Duties.
1.4	The reimbursement of expenses will be guided by the following principles: <ul style="list-style-type: none"> 1.4.1 Taxpayers dollars shall be spent responsibly with a focus on accountability and transparency. 1.4.2 County commits to providing fair and reasonable level of remuneration. 1.4.3 Only legitimate expenses incurred when undertaking Council authorized functions will be reimbursed.
2. DEFINITIONS:	
2.1	Remuneration: means the annual rate of pay for the Reeve, Deputy Reeve and Councillors.
2.2	Expenses: includes transportation, lodging (hotel), mileage, taxi fare, parking and other out-of-pocket expense incurred while on County business.
2.3	Hospitality Event: an authorized event where food and beverage are provided, at public expense to people who are not employed by the County.
2.4	Benefit Package: is the insurance coverage available to Council through the County's group carrier.

Title: Council Remuneration and Expenses	Policy No.: 18-06
Section: 08	Code: P-R
	Page No.: 2 of 6 <i>E</i>

Policy Statement and Guidelines:

3. GUIDELINES:

3.1 Remuneration
Council will discuss the remuneration for the Reeve, Deputy Reeve and Councillors at a Budget Meeting.

3.1.1 The Council annual remuneration is:
Reeve: \$ 64,102.12
Deputy Reeve: \$ 58,275.21
Councillor: \$ 55,361.75

3.1.2 Effective January 1st of each year, a Cost of Living increment rate (as established in the Statistics Canada - Consumer Price Index for the province of Alberta in the month of October from the previous year), will be automatically applied to Elected Officials salaries or R.R.S.P. unless a motion of Council determines otherwise.

3.1.3 Cost of Living increments as established in the County's Collective Agreement with CUPE (Canadian Union of Public Employees) will be automatically applied to Smoky Lake County Management and non-union (out-of-scope) employees.

3.1.4 Councillor monthly divisional travel mileage allowance is \$400.00 per month.

3.2 Meals

3.2.1 A Meal allowance shall be payable when travel is required to be away from home or office (and will be paid requiring no receipt) at a rate of:
Breakfast: \$ 20.00 before 7:00 a.m.
Lunch: \$ 20.00 before 12:00 p.m.
Dinner: \$ 30.00 after 5:00 p.m.

3.2.2 Receipts for meals that accompany an expense claim form or that are charged to County Credit Card will be paid to the Councillor or, in the case of credit card charges, coded to the Councillor's expenses at the value (including gratuity) on the receipt.

3.3 Mileage

3.3.1 Mileage will be reimbursed when required to drive a personal vehicle for County business purposes and the current mileage rate per kilometer shall be \$0.55 per km.

3.3.2 A review of mileage rates will be undertaken annually with consideration for other Canadian Public Sector mileage reimbursements.

3.3.3 For Council members, mileage is calculated from and back to residence.

3.4 Transportation

3.4.1 **Automobile Travel:** actual kilometers travelled outside of the County may be claimed at the current rate established in this policy.

3.4.1.1 Members of Council use their personal vehicles for Municipal Business shall be required to adhere to **Policy Statement No. 14.A-07: Use of Personal Vehicles on Municipal Business.**

Title: Council Remuneration and Expenses	Policy No.: 18-06
Section: 08	Code: P-R
	Page No.: 3 of 6 <i>E</i>

Policy Statement and Guidelines:

3.4.2 **Ground Transportation:** includes taxi or bus, parking will be reimbursed at cost.

3.4.3 **Air Travel:** will be at economy rates by the most direct route available. Submission of receipts required.

3.5 Lodging

3.5.1 The cost of hotel accommodation and all taxes may be prepaid using a County Credit Card.

3.5.2 When the hotel and taxes are paid by the individual Councillor, Smoky Lake County will provide a reimbursement based on the original receipt.

3.5.3 It is the attendees' responsibility to give adequate notice of non-attendance. Failure to do so may, at the discretion of Council, result in the individual being liable for all non-refundable costs.

3.6 Hospitality Event
A County organized Hospitality Event is considered a Business Expense. A Councillor engaged in an authorized County Hospitality Event may claim or submit receipts for alcoholic and other beverages and food purchased at these special events for consumption by the Councillors and/or others while promoting the interests of Smoky Lake County.

3.7 Information Technology Equipment and Services

Cell Phone:

3.7.1 Cell phones / Smart Phones are provided to Councillors.

3.7.2 A monthly fee of \$50.00 shall be charged to Councillors to cover the cost of personal use of cell phones/smart phones.

3.7.3 Upon leaving Elected Office, the Councillor may keep the cell phone and number. The contract will be transferred to the individual's name.

3.7.4 If a Councillor chooses to use his/her own personal cell phone or device, the County will reimburse the actual costs up to a maximum of \$100.00 per month upon submission of a receipt.

3.7.5 When travelling, the Councillor shall advise the County Safety Officer in order to ensure that the cell phone plan is adjusted to avoid excessive roaming charges.

Internet:

3.7.6 A monthly amount of \$25.00 shall be paid monthly to each Councillor as an allowance for home internet use, effective January 2019.

Laptop:

3.7.7 A laptop with carrying case will be provided to each Councillor.

3.7.8 Upon leaving Elected Office, or after necessary computer replacement, the Councillor may keep the Computer and case. Smoky Lake County will cease to provide support services for these devices.

Title: Council Remuneration and Expenses	Policy No.: 18-06
Section: 08	Code: P-R
	Page No.: 4 of 6 E

Policy Statement and Guidelines:	
3.8	<p>Benefit Package</p> <p>Benefit Package will be available to members of Council through the County's Insurance Carrier.</p> <p>At the beginning of their first Elected Term, members of Council will be provided with the AMSC Group Benefits a booklet.</p>
3.9	<p>R.R.S.P.</p> <p>Smoky Lake County will contribute nine percent (9%) of gross remuneration to a Registered Retirement Pension Plan (RRSP) at either the Smoky Lake Branch of ATB or CIBC.</p> <p>3.9.1 A Councillor may waive the RRSP contributions for a specified term upon written request to the Chief Administrative Officer.</p>
3.10	<p>Non Standard Expenses</p> <p>If a Councillor incurs business expenses not specifically authorized by this Policy, Council as a Whole, may, subject to availability of funds, and appropriate budget, authorize payment of such a business expense claim.</p> <p>3.10.1 A member of Council will not be reimbursed for the cost of a fine.</p> <p>3.10.2 An expense for a spouse or companion is not an eligible individual expense and will not be reimbursed.</p>
3	PROCEDURE:
4.1	<p>An Expense Claim Form, as per Schedule "A": Councillor Business Expense Claim, must be submitted in order for a claim to be processed, unless provided otherwise.</p> <p>4.1.1 All necessary receipts and/or documentation must accompany the Expense Claim.</p> <p>4.1.2 Receipts must be detailed and must show the vendor GST registration number.</p> <p>4.1.3 Councillor Business Expense Claims shall be submitted on a monthly basis.</p> <p>4.1.4 Councillors will submit all detailed receipts charged to the Smoky Lake County Credit Card, as per Policy Statement No. 08-07: County Credit Card, in a timely manner in order to prevent credit card interest charges.</p>

Title: Council Remuneration and Expenses	Policy No.: 18-06
Section: 08	Code: P-R
	Page No.: 5 of 6 E

Policy Statement and Guidelines:	
4.2	<p>All expense claims must be reviewed by administration to ensure compliance with Policy.</p> <p>4.2.1 The Reeve or Deputy Reeve will sign the expense claim for council members to indicate that they have been received and approved.</p> <p>4.2.2 The Deputy Reeve shall sign the expense claim submitted by the Reeve, to indicate it has been received and approved, and may in the absence of the Reeve sign all other expense claims.</p> <p>4.2.3 The Reeve or Deputy Reeve, as the case may be, will bring discrepancies of interpretation to Council for decision.</p> <p>4.2.4 Upon submission of a signed Business Expense Claim Form, a Member of Council warrants all claims are related to Smoky Lake County business.</p>
4.3	<p>Public Disclosure: The Councillor's Business Expenses will be made available in the Smoky Lake County Administration Office.</p>
4.4	<p>Policy Review and Changes: Council will review the "Council Remuneration and Expense" Policy annually in the Month of October at a County Council Budget Meeting.</p>
4.5	<p>Expenses related to partisan political functions shall comply with Policy Statement No. 01-36: Expenses and Contributions to Political Functions.</p>

Paul Miranda, GIS/Communications Director left Council Chambers, time 4:06 p.m.

Reynolds Mirth Richards & Farmer LLP – 2019 Municipal Law Seminar

247-18: Orichowski That Smoky Lake County Council and relevant administration reconfirm who can attend – attend Reynolds Mirth Richards & Farmer LLP – 2019 Municipal Law Seminar scheduled for February 15, 2019 in Edmonton, and not attend the Brownlee LLP 2019 Emerging Trends seminar scheduled for February 14, 2019 at the Edmonton Expo Centre, with respect to the December 6, 2018 Council motion #153-18 and 154-18.

Carried.

Rural Municipalities of Alberta (RMA) District 5 – Organizational and Regular Meeting

248-18: Orichowski That Smoky Lake County Council and relevant Administration who can attend – attend the Rural Municipalities of Alberta (RMA) District 5 – Organizational and Regular Meeting scheduled for January 11, 2019 at Czar Cultural and Recreation Centre in the M.D. of Provost.

Carried.

5. Issues for Information:

No Issues for Information.

6. Correspondence:

No Correspondence.

7. Delegation:

No Delegation.

8. Executive Session:

No Executive Session.

Adjournment:

249-18: Lukinuk That this meeting be adjourned, time 4:14 p.m.

Carried.

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER