

**SMOKY LAKE COUNTY**

Minutes of the **County Council Meeting for the purpose of Departmental Operations** held on Monday, **March 1, 2010** at 10:10 A.M. in the County Council Chambers.

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

		<u>A T T E N D A N C E</u>
		<u>Monday, March 1, 2010</u>
<u>Div. No.</u>	<u>Councilors(s)</u>	
1	Dareld Cholak	Present
2	Ron Bobocel	Present
3	Barton Coady	Present
4	Lori Danyluk	Present
5	Randy Orichowski	Present
C.A.O.	Cory Ollikka	Present
Asst CAO/R.S	Lydia Cielin	Present

\*\*\*\*\*

Members of the Administrative Staff in attendance:

Brenda Adamson – Finance Manager	Present
Twila Bauman – Plan & Comm. Manager	10:50 A.M.
Doug Ponich – Public Works Manager	Present
Bob Novosiwsky - Public Works Foreman	Absent
Dave Kully – Public Works Shop Foreman	Present
Scott Franchuk – Agricultural Fieldman	Present
John Malysh – Utilities & Recreation Manager	Present
Ed English – Peace Officer	Present
Dave Franchuk – W.W.W. Manager	Present
Trevor Tychkowsky – Safety Officer	Present

Agenda:

**Agenda**

430-10: Coady

That the Agenda for Monday, March 1, 2010 County Council Meeting for the purpose of Departmental Operations, be adopted, as amended:

Addition:

1. Executive Session: Land Issue –Mr. Gary Macyk.

Carried Unanimously.

**3. Minutes:**

No minutes.

Addition to the Agenda:

**Mr. Gary Macyk**

Present before County Council at 10:11 a.m. to 10:15 a.m. was Mr. Gary Macyk, Waskatenau Motors to address a land issue with County Council in an executive session.

431-10: Coady

That County Council go into an executive session to discuss a land issue, time 10:11 a.m..

Carried.

Mr. Gary Macyk left the Council Chambers, time 10:15 a.m.

432-10: Bobocel

That County Council go out of an executive session, time 10:18 a.m..

Carried.

**4. Request For Decision:**

**Request For Proposal: Project No. C21012 Construction**

433-10: Bobocel That Smoky Lake County send the Request For Proposal for Project No. C21012 Construction located RR140 between Twp 590-584.

Carried.

**Policy Statement No. 03-11-01: Fencing**

434-10: Coady That **Policy Statement No. 03-11-01** entitled " Fencing", be adopted:

<b>Purpose:</b>	To replace fences which have been removed due to road construction and for the option of allowing adjacent landowners to complete their own fencing following a County road construction project adjacent to their property.
<b>Policy Statement and Guidelines:</b>	
<p><b>1. OBJECTIVE:</b></p> <p>1.1 To establish and allocate the responsibility and standards for fencing alongside municipal roads on an adjacent landowners' property.</p> <p><b>2. STATEMENT:</b></p> <p>2.1 Fencing along municipal roads is generally the responsibility of the landowner.</p> <p>2.2 Fencing cannot be constructed, erected or located on any municipal road allowance, unless a License of Occupation of Road Allowance for Ranching and Farming Purposes or Roadway License Agreement is entered to in advance; <i>Reference Policy 62-17 and Policy 03-44.</i></p> <p>2.3 Fencing on private property must be constructed inside private property at a minimum of 33 feet from the centre of the legal right-of-way.</p> <p>2.4 All material costs for fence replacement will be bourne by the landowner. The installation of the fence shall be the responsibility of the County and shall be carried out as per the provisions within this Policy.</p> <p><b>3. GUIDELINES:</b></p> <p>3.1 Landowners will remove existing fence and any salvageable material for their own use. The adequacy of salvaged materials to rebuild the complete fence, will be at the discretion of the Public Works Manager or Public Works Foreman.</p> <p><b>4. PROCEDURES:</b></p> <p>4.1 Before commencement of the road construction, <i>Schedule "A": Fencing Agreement</i> shall be signed by the affected landowner. After the road construction, if required, the re-constructed fence must be on the owner's property line or within the owner's land.</p> <p>4.2 The County will, at the choice of the landowner, and as per the fencing agreement as signed:</p> <p style="margin-left: 40px;"><b>Option 1:</b> The County agrees to pay the landowner One Thousand Dollars (\$1,000.00) per ½ mile for rebuilding the fence, and the landowner therefore accepts all responsibility for the fence replacement.</p> <p style="margin-left: 80px;">The condition of the completed fence will be inspected by the Public Works Manager or Public Works Foreman, prior to payment under this option.</p> <p style="margin-left: 40px;"><b>Option 2:</b> Should the County decide to have fences replaced by a Contractor, any such contract is at the discretion of the Public Works Manager.</p>	

Schedule "A"							
<b>FENCING AGREEMENT</b>	Project Number: _____						
APPLICANT NAME	<input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2						
ADDRESS	TELEPHONE NUMBER						
LEGAL, LAND LOCATION FOR FENCING PROJECT: ¼ _____ SECTION: _____ TOWNSHIP: _____ RANGE: _____ W4M							
DISTANCE TO BE FENCED: _____ MILE(S)							
PLEASE MARK ON DIAGRAM, FENCE TO BE ERECTED :							
<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="padding: 5px;">NW</td> <td style="padding: 5px;">NE</td> </tr> <tr> <td style="width: 40px; height: 40px;"></td> <td style="width: 40px; height: 40px;"></td> </tr> <tr> <td style="padding: 5px;">SW</td> <td style="padding: 5px;">SE</td> </tr> </table>	NW	NE			SW	SE	NOTE: _____ Location Description
NW	NE						
SW	SE						
<b>FENCING PROJECT:</b> To allow farmers the option to completing their own fencing following a road construction project.							
1. Smoky Lake County requires the fence to be a minimum of three (3) strands of posts not to be placed more than twenty (20) feet apart. 2. The fence shall be set back a minimum of <u>33 feet</u> from the <u>centre</u> of the adjacent legal right-of-way. It is understood that the applicant is responsible for the cost of materials and erection of the fence. 3. The site will be inspected before commencement of the project and after completion by Smoky Lake County. No funds will be paid unless the project has been inspected and approved . 4. Upon completion of the project, the applicant will receive the amount of <u>\$ 1,000.00</u> per half mile, if "option 1" is selected above.							
I (We) hereby agree to, in consideration of the benefit derived by me (us) from the description above shall indemnify and save harmless the <u>Smoky Lake County</u> , its Councillors, officers, employees and agents from any claim, damages, liability, cost, fee, penalty, action, cause of action, demand, damage to property, injury to person or death (including, without limitation to, legal fees of <u>Smoky Lake County</u> on a solicitor-client full indemnity basis), that may arise directly or indirectly out of the performance of the above described work(s).							
I, THE UNDERSIGNED, HAVE READ THIS APPLICATION AND AM AWARE OF ITS CONTENTS AND AGREE TO THE CONDITIONS.							
DATED THIS _____ DAY OF _____, 20____.							
SIGNATURE OF APPLICANT:	PUBLIC WORKS DEPARTMENT:						

Carried.

**5. Issues for Information:**

**Management Reports**

The following management reports were presented for information:

- Peace Officer

Mr. Ed English, Peace Officer left the Council Chambers, time 10:28 a.m.

- Public Works Manager

**Public Works: Public Works Manager  
2010 Work Plan**

**Management Policy Statement: 03M-06-02: Public Works Department Work Plan**

435-10: Orichowski

That County Council accept the received Work Plan for 2010 as a Management Policy: 03M-06-02 entitled "Public Works Manager Work Plan", for information.

<b>Purpose:</b>	To establish a Public Works Department Work Plan for the
-----------------	--

Smoky Lake County Public Works Department Program.
<b>Policy Statement and Guidelines:</b>
<p><b>STATEMENT:</b></p> <p>The <b>Public Works Department Work Plan, Schedule "A"</b> 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 Public Works Department Program.</p> <p><b>BENEFITS:</b></p> <p>The Public Works Department Work Plan will provide the following benefits:</p> <ul style="list-style-type: none"> <li>■ Broaden the portfolio of the Public Works Department Program.</li> <li>■ Good understanding of the process of the Public Works 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 Public Works Department Work Plan will be reviewed and presented to Council on an annual basis beginning of each year.</p>

**SCHEDULE "A": PUBLIC WORKS DEPARTMENT WORK PLAN 2010**

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcome
<b>DAILY</b>				
2-3 Hours	Communication: Phone calls from ratepayers, councilors, office	Address issues	After conversation: Inspect and Access	Document and if necessary send out work force.
1 Hour	Organize Work Force	Communicate Plan	As per assigned work	Time Sheets
1 Hour	Time Sheets Daily Journal E-Mail Communication	Verify time sheets. Document activities. Check e-mails.	Respond to e-mails and keep a control on Public Works Departments.	Check and Sign Document all that took place.
<b>WEEKLY</b>				
½ Hour ½ Hour	Safety Meeting List Work Schedule	List on Board and verbally communicate	Discuss past week incidents and how to solve issues.	Communication Tool. Monitor
½ Hour	Invoicing	Verify invoices to projects and check paper work.	Authorize for Payment.	Submit to Central Office.
10 – 20 Hours	Road Inspections	Drive Roads and list conditions	Complete road improvements	Document as per Policy.
1 ½ Hours	Management Meetings	Meet with all Management Departments	Update departments on Public Works activities for the week.	Monitor and Complete tasks.
1 Hour	List tasks that can be improved upon	Weekly review of programs occurring	Compile a listing for improvements.	Monitor and Communicate
1 Hour	Truck Cleaning	Maintain a professional vehicle appearance.	Clean County Vehicle	Adhere to County Policy.
½ Hour	Communication	Speak with Managers	Discuss projects inside and outside of shop.	Communicate. Become more efficient.
2 Hours	Work Place Inspection	View Work Areas	Identity hazards; check for signage.	Safe Work Plan
<b>MONTHLY</b>				
April – October	Culvert Maintenance Program	Replacing, installing and repairing.	Inspection and prioritize	Proper drainage Report update to Council
April to September	Gravelling Projects	Annual gravel haul	Organize and schedule areas to be graveled.	Improved quality of roads. Monitor.
Mid May to October	Rehabilitation	Shoulder Pulls	Schedule and direct Work Force	Improve quality of roads. Document.
July to August	Oil Treatment of Roads	Hauling of Gravel and Mixing Oil	Schedule and direct Work Force	Improve quality of roads. Document.
May to September	Base Stabilization	Hauling of Gravel and mixing MG30.	Schedule and direct Work Force	Improve quality of roads. Document and Monitor
June to October	Construction	Backsloping, create ditches, raise road surface.	Schedule and direct Work Force.	Improve quality of roads. Document

June to August	Private Dust Control	Haul gravel, mix oil and pack.	Schedule and direct Work Force.	Create dust control in front of private residence.
<b>PERIODIC</b>				
	Gravel Crushing	Along with engineer Tender Project	Oversee operation. Proper Testing. Ensure quality gravel	Yearly Gravel. Maintenance
	De-Watering	Excavate Rock from below Water Table. Haul and Stock Pile.	Monitor Progress.	Future Supply of Crushing Material.
	Bridge Maintenance	Repairs or Replacement	Communicate with engineer and Contractor	Safe Passage over creeks. Monitor and Document.
	Job Interviews	Interviewing Staff	Advertise and arrange interviews.	Advise
	Conventions	Attend Conventions	Incorporate material into Public Works activities.	Education and Communicate
	Three-Year Road Plan	Document Information	Study roads, determine which roads will need attention and schedule construction	Budgeting Preparations.
	Fires	Emergency Services Reponses	Assist Fire Department as required. Debriefing.	Monitor Roster for Emergency Services.
	Meeting with Council and Ratepayers	Address Issues.	Investigate situations.	Document Activities.
	Personnel Communication	Workers Issues	Improve job execution. Address Complaints. Wages	Quality Control
	Employee Evaluations	Evaluate Staff	Complete Evaluation Forms.	Improve quality of working relationship and communication.
	Monthly Reports to Council	Manager Report Form.	Complete the manager's report for each meeting.	Maintain record of reports.
	Public Works: Work Plan	Plan for the upcoming year – 2010.	Review all Work Plans, and Programs - make appropriate changes.	Submit to Council – Annually.
	Budget Meetings	Budget Meetings for Public Works and Capital Assets.	Evaluate Programs and capital needs, price out items and prepare budget.	Meet with the Comptroller.
<b>SEASONAL</b>				
	Road Maintenance	Snow Removal. Grade Roads. Repair Washouts. Patch Oiled Roads.	Maintain Crown. Trim Shoulders and bring to centre line. Assure proper slope and drainage.	Road Quality Improvement. Document.
	Chipping	Clearing for drainage and Visibility.	Assign proper Work Force.	Safety. Inspect and Document.
	Hydroaxe	Mulch brush and trees	Assign proper Work Force	Improve site lines and drainage. Inspect and Document.
	Steam Culverts	Clean out ice, insure proper drainage.	Assign proper Work Force.	Eliminate washout and flooding. Inspect and Document
	Replenish Oil Supply	Contact Oil Suppliers	Research for best oil available.	Fill Tanks at best price.
	Project Analysis	Study procedures, time spent, quantities, costs of previous years work.	Investigate. Research. Monitor	Budget Process. Improve upon past performance.
	Work Schedule	After adoption of the three-year road plan, schedule projects.	Organize road projects. Create calendars.	Document Monitor Report.

Carried.

- Public Works Foreman
- Public Works Shop Foreman

**Unit # 506: Grader**

436-10: Coady

That Smoky Lake County sell the following Public Works Equipment item: Unit # 506 – 14H, 2005 CAT Grader – Serial No. ASE01353.

Carried.

**Public Works: Public Works Shop Foreman  
2010 Work Plan**

**Management Policy Statement: 03M-07-02: Public Works Department:  
Shop Foreman Work Plan**

437-10: Danyluk

That County Council accept the received Work Plan for 2010 as a Management Policy: 03M-07-02 entitled “Public Works Department: Shop Foreman Work Plan”, for information.

<b>Purpose:</b>	To establish a Public Works Shop Foreman Work Plan for the Smoky Lake County Public Works Department Program.
<b>Policy Statement and Guidelines:</b>	
<b>STATEMENT:</b>	
The <b>Public Works Department Shop Foreman Work Plan, Schedule “A”</b> 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 Public Works Department Program.	
<b>BENEFITS:</b>	
The Public Works Department Work Plan of the Shop Foreman will provide the following benefits:	
<ul style="list-style-type: none"> <li>■ Broaden the portfolio of the Public Works Department Shop Program.</li> <li>■ Good understanding of the process of the Public Works Shop Department.</li> <li>■ Increase efficiency and strengthen time frame of deadlines.</li> <li>■ Establishes accountability of the Program.</li> <li>■ Communication Tool.</li> </ul>	
<b>REVIEW:</b>	
The Public Works Department Shop Foreman Work Plan will be reviewed and presented to Council on an annual basis beginning of each year.	

**SCHEDULE “A”: PUBLIC WORKS DEPARTMENT: SHOP FOREMAN WORK PLAN 2010**

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcome
<b>DAILY</b>				
1 Hour	Five employees Time Sheets to sign	Payroll	Verify work done in Shop	Sent to main office for payroll department.
1 - 8 Hours	Apprentice, Rap and Work Experience	Supervisor Roll	Insure work done properly	To train properly.
1 Hour	14 Vehicle Check Lists to review	To be checked promptly and monitored for mileages and hours that are used for warranties and parts.	To check for problems, to ensure proper repairs are scheduled to be done.	To get equipment and vehicle on the road as fast as possible.
1 - 8 Hours	Repairs to Equipment and Vehicles	Whatever may have broken down.	Prioritize repairs to have most important equipment or vehicles running first.	To keep equipment and vehicles mobile for projects.
<b>WEEKLY</b>				
2 - 3 Hours	Review Purchase Orders and Invoices	Sign and check prices	Make sure that we are charged for only items purchased, companies, are paid on time to avoid interest charges.	To keep equipment and vehicles mobile for projects.
½ - 1 Hour	Monday Morning Tool Box Meeting	Discuss with employees daily procedures and equipment or vehicles being worked.	Designate equipment or vehicles to be worked on.	To keep equipment and vehicles for projects.

1 ½ Hours	Management Meetings	Meet with all Management Departments	Update departments on Public Works Shop activities for the week.	Monitor and Complete tasks. Communicate.
<b>MONTHLY</b>				
1 - 8 Hours	250 Services to Vehicles and Equipment	Change engine oils in pickups every 5000 kms. Change engine oils in Class 8 trucks every 250 hrs. Check over units (brakes, steering, suspensions). Change oil in engines on graders: 14H Series – every 250 hours. 14M Series – every 500 hours. Construction equipment every 250 hours. Service and repair chainsaws, weed eaters, riding mowers and push mowers.	Be sure items are done so that warranties are not voided.  Monitor oil samples for problems that may arise.	To keep equipment and vehicles mobile for projects.
1- 3 Hours	Report to Council	Type out report.	Maintenance on vehicles	Deliver for Agenda Package.
1-3 Hours	Safety Committee Meeting	Attend and discuss safety issues.	Implement safety procedures.	Keep work place safe.
Occasional	Budget	Review Budget numbers	Monitor Progress	Document.
<b>PERIODIC</b>				
1 – 3 Days	29 – Yearly 6 – Semi-Annually x 2 41 in Total CVIP's on Trucks & Trailers. Trailers are done from December to February. Trucks are done from March to April.	Remove all wheels and brake drums, measure drums and shoes, replace any worn items, do all repairs required at this time. CVIP's and repairs may take from 1 to 2 weeks depending on amount of work to be done and parts availability.	Commercial inspections according to government specs. Organize Staff.	Keep equipment and vehicles mobile and repaired in a timely fashion.
Scheduled by the Company	Warranty repairs.	Repairs as required.	Coordinate with dealers to have repairs done. Be sure items are covered under warranty to avoid extra charges.	Document.
As per Budget.	Spec out vehicles and equipment to be purchased for all departments.	As per Five-Year Capital Asset Budget.	Obtain spec.	Communicate.  Supply budget numbers for year.
<b>SEASONAL</b>				
1 - 2 days	8 – Graders ready for winter October 1 <sup>st</sup> . 2-3 Graders at a time.	Change hydraulic, transmission and engine oil to winter oil, install snow equipment.	Make sure maintenance is done according to manufacturers specs.	Keep equipment mobile.
1 - 2 days	3 – Tractors	Install snowblade.	Prepare for winter snowplowing.	Keep equipment mobile.
1 - 2 days	2- Sand Trucks ready for October.	Install sanders and snowplows.	Prepare for winter season.	Keep equipment mobile.
1 - 2 days	8 – Graders ready for summer – April 2-3 Graders at a time.	Remove wings	Prepare for spring season.	Keep equipment mobile.
1 - 2 days	2 – Trucks ready for summer – April	Remove sanders and plows.	Prepare for gravel season.	Keep equipment mobile.
1 - 2 days	3 – Tractors	Remove snowblades	Get tractors ready for mowing and construction.	Keep equipment mobile.
1 day	Unit 616: Caterpillar Buggy October and April.	V-Plow install for winter. V-Plow removed for summer.	Prepare for Winter snowfall and summer projects.	Keep equipment mobile.
As required.	15-20 Units: Fire Equipment for fire	Change oil in proper time.	Get equipment repaired in shortest time possible.	Keep equipment mobile.

	season at all times and water trucks and tanks filled with water and fuel at all times for emergency.			
1 -2 days	2- H.A. Kostash School Bus's. 1 – Vilna School Bus. 1 – Van.	Oil changes and repairs. \$200.00 Special Certificate required.	Keeping their equipment serviced.	Keep equipment mobile.
1 - 2 days	4 - 5 vehicles or equipment for Aspen View.	Oil changes and repairs.	Keeping their equipment serviced.	Keep equipment mobile.
3 days	RUSA Convention	Attend seminars.	To get new information on products and services and new regulations.	Change with times.
CVIP's	104: March 106: March 108: July 111: January 112: June 136: December 138: June 139: February and August 141: July 155: June 156: March 160: March 170: July 180: May 181: February 183: February	190: April 195: March 196: February 197: May 198: April 199: April 217: May 308: November and May 322: June and December 323: November and May 401: March 402: March 403: March 404: April 405: April 411: March and September	419: September 445: March or April 447: December and January 999D: March	

Carried.

■ Natural Gas Manager

**Natural Gas: Manager  
2010 Work Plan**

**Management Policy Statement: 09M-01-01: Natural Gas Department:  
Natural Gas Manager**

438-10: Bobocel That County Council accept the received Work Plan for 2010 as a Management Policy: 09M-01-01 entitled “Natural Gas Department: Natural Gas Manager Work Plan”, for information.

<b>Purpose:</b>	To establish a Natural Gas Department Work Plan for the Smoky Lake County Natural Gas System.
<b>Policy Statement and Guidelines:</b>	
<b>STATEMENT:</b> The <b>Natural Gas Department Work Plan, Schedule “A”</b> 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 Natural Gas System.	
<b>BENEFITS:</b> The Natural Gas Department Work Plan of the Natural Gas Manager will provide the following benefits:	
<ul style="list-style-type: none"> <li>■ Broaden the portfolio of the Natural Gas System.</li> <li>■ Good understanding of the process of the Natural Gas Department.</li> <li>■ Increase efficiency and strengthen timeframe of deadlines.</li> <li>■ Establishes accountability of the Program.</li> <li>■ Communication Tool.</li> </ul>	
<b>REVIEW:</b> The Natural Gas Department Work Plan will be reviewed and presented to Council on an annual basis beginning of each year.	

**SCHEDULE "A": NATURAL GAS DEPARTMENT: NATURAL GAS MANAGER'S WORK PLAN 2010**

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcome
<b>DAILY</b>				
2 - 8 Hours	Line Locates	Locate and mark County gas lines for construction, seismic, and whoever is working by County gas lines.	Insure gas lines are located and properly marked. Manpower of 2 to 3 men.	Eliminate the possibility of disrupted gas service due to damage lines.
2 - 6 Hours	Customer Complaints	Gas Odor calls, On-Off readings of meters, listen to general complaints.	Answer customer questions, delegate duties, going out to customer residents.	Document and monitor service for improvements.
1-2 Hours	Documentation of jobs.	Complete necessary documentation of work completed.	Address and monitor tasks.	Accountability
After Office Hours	On-Call	Man emergency phone	Take after hours emergency calls.	Continuance of gas service.
<b>WEEKLY</b>				
8 Hours	RMO Checks	Check RMO Stations	Record Station Operations, metering, meter oil levels, odorant, glycol, heaters, and line heaters.	Insure gas quality and operation of the station to insure continuous gas flow.
1.5 Hours	Management Meeting	Meet with all Management Departments	Update departments on Natural Gas Department activities for the week.	Monitor and communicate Completed tasks.
1 Hour	Utility Personnel Meeting	Communicate projects and tasks.	Work schedules reviewed for the week and month.	Education and Monitoring.
1 Hour	Vehicle Inspection	Keep County vehicle clean.	Clean inside and outside of the vehicle.	Adhere to Policy. Portrays good image.
2 Hours	Gas Balance	Download information on daily consumption.	Enter data on the computer.	Monitor data for underground gas leaks.
<b>MONTHLY</b>				
5 to 7 Days	Meter Readings	Physically read all gas meters	Go to every County Gas Customer and read their meter and record.	Have accurate readings to keep profit margin up due to constant price changes.
1 Hour	Magazine Check	Explosive Inventory	Check and record inventory.	Legal requirement.
12 Hours	Odor Sample	Checking for Gas Quality.	Take sniff tests at different locations from each RMO and record.	Insures sufficient odor in gas line for customer safety and address legal requirements.
8 to 24 Hours	Delinquent Accounts	Collect Arrears	Collect overdue accounts or leave notice. Lock off if necessary for no payments.	Generate Income.
5 to 10 Days	Odorant	Deliver Odorant	Deliver odorant to approximately 250 RMO's in 23 different Gas Co-ops	Safety and Income generating for the County.
<b>PERIODIC</b>				
2 to 3 Hours	Vehicle Maintenance	Oil Changes and general truck maintenance.	Assist in oil change and general repair when necessary.	Safe and well maintained vehicle.
10 to 40 Hours	Equipment Maintenance	Change oil, general repair and replacement.	Complete oil changes and lubrication.	Well maintained equipment work longer.
2 to ? Hours	Leak Detection	Underground leaks.	Find and repair leaks.	Prevent gas loss.
20 to 40 Days	PFM Check	Pressure meter factoring. Required legally.	Go to all PFM sets and make sure that proper pressure is going through the meter.	Insures accurate measurement of gas to customers.
5 to 10 Days	Public Building Inspections	Check public buildings where large groups of people gather.	Check churches, schools, halls, lodges, etc. for gas leaks within the buildings and appliance condition.	Safety to places where large groups of people may gather.
16 to 40	Cathodic Protection	Perform Test.	Test cathodic beds and	Protect metal gas

Hours			sacrificial anodes. Replacing when necessary.	lines from getting pin hole due to electrolysis.
8 Hours	Tetter Bag Samples	Collect sample bags of gas.	Take samples for each RMO at different locations, send away for a lab analysis.	Required legally. Provide documentation of gas quality.
???	Compressed Natural Gas Trailer	Provide compressed natural gas in emergency situations.	Travel to various locations with CNG Trailer.	Provide emergency gas for other Gas Co-ops.
30 Hours	Appliance Sales and Installation	Sell and deliver appliances.	Install stove, inferred heaters, barbeques, and clothes dryers. Install gas lines to said appliances.	Some income generated and customer services.
8 to 40 Hours	Hydro Axing	Communicate with Public Works.	Check for grown in right-of-ways and give direction to Public Works on what needs to be trimmed.	Clean right of way for line walking, line locating and line repair.
80 to 800 Hours	Meter Recalls	Replace outdated meters. Legally required.	Replace outdated meter with a current sealed meter. Repair leaks.	Less gas loss and eliminates the yearly PFM checks.
20 to 25 Hours	End Pressure Test	Check pressures at various locations at end of lines.	Insert gauges at various locations and occasionally get readings.	Check if lines are delivering sufficient gas to customers.
4 Hours	Glycol Sample	Collect glycol samples.	Drive to RMO's with line heaters and collect samples of glycol.	Analyze pH and Acidic content of glycol.
40 Hours	O & M Policy	Check if we are complying with the O & M Policies.	Fix, Install or Replace necessary equipment.	Comply with O & M Policy Manual Operations.
25 to 40 Hours	Inventory	Take Inventory at shop.	Physical count all inventory in our shop.	Monitoring for Year-End.
<b>SEASONAL</b>				
May to November	Construction	Install Gas Lines	Construct new gas services.	New Customers
May to November	Construction	Install underground lines	Install underground power lines, phone lines, temporary water and secondary gas lines.	Generates an income and helps County Customers.
May to November	Sign Installation	Replace and Install New Signs	Install new sign at new construction crossings and replace old unreadable or damaged ones.	Make people aware of gas lines crossing roads, etc.
8 to 80 Hours	Cut and Caps	Terminate released lines.	Dig up gas lines that have been released, cut and cap the service.	Remove unwanted gas lines.
May to November	Maintenance	Maintain Facilities.	Do maintenance on above ground facilities (Reg Stations, RMO's, etc.)	Tighten the system, less leaks more profit.

Carried.

■ Water, Wastewater & Waste Management Manager

Twila Bauman, Planning and Communications Manager entered the Council Chambers, time 10:50 a.m..

■ Agricultural Service Board

**2009/2010 Municipal Sponsorship Grant: Radio Communication**

439-10: Coady

That Smoky Lake County's participation in the 2009/2010 Municipal Sponsorship Program Grant Application for **Smoky Lake Region Emergency Services Communication Project – Radio Communication** under the Alberta Municipal Affairs and Housing Municipal Sponsorship Program with the Town of Smoky Lake, Village of Vilna and Village of Waskatenau; revised application of grant dollar funding in the amount of \$85,748.63, be filed for information.

Carried.

**2010 Fire Chiefs Conference**

440-10: Danyluk That County Council who can attend and administration attend the 2010 Alberta Fire Chief’s Conference: “Thriving in Change” on June 20-23, 2010 at Mayfield Inn in Edmonton.

Carried.

**Lakeland Agricultural Research Association**

441-10: Danyluk That Smoky Lake County participate in the distribution of the Lakeland Agricultural Research Association Newsletter to the County Agricultural Producers; and funding cost of approximately the amount of \$3,300.00 be allocated from the 2010 AESA: Alberta Environmental Sustainable Agriculture Grant.

Carried.

- Planning and Communication
- Safety Officer.

**JEPP: Joint Emergency Preparedness Program Grant**

442-10: Orichowski That Smoky Lake County submit an application for the JEPP: Joint Emergency Preparedness Program grant funding for a Emergency Back-up Power Generator for Smoky Lake County.

Carried.

**Management Reports**

443-10: Coady That the management reports received for the period of February 19, 2010 to February 23, 2010 from Doug Ponich, Public Works Manager; Bob Novosiwsky, Public Works Foreman; Dave Kully, Public Works Shop Foreman; Ed English, Peace Officer; John Malysh, Natural Gas Manager; Dave Franchuk, Water, Wastewater and Waste Management Manager; Scott Franchuk, Agricultural Fieldman; Twila Bauman, Planning and Communications Manager; and Trevor Tychkowsky, Safety Officer, be accepted and filed for information.

Carried.

**ADJOURNMENT:**

444-10: Bobocel That this meeting be adjourned, time 11:50 a.m.

Carried.

\_\_\_\_\_  
REEVE

**S E A L**

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