

**SMOKY LAKE COUNTY**

Minutes of the **County Council Meeting for the purpose of Departmental Operations** held on Tuesday, **April 27, 2021**, at 9:06 A.M. held virtually online through Electronic Communication Technology: Zoom Meeting and physically in Council Chambers.

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

| <u>Div. No.</u>        | <u>Councillor(s)</u> | <u>ATTENDANCE</u><br><u>Tuesday, April 27, 2021</u> |
|------------------------|----------------------|---|
| 1                      | Dan Gawalko          | Present in Chambers                                 |
| 2                      | Johnny Cherniwchan   | Present in Chambers                                 |
| 3                      | Craig Lukinuk        | Present in Chambers                                 |
| 4                      | Lorne Halisky        | Present in Chambers                                 |
| 5                      | Randy Orichowski     | Present in Chambers                                 |
| CAO                    | Gene Sobolewski      | Present in Chambers                                 |
| Assistant CAO          | Lydia Cielin         | Virtually Present                                   |
| Finance Manager        | Brenda Adamson       | Virtually Present                                   |
| Legislative Svcs/R.S.  | Patti Priest         | Virtually Present                                   |
| Public Works Manager   | Doug Ponich          | Virtually Present                                   |
| Public Works Foreman   | Bob Novosiwsky       | Virtually Present                                   |
| Plan/Dev Manager       | Jordan Ruegg         | Virtually Present                                   |
| Plan/Dev Assistant     | Kyle Schole          | Virtually Present                                   |
| Natural Gas Manager    | Daniel Moric         | Virtually Present                                   |
| Agricultural Fieldman  | Carleigh McMullin    | Virtually Present                                   |
| GIS                    | Carole Dowhaniuk     | Virtually Present                                   |
| Communications Tech.   | Evonne Zukiwski      | Virtually Present                                   |
| Fire Chief             | Scott Franchuk       | Virtually Present                                   |
| Safety Officer         | Trevor Tychkowsky    | Virtually Present                                   |
| Enviro. Op. Manager    | Dave Franchuk        | Virtually Present                                   |
| P.W. Shop Foreman      | Dave Kully           | Absent  |
| P&R Manager/Peace Off. | Ed English           | Virtually Present                                   |

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**2. Agenda:**

648-21: Halisky

That the Smoky Lake County Council Meeting Agenda for the purpose of Departmental Operations for Tuesday, April 27, 2021 be adopted as presented.

Carried Unanimously.

**3. Minutes:**

No Minutes.

**4. Request for Decision:**

No Requests for Decisions.

5. Issues for Information:

**Manager's Reports:**

**Public Works Manager**

**Request for Proposal – Construction Project C2113: Twp Rd 592 & Rge Rd 172-171**

649-21: Lukinuk

That Smoky Lake County proceed to advertise a Request for Proposal (RFP) with a submission deadline of Friday, May 21, 2021 at 2:00 p.m., and proposed award date of Thursday, May 27, 2021, in regard to the Public Works Road Construction Project No. C2113, located on Township Road 592 between Range Road 172 and Range Road 171, for the purpose of:

- widening the existing road top to a standard width of 7.3 meters, requiring approximately 3,950 cubic meters of borrowed clay material, from the area adjacent to the said section of road,
- raising the road elevation from Station 0+400 to 0+800 to a maximum of 0.300 meters (one foot), requiring approximately 880 cubic meters of fill material,
- stripping the borrow area; stockpiling topsoil; and hauling suitable clay material to required construction areas.

Carried.

Doug Ponich, Public Works Manager and Bob Novosiwsky, Public Works Road Foreman, virtually left the meeting 9:52 a.m.

One Member of the Public virtually joined the meeting 10:27 a.m.

**Management Policy Statement No. No. 07M-01-07: Parks and Recreation: Work Plan**

650-21: Gawalko

That Smoky Lake County's Management Policy Statement No. 07M-01-07: Parks and Recreation: Work Plan, be accepted as amended for Year 2021 as follows:

|   |                            |
|---|----------------------------|
| <b>Title:</b> Parks and Recreation: Work Plan | <b>Policy No.:</b> 01-07 E |
| <b>Section:</b> 7 - M                         | <b>Code:</b> P - A         |
| <b>Page No.:</b> 1 of 5                       |                            |

|                 |  |
|-----------------|--|
| <b>Purpose:</b> | To establish a Parks and Recreation Work Plan for the Smoky Lake Recreational Program. |
|-----------------|--|

| <b>Policy Statement and Guidelines:</b>  |
|--|
| <p><b>STATEMENT:</b></p> <p>The Parks and Recreation Work Plan, <i>Schedule "A"</i> outlines the Work Schedule of Projects and duties on a daily, weekly, monthly, periodic and seasonal time frame which provides detail work to be undertaken in the Recreational Program. Smoky Lake County Parks and Recreation Department: Personnel List, <i>Schedule "B"</i> outlines the department's personnel and job classifications.</p> <p><b>BENEFITS:</b></p> <p>The Work Plan of the Parks and Recreation department will provide the following benefits:</p> <ul style="list-style-type: none"> <li>▪ Broaden the portfolio of the Recreational Program</li> <li>▪ Good understanding of the process of the Recreational Department.</li> <li>▪ Increase efficiency and strengthen time frame of deadlines.</li> <li>▪ Establishes accountability of the Program.</li> <li>▪ Communication Tool.</li> </ul> <p><b>REVIEW:</b></p> <p>The Parks and Recreation Work Plan will be reviewed and presented to Council on an annual basis beginning of each year</p> |

Section 07-M

Policy: 01-07



**SCHEDULE "A"**

**PARKS AND RECREATION WORK PLAN 2021**

| Time                   | Work Schedule Projects                           | Work Description Projects                                       | Elements: Tasks Duties  | Verified Outcomes   |
|------------------------|--|---|---|---|
| <b>DAILY</b>           |  |   |   |   |
| ½ Hr.                  | Meet with Parks and Recreation staff             | Discuss days plan.  | As per assigned work.   | Time sheets.  |
| 2 Hrs.                 | Communicate with ratepayers, office, and Council | Address issues.   | As required.  | Document.   |
| ½ Hr.                  | Approve staff timesheets and code invoices       |   |   |   |
| ½ Hr.                  | Time sheets                                      | Review and sign time sheets.                                    | Ensure time sheets are being completed and handed in on time to payroll.                  | All time sheets are handed in and completed properly and on time. |
| ½ Hr.                  | Vehicle Inspections                              | Ensure vehicles are in safe working condition before operation. | Check fluids, lights, tires, visibility, etc.   | Safe operating condition prior to driving.                        |
| ½ Hr.                  | Pre-job hazard assessment                        | Identify possible dangers.                                      | Eliminate or control hazards.   | Ensure a safe working environment.                                |
| <b>WEEKLY</b>          |  |   |   |   |
| ½ Hr.                  | Safety Meeting.                                  | Communicate   | Discuss incidents and concerns.   | Safe work environment.  |
| 1 Hr.                  | Managers meeting                                 | Meet with department heads to ensure open communication.        | Assist other departments.   | Working together for common good.                                 |
|                        | Bank deposits                                    | County deposits.  | Deliver bank deposits.  | Help out office staff   |
| 1 Hr.                  | Clean trucks                                     | Maintain a professional appearance.                             | Keep County Vehicle clean.  | Adhere to County policy   |
| <b>MONTHLY</b>         |  |   |   |   |
| 2 Hrs.                 | Joint Health and Safety Meeting                  | Communicate with all departments                                | Review any incidents and report weekly activities.  | Learn from past experiences.                                      |
| 2 Hrs.                 | Main Office Staff and Safety Meeting             | Attend monthly office safety meetings                           | Review any incidents and report monthly activities in office                              | Safer work environment  |
| 2 Hrs.                 | Reports to Council                               | Manager report form.  | Complete a manager's report for monthly departmental meetings.                            | Provide information for Council and management.                   |
| <b>PERIODIC</b>        |  |   |   |   |
| 2 Days min. 2x per yr. | Flags  | Raise and lower flags as per Policy #01-35: Flags: Half-mast.   | Spedden: 3; Vilna: 3; Bellis: 3; Smoky Lake: 4; Warspite: 4; Victoria Cairn: 3; Total: 20 | Exhibits respect.   |
| On-going               | Rural addresses                                  | Determine document and order in fall.                           | Do one calls install address signs.   | Provides safety and convenience for ratepayers.                   |
|                        | GIS  | To provide spatial data to GIS.                                 | Submit upon a new element created.  | Monitor facility assets.  |
|                        | Budget Meeting                                   | Review budget.  | Review ledger; make sure all purchases are properly coded and all purchases are complete. | Communicate with Finance Department.                              |
|                        | Minor building/furniture maintenance             | Maintenance in office, shop or yards.                           | As required.  | Ensure facility interior and exterior condition is maintained.    |

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Parks and Recreation: Work Plan

MANAGEMENT

**PARKS AND RECREATION: WORK PLAN 2021 - Continued:**

| Time                      | Work Schedule Projects            | Work Description Projects  | Elements: Tasks Duties  | Verified Outcomes                              |
|---------------------------|-----------------------------------|--|---|--|
| <b>PERIODIC-Continued</b> |                                   |  |   |  |
| 2 Hrs.                    | Street lighting                   | Monitor and report street light problems in hamlets to ATCO.   | As required.  | Safety and convenience for ratepayers.         |
| 6 Hrs.                    | Work Plan                         | Plan for upcoming year.  | Review work plan and make changes.  | Submit to Council annually.                    |
| <b>SEASONAL</b>           |                                   |  |   |  |
| April to November         | Inspect trail system              | Visual inspection of the Iron Horse Trail as per Policy #07-01-01: Designated Recreational Trails.   | Correct deficiencies.   | Safety for trail users.                        |
| April to October          | Inspect playground equipment      | Visual inspection of all playgrounds as per Policy #07-02-01: Playgrounds.   | Correct deficiencies in: Spedden, Bonnie Lake, Bellis, Bellis Beach, Mons Lake South and East, Warspite, Hanmore Lake East and West | Safety for users.                              |
| Daily/ Weekly             | Inspect campsites                 | Visual checks on infrastructure.   | Correct deficiencies.   | Safety and enjoyment of the campers.           |
| When required             | Communicate with lake contractors | Answer phone calls, emails or person to person.  | Address issues.   | Safety and enjoyment of the campers.           |
| May to September          | Step Students                     | Advertise and hire for: 2 - 2 month positions 2- 4 month positions   | Train and assign tasks.   | Extra help during summer's heavy workload.     |
| May to September          | Grass cutting                     | Hamlets, parks, resorts, water fill stations, campsites, office, entrance signs and ball diamonds (Spedden: 2; Bellis: 2; Warspite: 1; Hamlin: 1). | Operate mowers and trimmers.  | Keeps County property neat and clean.          |
| 17 ½ Days                 | Parade float                      | Decorate float.  | Display in parades in Vilna, Smoky Lake and Waskatenau.   | Advertises County and supports municipalities. |
| 9 Hours                   | Display parade float in 3 parades | Enter float in the 3 County parades.   | Display in parades in Vilna, Smoky Lake and Waskatenau.   | Advertises County and supports municipalities. |
| 1 Hour/ Daily             | Mower Equipment                   | Maintenance.   | Sharpen blades, check oil and clean machine.  | Prolongs life of mowers.                       |
| 2 Days                    | Outhouses                         | Have outhouses pumped out.   | 51 Outhouses.   | Facilities are clean.                          |
| 4 Days                    | Building outhouses                | Build and repair outhouses.  | Pick up supplies and build.   | Facilities are in good working order.          |
| 2 Days                    | Piers                             | Install and removed piers at: Kaduk: 1; Mons: 4; Hanmore: 3; Bonnie: 5; Whitefish: 1.  | Replace any worn planking.  | Provides safe access to water.                 |
| 1 Day                     | Swim rafts.                       | Install and remove rafts at: Mons: 1; Hanmore: 1   | Replace any work parts.   | Provides safe access to water.                 |
| 1 Hour                    | Snow shoveling                    | Remove snow and ice from office walkways.  | As required.  | Provides safe walkways for public and staff.   |
|                           | Tree removal                      | Remove dead and fallen trees from campsites and walkways.  | As required.  | Provides safe areas for the Public.            |

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Parks and Recreation: Work Plan

MANAGEMENT

PARKS AND RECREATION: WORK PLAN 2021 - Continued:

| Time                        | Work Schedule Projects  | Work Description Projects  | Elements: Tasks Duties   | Verified Outcomes                                |
|-----------------------------|---|--|--|--|
| <b>SEASONAL - Continued</b> |   |  |  |  |
|                             | Firewood  | Split firewood compiled from brushing.   | As required.   | Provides firewood for special occasions.         |
| 6 Days                      | Help set up for Smoky Lake Rodeo  | Move bleachers and tables.   | As required.   | Helps volunteers.                                |
| 2 Days                      | Help set up for parades.  | Move bleachers and tables, cut grass and trim.   | Grass cutting and trimming, painting and set up fences.  | Helps County volunteer groups.                   |
| 3 ½ Days                    | Help with Farmers Day, Pumpkin Fair, Women's Conference, Christmas party and other special events | Move bleachers, tables and the stage.  | As required.   | Helps County volunteer groups.                   |
| 4 Days                      | Christmas decorations   | Set up lights before "Christmas Light Up" in Smoky Lake and take down after January 20 <sup>th</sup> . | Warspite, Spedden, Shop and Office.  | Celebrating the season.                          |
| 1 Day                       | Equipment   | Acquire estimates and order.   | As required and budgeted for.  | Ensures equipment is available to perform tasks. |
| 1 Hour                      | Lights in office.   | Repair lamps and ballasts.   | As required.   | Maximum light available for public and staff     |
| 1 Day                       | Annual Safety Meeting   | Attend Annual Safety Meeting.  | Be aware of the safety procedures set out by the County and follow them for a safe work environment. | Keep informed on safety practices of the County  |
| 5 Days                      | Inventory   | Take inventory of all supplies.  | County supplies.   | Maintain records.                                |
| 2 Hours                     | Employee Evaluations.   | Performance appraisal.   | Inform employees about their strengths and weaknesses.   | Help employees understand their duties.          |
| <b>2021 PROJECTS</b>        |   |  |  |  |
| 5 Days                      | Camp kitchen at Hanmore East  | Paint/stain camp kitchen.  | Correct deficiencies as required.  | Prolong life of structure.                       |
| 5 Days                      | Camp kitchen at Kaduk Lake  | Paint/stain camp kitchen.  | Correct deficiencies as required.  | Prolong life of structure.                       |
| 5 Days                      | Assist with erosion problem at Mons Lake  | Install retaining wall or landscape.   | As required.   | Preserve playground area.                        |
| 5 Days                      | Assist with boat launch area by river   | Assist with installing boat launch where needed.   | As required.   | Provides access to river.                        |



SCHEDULE "B"

Smoky Lake County: Parks and Recreation Department Year - 2021

Personnel List

|                          | Parks and Recreation Manager | Bylaw Enforcement | Equipment Operator | Labourer           | Contract: Lake Caretaker |
|--------------------------|------------------------------|-------------------|--------------------|--------------------|--------------------------|
| Ed English               |                              |                   |                    |                    |                          |
| Ray Soch                 |                              |                   |                    |                    |                          |
| Student (2): High School |                              |                   |                    | 2 months in summer |                          |
| Students (2): College    |                              |                   |                    | 4 months in summer |                          |
| Jaclyn Jarema            |                              |                   |                    |                    |                          |
| Veronica Fox             |                              |                   |                    |                    |                          |

NOTE

FULL TIME

SEASONAL

Carried.

**Planning and Development Manager  
Smoky Lake Region Intermunicipal Collaboration Committee**  
651-21: Halisky

That Smoky Lake County scheduled a **Smoky Lake Region Intermunicipal Collaboration Committee Meeting** for Friday, May 28, 2021 at 10:00 a.m., to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 **and/or** physically in County Council Chambers.

Carried.

**Municipal Planning Commission**

652-21: Orichowski That Smoky Lake County scheduled a **Municipal Planning Commission Meeting** for Friday, **May 28, 2021 at 1:00 p.m.**, to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 **and/or** physically in County Council Chambers.

Carried.

**Development Agreement for Stage 3 & 4 of Bonnie Lake Resort Subdivision**

653-20: Lukinuk That Smoky Lake County, further to Council's April 23, 2021 Special Meeting Motion #639-21 (which agreed to enter into a Development Agreement, with Bascor Developments Ltd. for Stage 3 and Stage 4 of the Bonnie Lake Resorts Development, subject to terms and conditions, on the lands legally described as Plan 1821256, Block 6, Lot 1) include an additional condition requiring the said Developer to provide all potential buyers of the said lots a **Disclosure Statement** acknowledging the base of the roads are constructed to an asphalt standard to a completed gravel surface, and an asphalt or other permanent oiled surfacing within the subdivision phases will be undertaken through a petition of residents of the said subdivision and the County will cause the work to be undertaken through a **Local Improvement Levy** pursuant to the *Municipal Government Act*.

Carried.

**Environmental Operations Manager**

**Spring Cleanup Promotion – Freon Appliances**

654-21: Orichowski That Smoky Lake County advertise a “Spring Cleanup Promotion”, exclusive to residents of the Smoky Lake Region, of free disposal of appliances containing Freon at County Landfill Sites during the month of May 2021; and advertise this on the County's Social Media and Grapevine.

Carried.

**Employment Opportunity – Waste Site Operator**

655-21: Gawalko That Smoky Lake County advertise on the County's Social Media, Grapevine and Website, to recruit a Waste Site Operator for 2 days/week at the Spedden Landfill Location.

Carried.

**Communications Technician**

**Provincial COVID-19 Pandemic Information**

656-21: Halisky That Smoky Lake County add a link on the County's website which leads to the Provincial website for the purpose of directing people to Alberta's COVID-19 webpages if they are looking for up to date COVID-19 Pandemic information.

Carried.

**Manager's Reports**

657-21: Orichowski That the Smoky Lake County Management Reports received for the period between March 17, 2021, to April 19, 2021 from the Public Works Manager, Public Works Foreman, Public Works Shop Foreman, Peace Officer, Natural Gas Manager, Environmental Operations Manager, Agricultural Fieldman, Planning and Development Manager, Safety Officer, Fire Chief, GIS Officer and Communications Technician, be accepted as presented and filed for information.

Carried.

**Reporting on Training Events**

658-21: Cherniwchan That Smoky Lake County Council acknowledge receipt of the Reports produced in accordance with Management Policy Statement No. 01-M-41: Reporting on Training Events, received from:

Environmental Operations:

- Alberta Water & Wastewater Operators Association (AWWOA), Annual Seminar, held virtually on March 15, 2021, attended by the Environmental Operations Manager.

Safety Officer:

- Crime Prevention Through Environmental Design (CPTED), advanced course, held virtually on March 2-4, 2021, attended by the Safety Officer.

Administration:

- Cenera's Access to Information in Alberta Public Bodies, virtual workshop, held virtually on March 2, 2021, attended the Communications Technician and Legislative Services Clerk.

Carried.

**6. Correspondence:**

No Correspondence.

**7. Delegation:**

No Delegation.

**8. Executive Session:**

No Executive Session.

**Next Meeting:**

659-21: Halisky That Smoky Lake County scheduled a **Council Departmental Operations Meeting** for Friday, **May 21, 2021 at 9:00 a.m.**, to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 **and/or** physically in County Council Chambers.

Carried.

**Adjournment:**

660-21: Lukinuk That the Smoky Lake County Council Meeting for the purpose of Departmental Operations for April 27, 2021, be adjourned, time 1:31 p.m.

Carried.

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REEVE

S E A L

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CHIEF ADMINISTRATIVE OFFICER