

**SMOKY LAKE COUNTY**

Minutes of the **County Council meeting** held on Thursday, **September 23, 2010** at 9:05 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>Thursday, September 23, 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
Finance Manager	Brenda Adamson	Present

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3 Members of the Public in attendance.

Doug Ponich, Public Works Manager and Dave Kully, Public Works Foreman entered the Council Chambers, time 9:05 a.m.

**2. Agenda:**

**Agenda**

880-10: Bobocel

That the Agenda for Thursday, September 23, 2010 County Council meeting, be adopted as amended:

Addition to the Agenda:

1. Policy Statement No.: 08-02-02: Accounts Receivable Collection.

Carried Unanimously.

**3. Minutes:**

**Minutes of May 3, 2010 – Annual Public Forum Meeting**

881-10: Danyluk

That the minutes of the Annual Public Forum Meeting of Smoky Lake County held on Monday, May 3, 2010 be adopted.

Carried.

**Business Arising from the Minutes:**

- TILMA Legislative Component on the procurement provisions for tendering road construction projects.

882-10: Danyluk

That Smoky Lake County obtain information from Services Alberta - Procurement Services Trade Department on the procurement provisions under the legislative requirements of TILMA (Trade, Investment and Labour Mobility Agreement) and make it available to the local contractors.

Carried.

**Minutes of August 19, 2010 - County Council Committee of the Whole Meeting – Planning Meeting**

883-10: Coady That the minutes of the County Council Committee of the Whole – Planning Meeting held on Thursday, August 19, 2010 be adopted.

Carried.

**Minutes of August 24, 2010 – County Council Meeting**

884-10: Orichowski That the minutes of the County Council Meeting held on Tuesday, August 24, 2010 be adopted.

Carried.

**Business Arising from the Minutes:**

- Delegation of the Mons Lake Association in regards to the roads within the Mons Lake Resort.

885-10: Danyluk That Smoky Lake County include the Mons Lake Resort Roads in the Three-Year Road Plan 2011 – 2013.

Councillor Danyluk requested for a Recorded Vote.

**For the Motion**

Dareld Cholak  
Ron Bobocel  
Barton Coady  
Lori Danyluk  
Randy Orichowski

**Against the Motion**

Carried.

**5. Issues for Information:**

**Chief Administrative Officer’s Report**

The Chief Administrative Officer gave an updated report to Council for the period of June August 25, 2010 to September 22, 2010.

**Financial:**

- Finning Canada has sent their buy-back proposal for the 3 new graders the County is considering to replace the 3 defective ones. We have gone back and forth a little with them over the buy-back provision in the 1<sup>st</sup> -500 hours, but this has been resolved.
- Mr. Dale Chapelsky, Saleman, Finning Canada is present today in the Gallery.

**Executive Session  
Finning Canada**

886-10: Bobocel That County Council go into an Executive Session to discuss a legal issue with Finning Canada, time 9:25 a.m.

Carried.

Present before County Council at 9:25 a.m. to 9:35 a.m. was Dale Chapelsky, Salesman, Finning Canada to update County Council on the Finning Canada’s Proposal on the standard governmental terms and conditions on the service and warranty of Motor Graders.

887-10: Coady That County Council go out of an Executive Session, time 9:35 a.m.  
 Carried.

888-10: Coady That Smoky Lake County enter into an agreement with Finning Canada to purchase two 2011 Model 160M AWD Motor Graders and one 2011 Model 14M Motor Grader as replacement units of three-14M Motor Graders Unit #502, Serial Number B9J00563; Unit # 503, Serial Number B9J01018; and Unit #508, Serial Number B9J00980, and execute the agreement with Finning Canada.  
 Carried.

Doug Ponich, Public Works Manager and Dave Kully, Public Works Foreman left the Council Chambers, time 9:38 a.m.

**4. Request For Decision(s):**

**Policy Statement No. 02-17-01: Peace Officer: Use of Defensive Baton**

889-10: Coady That **Policy Statement No. 02-17-01** entitled "Peace Officer: Use of Defensive Baton" be adopted:

<b>Purpose:</b>	<p>Smoky Lake County recognizes there are circumstances where a Peace Officer may need to use a defensive baton to facilitate a defensive position in the execution of his/her duties.</p> <p>Subject to the provisions of this policy and in accordance with the Peace Officer Act, Peace Officer Regulations and Peace Officer Ministerial Regulations, the Peace Officer is authorized the use of a defensive baton.</p>
<b>Policy Statement and Guidelines:</b>	
<b>1. QUALIFICATIONS</b>	
1.1	The issue of a defensive baton to a Peace Officer is conditional upon:
1.1.1	Authorization of his/her Appointment as Peace Officer issued by the Alberta Solicitor General.
1.1.2	Successful completion of a training course on a use of force model recognized by the Public Security Division.
1.1.3	All Peace Officers certified in the use of the defensive baton (including the department sanctioned Incident Management Intervention Model) will be re-certified within 36 months (or sooner if desired by authorized employer) by a qualified instructor.
<b>2. APPROVED USES</b>	
2.1	The defensive baton must only be used as a defensive tool and should not be applied to facilitate an arrest unless other means are not available.
2.2	A defensive baton may be utilized to control an attack or threat of an attack from any animals.
<b>3. PROCEDURES</b>	
3.1	All Peace Officers certified in the use of the baton will be required to wear a baton while on duty.

3.2	The baton will be worn in the issue scabbard.
3.3	The baton will be deployed only in the prescribed manner, according to an Incident Management Intervention Model or approved Use of Force Model.
3.4	Peace Officer who is carrying authorized defensive baton must check the baton on a weekly basis for the following: <ul style="list-style-type: none"> <li>3.4.1 Wear and tear on the foam grip.</li> <li>3.4.2 Bent shaft and stress fractures.</li> <li>3.4.3 Abrasions on the tip or a loose tip.</li> <li>3.4.4 Secure butt cap.</li> </ul>
3.5	May make minor adjustments to the retaining clip and O-ring to ensure the proper opening and closing capabilities.
3.6	Report any defective baton requiring repair or replacement immediately to the Chief Administrative Officer. <b>Note: This includes a bent shaft, wear and tear on the handle, and sharp abrasions on the tip.</b>
3.7	Immediately report any incident in which the baton was used as a means of force to the Chief Administrative Officer on an Incident Report Form and to the Public Security Division.
3.8	Ensure that when off-duty, the defensive baton is secured in a locked cabinet within the office. If a Peace Officer goes off shift at their residence, the defensive baton must be secured within a locked cabinet.
<b>4.</b>	<b>REPORT ON USE</b>
4.1	Peace Officer involved in an occurrence where a defensive baton was utilized shall: <ul style="list-style-type: none"> <li>4.1.1 Complete an Incident Report as per <b>Policy 02-09: Peace Officer: Human Relations Records – Schedule “B”:</b> <b><u>Incident Report Form</u></b>, outlining the circumstances surrounding the use of the defensive baton and provide a copy to the Public Security Division of the Solicitor General.</li> <li>4.1.2 Notify the Chief Administrative Officer in writing, of the circumstances surrounding the use of the defensive baton.</li> </ul>

Carried.

**Policy Statement No. 02-18-01: Peace Officer: Use of OC Spray**

890-10: Bobocel

That **Policy Statement No. 02-18-01** entitled "Peace Officer: Use of OC Spray" be adopted:

<b>Purpose:</b>	Smoky Lake County recognizes there are circumstances where a Peace Officer may need to use OC Spray: Oleoresin Capsicum Spray (Pepper Spray) in the execution of his/her duties.  Subject to the provisions of this policy and in accordance with the Peace Officer Act, Peace Officer Regulations and Peace Officer Ministerial Regulations, the Peace Office is authorized the carrying and use of OC Spray.
<b>Policy Statement and Guidelines:</b>	
<b>1.</b>	<b>QUALIFICATIONS</b>
1.1	The issue of OC Spray: Oleoresin Capsicum Spray (Pepper Spray) to a Peace Officer is conditional upon: <ul style="list-style-type: none"> <li>1.1.1 Authorization of their Appointment authorizing him/her to be in possession of OC Spray only for the purpose of its duties or employment and does not extend to off-duties activities.</li> </ul>

- 1.1.2 Successful completion of a training course on a use of force model recognized by the Public Security Division.
- 1.1.3 The Peace Officer receiving specific instruction in the care, handling and use of OC Spray.
- 1.1.4 The Peace Officer authorized to carry OC Spray are re-certified every 36 months or sooner if desired by authorized employer.

## **2. APPROVED USES**

- 2.1 OC Spray must only be used as a defensive tool and should not be applied to facilitate an arrest unless other means are not available.
- 2.2 OC Spray may be utilized to control an attack or threat of an attack from any animals.
- 2.3 Training purposes when used as part of a training course recognized by the Alberta Solicitor General.
- 2.4 OC Spray shall only be carried by the Peace Officer while on duty and does not extend to off-duty activities.

## **3. PROCEDURES**

- 3.1 Peace Officer authorized to use OC Spray must:
  - 3.1.1 Inform the Chief Administrative Officer whenever possible prior to using the OC Spray.
  - 3.1.2 When tactical advantage is not lost, advises the potential target(s) that OC Spray may be used if their behavior remains uncontrollable.
  - 3.1.3 Monitors the target(s) and seeks medical assistance if the effect of the OC Spray persists after one (1) hour.
- 3.2 Peace Officer must where possible report to the area, take charge of the incident and approve the use of OC Spray, if necessary.
- 3.3 Ensures all targets affected by the OC Spray are taken to an area which is secure and removed from the contamination and provides for the decontamination.
- 3.4 The OC Spray carried by the Peace Officer shall be of the type recommended or required by the Alberta Peace Officer Regulations.
- 3.5 Review, comment and submit the detailed Incident Report to the Chief Administrative Officer and to the Public Security Division on the approved form describing the incident and reasons for utilizing the OC Spray.
- 3.6 Peace Officer must not allow, lend or provide to any person not duly authorized by law, to handle, possess or use OC Spray.

## **4. STORAGE**

- 4.1 Ensure that when off-duty, the OC Spray is secured in a locked cabinet within the office. If a peace officer goes off shift at their residence, the OC Spray must be secured within a locked cabinet.
- 4.2 When OC Spray canisters are in the office, not on the Peace Officer, they must be stored in a locked cabinet.
- 4.3 Replacement canisters are in the control of the Peace Officer and must be stored in a locked cabinet.
- 4.4 When OC Spray canister is in the possession of the Peace Officer at their residence, when it is not reasonable to have it locked in the office, the Peace Officer must ensure proper storage of the OC Spray, through the use of a locked cabinet.

<p><b>5. REPORT OF DISCHARGE</b></p> <p>5.1 Peace Officer involved in an occurrence where OC Spray was utilized for purposes other than training shall:</p> <p>5.1.1 Advise the RCMP forthwith of the deployment of OC spray and request their attendance/assistance.</p> <p>5.1.2 Complete an Incident Report as per <b>Policy 02-09: Peace Officer: Human Relations Records - Schedule "B": Incident Report Form</b>, outlining the circumstances surrounding the use of the OC Spray and provide a report to the RCMP and the Public Security Department of the Solicitor General.</p> <p>5.1.3 Outline in the Occurrence Report as per <b>Policy 02-10: Peace Officer: Operational Records Management System - Schedule "A": Peace Officer Occurrence Report</b>, the details regarding place and time of decontamination or refusal of decontamination by the subject, and all subsequent attempts at decontamination.</p> <p>5.2 The Peace Officer shall notify the Chief Administrative Officer in writing, of the circumstances surrounding the discharge of the OC Spray.</p>
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Carried.

**Policy Statement No. 01-35-01: Flags: Half Mast**

891-10: Danyluk

That **Policy Statement No. 01-35-01** entitled "Flags: Half Mast" be adopted:

<b>Purpose:</b>	Smoky Lake County deems it appropriate to lower flags as a sign of respect and mourning for dignitaries, or other individuals significant to the County, the region, or the Province.
<b>Policy Statement and Guidelines:</b>	
<b>1. STATEMENT:</b>	
1.1	The Chief Administrative Officer or his designate shall cause flags on County property to be lowered to half mast on the following occasions:
1.1.1	On the death of a current County employee or County Councillor.
1.1.2	On the death of a current Mayor or Councillor of any municipality within the boundaries of Smoky Lake County.
1.1.3	On the death of the Prime Minister, the Premier of Alberta, or the Member of Parliament or MLA representing Smoky Lake County.
1.1.4	On the death of any volunteer Firefighter with Smoky Lake County when the death occurs in the line of duty.
1.1.5	On the death of any R.C.M.P. member serving the detachment within the Smoky Lake County when the death occurs in the line of duty.
1.1.6	On the death of a serving member of the Canadian Armed Forces that hails from Smoky Lake County (if/when known) when the death occurs in the line of duty.
1.2	Flags shall be lowered to half mast in recognition of Remembrance Day.

1.3	Flags shall be lowered on the Provincial Declaration “Day of Mourning” for remembering workers injured or killed on the job.
1.4	The Reeve and/or Deputy Reeve and/or the Chief Administrative Officer may designate flags to be flown at half mast in other circumstances as they deem appropriate.
1.5	“Death” may be taken to include the day of death and subsequent days up to and including the day of the funeral.

Carried.

Twila Bauman, Planning and Communications Manager entered into the Council Chambers, time 9:50 a.m.

**Harold West: Letter of Request –August 1, 2010**

892-10: Danyluk

That Smoky Lake County deny Mr. Harold West’s request as per letter dated August 1, 2010 to permanently exclude NW 26-58-19-W4, 1.66 hectares/4.10 acres), Roll Number 19582630 from future Minimum Tax Levy and confirm that this parcel will be subject to any future Minimum Tax Levy Charges to Agricultural parcels.

Carried.

893-10: Orichowski

That Smoky Lake County proceed to have SW 35-58-19-W4 surveyed in preparation for the Road Closure of Road Plan 569AU and the subsequent exchange of the new parcel for the as-built road on the previously closed government Road Allowance on RR 192.

Carried.

894-10: Coady

That Smoky Lake County deny Mr. Harold West’s request to close the government road allowance between SE 34-58-19-W4 and SW 35-58-19-W4; and continue to lease the lands as per the existing Roadway License Agreement.

Carried.

Twila Bauman, Planning and Communications Manager left the Council Chambers, time 9:55 a.m.

**Surface Lease of Municipal Owned Properties: NE 23-60-13-W4**

895-10: Bobocel

That Smoky Lake County accept the termination notice from Marianne, Adrian and Alton Mazur as of September 10, 2010 for the Surface Lease of Municipal Owned Property located on NE 23-60-13-W4 – 160 acres; and advertise the Surface Lease of Municipal Owned Property located on NE 23-60-13-W4 – 160 acres for individuals interested in leasing the said land to forward submissions to the County by October 22, 2010.

Carried.

**2010 Tax Sale: Reserve Bids**

896-10: Coady

That That Smoky Lake County approve the 2010 Tax Sale with the following properties and reserve bids:

<u>Roll Number</u>	<u>Legal Description</u>	<u>Reserve Bid</u>
13620310	SE 03-62-13-W4	\$100,000.00
19600221	SW 02-60-19-W4	\$155,000.00

Subject to the following conditions:

1. Each parcel will be offered for sale, subject to a reserve bid and to the reservations and conditions contained in the existing Certificate of Title.
2. These properties are being offered for sale on an “as is, where is” basis and Smoky Lake County makes no representation and gives no warranty whatsoever as to the adequacy of services, soil conditions, land use districting, building and development conditions, absence or presence of environment contamination, or the develop ability of the subject land for an intended use by the Purchaser.
3. No bids will be accepted where the bidder attempts to attach conditions precedent to the sale of any parcel. No terms or conditions of sale will be considered other than those specified by Smoky Lake County. No further information is available at the auction regarding the lands to be sold.
4. Terms: Cash G.S.T. will apply on lands sold at the Public Auction.

And further that Smoky Lake County approve the 2010 Tax Sale of:

<u>Roll Number</u>	<u>Legal Description</u>	<u>Reserve Bid</u>
40300415	Plan 314HW, Block 4, Lot 15	\$6,000.00

With the conditions 1 to 4, as well as:

5. Certificate of Title of the property will be transferred only upon the removal of structure within one-year from the date of sale.

Carried.

**Additions to the Agenda:**

**Policy Statement No. 08-02-02: Accounts Receivable Collection**

897-10: Bobocel

That **Policy Statement No. 08-02-02** entitled "Accounts Receivable Collection" be amended:

<b>Purpose:</b>	To minimize the cost of collecting Accounts Receivable and to provide a consistent means of accounts collections.
<b>Policy Statement and Guidelines:</b>	
<b>1. <u>Extending Credit:</u></b>	
1.1	Smoky Lake County Departments that provide goods or services on a credit basis are required to ensure that all transactions of this nature flow through Accounts Receivable.
1.2	All accounts receivable invoices will bear the notation: <i>All accounts are due and payable in thirty (30) days. Interest will be charged at one and a half percent (1.5%) per month on all overdue accounts.</i>
1.3	Customers are directed to send all payments directly to the administration office.
1.4	To improve Smoky Lake County’s legal position for accounts collection, it is recommended that a formal contract or written agreement be signed with the customer, whenever possible.

- 1.5 Smoky Lake County’s standard term of payment is 30 days from the invoice date.
- 2. Collection of Accounts Receivable:**
  - 2.1 Each month, administration will send monthly statements showing the outstanding balance due.
  - 2.2 If a receivable account is not paid within 90 days:
    - 2.2.1 The customer is sent a reminder letter.
    - 2.2.2 The receivable account may be charged to the tax roll where permitted by the *Municipal Government Act*, and/or any relevant County Bylaws and Policies.
    - 2.2.3 Further credit privileges **may** be revoked.
- 3. Cancellation of Accounts Receivable Penalties:**
  - 3.1 Total unpaid interest or penalty charges on an accounts receivable account may be cancelled, if circumstances warrant, in accordance with the following authority levels:
 

Cashiers at the time of payment	up to \$ 5.00
Managers	up to \$ 100.00
Chief Administrative Officer	up to \$ 500.00
  - 3.2 The write-off of interest and penalty charges in excess of \$500.00 require Council approval for cancellation.
- 4. Uncollectible Accounts:**
  - 4.1 If it is deemed to be in the best interest of Smoky Lake County, further collection efforts will be undertaken and may include legal action, if necessary. This decision must be Council approved.
  - 4.2 If an account is deemed to be uncollectible and thereby written-off by Council, the uncollected accounts receivable balance will be charged back to the departments where the charges originated.
- 5. Exception to the Policy:**
  - 5.1 Natural Gas and Environmental Operations Services are the only **exceptions** to this policy. Collections of accounts receivable are governed under Bylaw.

Carried.

**7. Delegation(s):**

**Smoky Lake Agricultural Society**

Present before County Council at 10:05 a.m. to 10:50 a.m. were Ed Boychuk, President, and Steve Zarusky, Emily Ketsa, and Bonnie Kordyban, Board Members with the Smoky Lake Agricultural Society to advise County Council of the Board’s intention to cease the physical and financial management of the Complex effective January 1, 2011.

Council Reply: County Council recommends to the Smoky Lake Agricultural Society that a preliminary meeting be arranged in November between the Smoky Lake Agricultural Society, Town of Smoky Lake and Smoky Lake County.

**Mr. Gary Macyk**

Present before County Council at 11:05 a.m. to 11:20 a.m. was Mr. Gary Macyk, Toews Holding Ltd. to address a land issue with County Council.

**Executive Session**

898-10: Orichowski That County Council go into an Executive Session to discuss a land issue with Mr. Gary Macyk, time 11:05 a.m.

Carried.

Mr. Gary Macyk left the Council Chambers, time 11:15 a.m.

899-10: Bobocel That County Council go out of an Executive Session, time 11:18 a.m.

Carried.

Mr. Gary Macyk entered the Council Chambers, time 11:18 a.m.

**Sale of Property: Pt. SE 16-59-19-W4**

900-10: Orichowski That County Council sell the property owned by Smoky Lake County located at Pt. SE 16-59-19-W4, 5225CL; OT – 2.63 Acres, Roll # 19591614 to Toews Holding Ltd. c/o Gary Macyk in the amount of \$16,000.00 on an “as is, where is” basis and with no encumbrance to Smoky Lake County.

Carried.

**5. Issues for Information:****Chief Administrative Officer's Report**

The Chief Administrative Officer gave an updated report to Council for the period of August 25, 2010 to September 22, 2010.

**Legislative / Governance:**

- Mary Ann Mochulski has reported that she is stepping aside as the County's board representative on Northern Lights Library System. Council will have to find a new person to sit on the Board.
- As an aside, Mary Ann Mochulski reported that due to increased costs with running the inter-library loans program, Northern Lights Library System will be requesting an levy increase - extra \$1,358.00 from the County in 2011. I have informed the Finance Manager.

**Administrative:**

- Have now completed all but one review of management job descriptions. Stay tuned for Public Works Manager next month. Have also started the evaluation process with the Managers.
- Have started preparing for the Council Orientation Refresher. This includes reviewing our ageing Strategic Plan in hopes of getting into a new strategic planning process in conjunction with the new political term.
- North Saskatchewan Watershed Alliance responded to our queries about benefits and representation for their requested \$0.50 per capita.
- Local 955: International Union of Operating Engineers has sent their formal request dated September 7, 2010 to begin bargaining under the Collective Agreement. I expect a similar letter from CUPE: Canadian Union of Public Employees. We should begin bargaining as soon after the election, as possible.

**Financial:**

- County still awaits word from the Minister of Municipal Affairs about out 2 recent (or not-so recent) share purchases. The money is in trust with Brownlee LLP. The Ministry seems to be lacking traction. They are discussing reserve (and other) requirements which we will be kept apprised as Brownlee LLP learns more of them.
- Will be re-siding the office exterior (rock siding and metal fascia) in the next three weeks. We will therefore easily meet the grant requirement to complete this work by year-end.
- Doctor Johnson has requested a fence be put up on the Town/County House Property. This is a bi-lateral decision and does not fall under the Retention/Recruitment Budget.
- Addendum: Public Works Department: We stepped up plans (originally for 2011) to replace the engine in the water truck (Unit #138). In order to repair a damaged flywheel housing, the engine will be removed anyway. Also, the engine on one of our gravel/sanding trucks (Unit 195) has failed the Dyno-test and needs an in-frame rebuild before it can be made ready for winter sanding. These are fairly big-ticket repairs (\$50,000.00 total), but there is room in the budget for it.
- Addendum: Public Works Department: We have repaired the intersection apron at the Junction of Highway 831 and Twp 592 (aka "Old Highway"). We typically fixed it 2 or 3 times every year. We got a quote from Sandstar to cap c.30m of the road with hot mix in conjunction with their intersection treatment for \$4000.00. This will make a permanent fix of a perennial problem.

**Human Resources:**

- Office Structure: Hired Jenna Pelech full-time, effective October 1, 2010: No Organizational Chart changes required.

**Community:**

- Dickiebush Church: Gravel in the amount of 30 tonne delivered on September 17, 2010.
- Victoria Home Guard Society: Letter dated September 18, 2010 – Re: Victoria District Signage – requesting financial assistance.

**Training:**

- CAO and Assistant CAO will be attending a FOIP Information Session on September 30, 2010 in Edmonton at the Delta Edmonton South.

**Northern Lights Library System**

901-10: Danyluk

That Smoky Lake County accept with regret the resignation from Mary Ann Mochulski as the County's board representative on Northern Lights Library System and extend a "Thank You" for the many years of dedication service provided; and that the Northern Lights Library System be added to the Organizational Meeting Agenda as a Committee.

Carried.

**North Saskatchewan Watershed Alliance Society**

902-10: Bobocel

That Smoky Lake County take no action in regards to the North Saskatchewan Watershed Alliance Society membership contribution of \$.50 per capita for 2011.

Carried.

**Local 955: International Union of Operating Engineers**

903-10: Orichowski That Smoky Lake County respond to Local 955: International Union of Operating Engineers, as per letter received from Bruce Moffatt, Business Manager/Financial Secretary, dated September 7, 2010 indicating that negotiation bargaining will commence after the 2010 Election when Council member representative names and availability of dates for a meeting will be forwarded.

Carried.

**Town and County Owned House: Fence**

904-10: Bobocel That Smoky Lake County proceed to arrange for a fence to be built on the Town and County Owned House located in the Town of Smoky Lake on property Lot 8, Block 7, Plan 852 1480; and that the fence project be costs-shared on a 50/50 basis with the Town of Smoky Lake.

Carried.

**Road Maintenance: Junction 831 and Twp 592**

905-10: Orichowski That County Council approve the action taken by the Chief Administrative Officer for the road maintenance treatment of hot mix completed by Sandstar in the amount of \$4,000.00 at the intersection Junction of Highway 831 and Twp 592.

Carried.

**Management Policy Statement: 01M-18-02: Finance Clerk – Accounts Payable:**

**Job Description**

906-10: Coady That County Council accept the received Management Policy: 01M-18-02 entitled “Finance Clerk – Accounts Payable: Job Description”, as amended for information.

<b>Purpose:</b>	<p>The Finance Clerk – Accounts Payable shall report directly to the Finance Manager and take all direction for duties from the Finance Manager.</p> <p>Responsible for maintaining an updating records for the County's Accounts Payable activities. Prepares and generates related system reports for the Finance Manager.</p>
<b>Policy Statement and Guidelines:</b>	
<b>RESPONSIBILITIES</b>	
<p>1. <b>Accounts Payable:</b></p> <p>1.1 Provides the accurate and timely preparation of data input into the County's financial information system, balances accounts payable sub-ledgers and prepares payment of expenditures by the due date.</p> <p>1.2 Provides customer service by investigating and pursuing the resolution of payment and collection.</p> <p>1.3 Processes, verifies and balances financial records and business transactions for the accounts payable, and enters the data as per the Municipal Account Coding Structure.</p> <p>1.4 Gathers documentation to verify all purchase orders, verifies that packing slips are attached to the invoices and ensures approval by the appropriate authorized individuals of appropriate departments.</p> <p>1.5 Prints accounts payable cheques and ensure proper signage.</p> <p>1.6 Posts all Accounts Payable batches.</p> <p>1.7 Verifies General Ledger coding on invoices.</p>	

1.8	Maintains records for Council expense claims, in conjunction with Payroll Clerk.
1.9	Prepares and generates related month-end, quarterly, and year-end reports, as required for the Finance Manager.
1.10	Monitors to ensure proper business transactions of the County Credit Cards.
1.11	Maintains supplier listing.
1.12	Verifies invoice calculations.
1.13	Maintains Accounts Payable filing system and ensures that all back up is attached to cheque stubs.
<b>2. <u>Administrative:</u></b>	
2.1	Assists the Assistant Chief Administrative Officer as required: typing of correspondence – Letters, documents, memo, reports and any other Municipal related correspondence.
2.2	Coordinates all registrations and hotel room confirmations for conventions, seminars and workshops.
2.3	Back-up assistant to the Payroll Department.
<b>3. <u>F.C.S.S.:</u></b>	
3.1	Preparation and distribution of Committee Agenda and Minutes.
3.2	Assist the Family-School Liaison Worker with Committee initiatives.
<b>OTHER RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>■ Other responsibilities of duties as assigned from time to time by the Chief Administrative Officer, Assistant Chief Administrative Officer and Finance Manager.</li> <li>■ Daily back-up for telephone answering service.</li> <li>■ Back-up for entering payments and issuing receipts for Accounts Receivable, Gas Bills, Taxes and Water and Sewer.</li> <li>■ Back-up assistant to office procedures: Inquires, such as simple Natural Gas questions, general information and accounts receivable.</li> <li>■ Assist department heads, when required.</li> </ul>	
<b>KNOWLEDGE AND ABILITIES</b>	
<ul style="list-style-type: none"> <li>■ Minimum of Grade 12.</li> <li>■ Post Secondary training an asset.</li> <li>■ Experience in a clerical/accounting environment.</li> <li>■ Comprehensive knowledge of the office policies and directives.</li> <li>■ Computer and word processing training in areas of financial accounting, spreadsheets, and databases.</li> <li>■ Organizational skills for dissemination of information and office procedures.</li> <li>■ Commitment to continuous improvement and excellent customer services.</li> </ul>	
<b>STAFF DEVELOPMENT</b>	
<ul style="list-style-type: none"> <li>■ Attend Workshops and Seminars as required.</li> </ul>	
<b>EMPLOYEE PERFORMANCE EVALUATION</b>	
<ul style="list-style-type: none"> <li>■ By the Finance Manager – yearly.</li> </ul>	
<b>SALARY RANGE</b>	
<ul style="list-style-type: none"> <li>■ As per <b>Local Collective Agreement</b></li> </ul>	

Carried.

**Management Policy Statement: 01M-20-01: Municipal Clerk – Job Description**

907-10: Bobocel

That County Council accept the received Management Policy: 01M-20-01 entitled “Municipal Clerk – Job Description”, for information.

<b>Purpose:</b>	<p>The Municipal Clerk shall report directly to the Finance Manager as per the Organizational Chart. .</p> <p>The Municipal Clerk shall provide confidential Secretarial and Administrative support services for the Chief Administrative Officer, Assistant Chief Administrative Officer and other Management, as required.</p>
<b>Policy Statement and Guidelines:</b>	
<b>RESPONSIBILITIES</b>	
<p>1. <b>Administrative:</b></p> <p>1.1 Personal Secretarial assistant to the Chief Administrative Officer and Assistant Chief Administrative Officer: typing of correspondence – Letters, Bylaws, Policies, Minutes and any other Municipal related correspondence such documents, memos and reports.</p> <p>1.2 Ensure that all filing of data and correspondence created or received is correctly maintained in the Central Filing System.</p> <p>1.3 Assistant in the organization of legal land files.</p> <p>1.4 Assist with any pertinent data, assignments, reports and special projects.</p> <p>1.5 Ensure all Bylaws and Policies are maintained in the Bylaw Books and Policy Governance and Management Binders to ensure updates and completeness.</p> <p>1.6 Assist in the preparation, production and distribution of Minutes and Agendas.</p> <p>1.7 Assist in the preparation of the action list immediately following each meeting.</p> <p>1.8 Distribute meeting minutes to Council and department heads.</p> <p>1.9 Prepare and distribute the monthly County Calendar.</p> <p>1.10 Assist as a liaison between the Assistant Chief Administrative Officer, Managers, and staff to provide information and feedback.</p> <p>1.11 Maintain and update the supplies inventory for the Central County Office.</p> <p>1.12 Mail: Drop Off and Pick up.</p>	
<b>OTHER RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>■ Other responsibilities of duties as assigned from time to time by the Chief Administrative Officer, Assistant Chief Administrative Officer and Finance Manager.</li> <li>■ Daily back-up for telephone answering service.</li> <li>■ Assist at the front counter as per office procedures: e.g., Inquires, such as simple Natural Gas questions and general information.</li> <li>■ Daily preparation of bank deposits.</li> <li>■ Assist department heads, when required.</li> </ul>	
<b>KNOWLEDGE AND ABILITIES</b>	
<ul style="list-style-type: none"> <li>■ Minimum of Grade 12.</li> <li>■ Post Secondary training an asset.</li> <li>■ Experience in a clerical environment.</li> <li>■ Comprehensive knowledge of the office policies and directives.</li> <li>■ Computer and word processing training.</li> </ul>	

<ul style="list-style-type: none"> <li>■ Organizational skills for dissemination of information and office procedures.</li> <li>■ Above average in verbal and written communication skills.</li> <li>■ Commitment to continuous improvement and excellent customer services.</li> </ul>
<div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">STAFF DEVELOPMENT</div>
<ul style="list-style-type: none"> <li>■ Attend Workshops and Seminars as required.</li> </ul>
<div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">EMPLOYEE PERFORMANCE EVALUATION</div>
<ul style="list-style-type: none"> <li>■ To be arranged by the Finance Manager in conjunction with Chief Administrative Officer and the Assistant Chief Administrative Officer – yearly.</li> </ul>
<div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">SALARY RANGE</div>
<ul style="list-style-type: none"> <li>■ As per <b>Local Collective Agreement</b>.</li> </ul>

Carried.

**Dickiebush Church**

908-10: Coady

That County Council approve the action taken by the Chief Administrative Officer for the “in-kind” donation of 30 tonnes of gravel to the Dickiebush Church.

Carried.

**Victoria Home Guard Society**

909-10: Orichowski

That the letter received from Don Klym, President, Victoria Home Guard Society, dated September 18, 2010 requesting financial assistance for Victoria District Signage, be forwarded to the 2011 Budget discussions.

Carried.

**Management Policy Statement: 01M-01-05: Assistant Chief Administrative Officer/ Corporate Services Manager – Job Description**

910-10: Bobocel

That County Council accept the received Management Policy: 01M-01-05 entitled “Assistant Chief Administrative Officer/ Corporate Services Manager – Job Description”, for information.

<b>Purpose:</b>	<p>The Assistant Chief Administrative Officer shall report directly to the Chief Administrative Officer and take all direction for duties from the Chief Administrative Officer.</p> <p>Providing leadership in the business affairs and in the public interest, as well as assisting in the provision of adequate services for the County.</p> <p>Providing confidential secretarial, legislative and administrative support services for the Chief Administrative Officer and Council.</p>
<b>Policy Statement and Guidelines:</b>	
<div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">RESPONSIBILITIES</div>	
<p>1. <b>Administrative:</b></p> <p>1.1 Assume responsibilities of the Chief Administrative Officer as required and assume total responsibility in the absence of the Chief Administrative Officer.</p> <p>1.2 The Assistant Chief Administrative Officer shall assume a supervisory role to the Managers and may review and delegate certain tasks to the department heads.</p>	

- 1.3 Personal executive assistant to the Chief Administrative Officer: typing all correspondence, Letters, Bylaws, Policies, Minutes, and any other Municipal related documents.
- 1.4 Ensure all filing of data, maps, and received correspondence is correctly filed, and that all files are properly maintained in the Central Filing System.
- 1.5 Assist with any pertinent data, assignments, reports and special projects.
- 1.6 Assist in the preparation of the Annual Report and the Annual Meeting.
- 1.7 Monitor that County matters from all departments are submitted for publications/advertisement in a timely fashion.
- 1.8 Monitor the organization of legal land files.

## 2. Legislative:

### 2.1 Meetings:

- 2.1.1 Preparation and Distribution of Agendas and Minutes.
- 2.1.2 Attend meetings of County Council and Committees as directed and record the proceedings of such meetings in an orderly and concise manner.
- 2.1.3 Prepare minutes of the meetings for approval of the Chief Administrative Officer as soon as possible after each meeting and distribute these minutes to Council and department heads.
- 2.1.4 Prepare an action list immediately following each meeting and review this action list with the Chief Administrative Officer prior to distribution.
- 2.1.5 Monitor all action items from each meeting and, upon the direction of the Chief Administrative Officer, prepare correspondence arising from each action item.
- 2.1.6 Update and keep current all minute books and request that appropriate signing authorities execute the minutes on a regular basis.

### 2.2 Bylaws and Policies:

- 2.2.1 Ensure all Bylaws and Policies are maintained in the Bylaw Books and Policy Governance and Management Binders.
- 2.2.2 Develop and maintain a Bylaw and Policy System that meets the requirements of legislation and ensure signing authorities execute the Bylaws and Policies.
- 2.2.3 Assist in the development of Policies.
- 2.2.4 Review and supervise personnel for the accountability of policies procedures to ensure accuracy, timelines and completeness.

### 2.3 Public Liaison:

- 2.3.1 Act as a liaison between the Chief Administrative Officer and Managers, (and staff) to provide information and feedback.
- 2.3.2 Ensure elected officials and all personnel involved are aware of Council and Committee meetings as well as conventions and other functions.
- 2.3.3 Update the Chief Administrative Officer regarding public inquires and any other matters.
- 2.3.4 Assist ratepayers, County and government departments with municipal matters.

## OTHER RESPONSIBILITIES

- Other responsibilities of duties as assigned from time to time by the Chief Administrative Officer.
- Assist in the Peace Officer Program.

<ul style="list-style-type: none"> <li>■ Assist in the County Insurance Program. Shall be responsible to ensure and supervise that the Additional Named Insured facilitate and maintain standards under the County Insurance Policy in conjunction with Jubilee Insurance Agencies.</li> <li>■ Assist the Chief Administrative Officer with FOIP (Freedom of Information and Protection of Privacy Legislation) compliance.</li> <li>■ Assist in the short and long term budgeting development and processes.</li> <li>■ Assist Council, as required.</li> <li>■ Assist department heads, when required.</li> </ul>
<p><b>KNOWLEDGE AND ABILITIES</b></p>
<ul style="list-style-type: none"> <li>■ Comprehensive knowledge of the Municipal Government Act and office policies and directives.</li> <li>■ Business Training Degree in Administration or related field.</li> <li>■ Local Government Certification, preferably.</li> <li>■ Computer and word processing training.</li> <li>■ Organizational skills for dissemination of information and office procedures.</li> <li>■ Good leadership, decision-making and problem-solving skills.</li> </ul>
<p><b>STAFF DEVELOPMENT</b></p>
<ul style="list-style-type: none"> <li>■ Attend Workshops and Seminars as required.</li> </ul>
<p><b>EMPLOYEE PERFORMANCE EVALUATION</b></p>
<ul style="list-style-type: none"> <li>■ By the Chief Administrative Officer – yearly.</li> </ul>
<p><b>SALARY RANGE</b></p>
<ul style="list-style-type: none"> <li>■ As per <b>Policy 01-03: Organizational Chart.</b></li> </ul>

Carried.

**Financial Update:**

As annexed to the minutes:

↪ Financial Statement for the Month of **July 2010.**

**Action List:**

↪ **Action List:**

- **County Council Meeting: August 24, 2010.**

911-10: Orichowski

That the updated report for the period of August 25, 2010 to September 22, 2010 by the Chief Administrative Officer, be accepted and filed for information.

Carried.

11:50 a.m.

**9. Public Question and Answer Period:**

No questions from the public.

## **5. Issues for Information:**

### **Finance Manager's: Report**

Brenda Adamson, Finance Manager provided an updated Finance report for the period of August 14, 2010 to September 14, 2010.

### **Accounts Receivable: Penalty Cancellation**

912-10: Coady That Smoky Lake County cancel the penalties in the amount of \$652.65 on the Accounts Receivable Account Number 3009 and cancel the penalties in the amount of \$568.18 on the Account Receivable Account Number 3093.

Carried.

### **Accounts Receivable: Charges and Penalty Cancellation**

913-10: Danyluk That Smoky Lake County cancel the charges and penalties in the amount of \$31.84 on the Accounts Receivable Account Number 3301.

Carried.

### **FCSS Funds**

914-10: Danyluk That Smoky Lake County advertise the FCSS: Family and Community Services Program funds available from the 2010 budget to access by organizations that meet the following grant requirements:

- ▶ Volunteer Development
- ▶ Transportation Costs to core FCSS Events
- ▶ Public Awareness and Advertising
- ▶ Youth Development: e.g., preventive social services.

and that written submission(s) be received by October 22, 2010.

Carried.

### **FCSS Funds for Lodges**

915-10: Coady That Smoky Lake County donate in the amount of **\$1,000.00** each to the Smoky Lake Bar-V-Nook Lodge and the Vilna Lodge to assist in transportation expenses to FCSS events; and allocate funds from the 2010 FCSS Budget.

Carried.

916-10: Coady

That the Finance Manager's Report received by Brenda Adamson for the period of August 14, 2010 to September 14, 2010, be accepted and filed for information.

Carried.

### **Reeve's Report**

Reeve Dareld Cholak presented the following report:

- Spent great deal of time with Legal Personnel, Municipal Affairs, and Alberta Agricultural and Rural Development in regards to the Broadband Grant Application with Industry Canada.
- Issues will be addressed during the Committee Task Force and Board reporting.

917-10: Danyluk

That the Reeve's report received, be accepted.

Carried.

**Management Report:  
Shop Foreman: Job Description**

**Management Policy Statement: 01M-08-04: Shop Foreman - Job Description**

918-10: Bobocel That County Council accept the received Management Policy: 01M-08-04 entitled “Shop Foreman - Job Description”, for information.

<b>Purpose:</b>	The Shop Foreman shall report directly to the Chief Administrative Officer and the Public Works Manager.  Maintain County equipment in good working order, meeting all Provincial and Federal Safety Regulations.
<b>Policy Statement and Guidelines:</b>	
<b>RESPONSIBILITIES</b>	
1.1	Maintain proper inventory procedures, ordering and accounting of same.
1.2	Maintain cost accounting records on County equipment, warranty checks and claims.
1.3	Assist in budget preparation and provide confidential reporting for the County Council and ensure budgetary control is maintained.
1.4	Supervise and train shop staff.
1.5	Maintain proper record of employee time sheets.
1.6	Service, repair and maintain all County equipment.
1.7	Carry out a system of preventive maintenance on County equipment.
1.8	Conduct C.V.I.P.'s on equipment according to Provincial standards.
1.9	Maintain cleanliness of work area and shop.
1.10	All other related duties as requested.
<b>OTHER RESPONSIBILITIES</b>	
■	Handle concerns of ratepayers when Public Works Manager or Road Foreman not available.
■	Assigned by the Public Works Manager and the Chief Administrative Officer.
<b>KNOWLEDGE AND ABILITIES</b>	
■	Heavy Duty Mechanic's Ticket.
■	Comprehensive knowledge of Road Construction and other heavy equipment. .
■	Ability to provide leadership and direction to employees.
■	Maintain confidential items.
■	Ability to organize and disseminate information.
■	Knowledge of Provincial and Federal Safety Legislation.
■	Good Public Relations.
<b>STAFF DEVELOPMENT</b>	
■	Attend Workshops and Seminars as required.
<b>EMPLOYEE PERFORMANCE EVALUATION</b>	
■	By the Public Works Manager – yearly.
<b>SALARY RANGE</b>	
■	As per <b>Policy 01-03: Organizational Chart.</b>

Carried.

**Peace Officer: Job Description**

**Management Policy Statement: 01M-07-03: Peace Officer - Job Description**

919-10: Coady

That County Council accept the received Management Policy: 01M-07-03 entitled “Peace Officer - Job Description”, for information.

<b>Purpose:</b>	<p>The Peace Officer is responsible for the enforcement and investigation of Municipal Bylaws and Provincial Statues for Smoky Lake County.</p> <p>As the Bylaw Enforcement Officer, the Peace Officer shall report under the general direction of the Chief Administrative Officer or designate and is responsible for the day-to-day enforcement of Municipal Bylaws in accordance with the policies and operational procedures, as approved by the Smoky Lake County Council under the Bylaw Enforcement Bylaw Officer.</p>
<b>Policy Statement and Guidelines:</b>	
<div style="border: 1px solid black; background-color: #e0e0e0; padding: 5px; display: inline-block;">RESPONSIBILITIES</div>	
<p><b>1. <u>Peace Officer:</u></b></p> <p>1.1 Authority, responsibility and duties of Peace Officer Appointment by Alberta Solicitor General and Public Security to enforce the following legislation:</p> <ul style="list-style-type: none"> <li>1.1.1 The Animal Protection Act</li> <li>1.1.2 The Dangerous Dogs Act</li> <li>1.1.3 The Environmental Protection and Enhancement Act</li> <li>1.1.4. The Fuel Tax Act</li> <li>1.1.5 The Petty Trespass Act</li> <li>1.1.6 The Provincial Offence Procedure Act</li> <li>1.1.7 The Stray Animal Act</li> <li>1.1.8 The Tobacco Reduction Act</li> <li>1.1.9 The Traffic Safety Act</li> </ul> <p><b>2. <u>Bylaw Enforcement Officer:</u></b></p> <p>2.1 In accordance with the <b>Municipal Government Act</b>, the Bylaw Enforcement Officer is a Designated Officer. The Enforcement Officer time is to be equally divided between patrolling and enforcing.</p> <p>2.2 Ensuring public compliance with various County Bylaws.</p> <p>2.3 Issue various letters of Permission and Permits relating to Municipal Bylaws.</p> <p>2.4 Works with minimal supervision in administrating, directing, and resolving Bylaw Enforcement Issues.</p> <p>2.5 Conducts highly visible patrols of the municipality, including hamlets, sub-divisions, parks and municipal roads for the purpose of preventing and detecting violations of Municipal Bylaws.</p> <p>2.6 Conducts investigations in regards to complaints and incidents involving violations of Municipal Bylaws.</p> <p>2.7 Directs the response to complaints from the public regarding Municipal Bylaws.</p> <p><b>3. <u>Operational Practices:</u></b></p> <p>3.1 Provides reports to the Chief Administrative Officer and for Council.</p> <p>3.2 Deals with the public in confrontational situations and is authorized to use discretion to resolve issues.</p> <p>3.3 Develops and implements public awareness programs and maintains positive and informative public relations.</p> <p>3.4 Receives and documents evidence relating to investigations.</p> <p>3.5 Prepares <u>Prosecution Information Sheets</u> and <u>Court Briefs</u> concerning a charge on tickets.</p> <p>3.6 Maintains liaison with local, provincial and federal enforcement agencies, community groups and emergency response agencies.</p> <p>3.7 Prepares and provides all necessary incident reports as requested by the Chief Administrative Officer and/or Council.</p>	

<p>3.8 Assists in carrying out preventive maintenance on all equipment used in the duties of the Officer.</p> <p>3.9 Maintains a respectable level of dress and department to provide a positive, professional and corporate image of the Smoky Lake County.</p> <p>3.10 Provide information and interpretation of Municipal Bylaws and Provincial Statutes requirements to the Smoky Lake County residents and community groups.</p> <p>3.11 Assist R.C.M.P. as required.</p> <p>3.12 Report at weekly Management meetings.</p> <p>3.13 Personal conduct to enhance the image of Peace Officer in the Smoky Lake County.</p> <p style="text-align: center;"><b>OTHER RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>■ Other Administrative or operational responsibilities as assigned by the Chief Administrative Officer or designate.</li> </ul> <p style="text-align: center;"><b>KNOWLEDGE AND ABILITIES</b></p> <ul style="list-style-type: none"> <li>■ Peace Officer designation from the Province of Alberta.</li> <li>■ Comprehensive working knowledge of the Municipal Government Act and Municipal Bylaws and Policies.</li> <li>■ Conflict resolution and mediation skills.</li> </ul> <p style="text-align: center;"><b>STAFF DEVELOPMENT</b></p> <ul style="list-style-type: none"> <li>■ Attend Workshops, Seminars and training as required.</li> </ul> <p style="text-align: center;"><b>EMPLOYEE PERFORMANCE EVALUATION</b></p> <ul style="list-style-type: none"> <li>■ By the Chief Administrative Officer – yearly.</li> </ul> <p style="text-align: center;"><b>SALARY RANGE</b></p> <ul style="list-style-type: none"> <li>■ As per <b>Policy 01-03: Organizational Chart.</b></li> </ul>
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Carried.

**Planning and Communications: Job Description**

**Management Policy Statement: 01M-09-02: Planning and Communications Manager - Job Description**

920-10: Orichowski

That County Council accept the received Management Policy: 01M-09-02 entitled “Planning and Communications Manager - Job Description”, for information.

<b>Purpose:</b>	<p>The Planning and Communications Manager shall have the responsibility and authority necessary to support the Chief Administrative Officer et al in the planning and communications of the County.</p> <p>The Planning and Communications Manager shall report directly to the Chief Administrative Officer and the Assistant Chief Administrative Officer.</p>
<b>Policy Statement and Guidelines:</b>	
<b>RESPONSIBILITIES</b>	
1. <u>Planning:</u>	
1.1 <u>Land Use Planning:</u>	
1.1.1	Contact for Development and Sub-Division inquiries.
1.1.2	Provide assistance with and acceptance of Development Applications.

1.1.3	Provide recommendations of Development Applications for Development Officer's approval.
1.1.4	Correspondence to applicants of Development Authority's decisions.
1.1.5	Organize of Municipal Planning Commission Meetings.
1.1.6	Secretary for the Municipal Planning Commission Meetings.
1.1.7	Preparation of Compliance Letters for Development Officer's approval.
1.1.8	Ensure that appropriate advertising, notifications and approvals for Public Meetings and Hearing..
1.1.9	Prepare Amendments relating to the Land Use Bylaws, Area Structure Plans and Municipal Development Plans when necessary.
1.1.10	Reporting to and liaison with Safety Codes Inspection Agency.
1.1.11	Assistance with development of Planning Bylaws and Policies.
1.1.12	Organization and records management of Development and Sub-Division Applications.
1.2	<b><u>Strategic Planning:</u></b>
1.2.1	Monitor and update County Strategic Planning documents.
1.2.2	Assist with the facilitation of strategic and business planning sessions as required.
1.2.3	Grant research and applications relating to areas of responsibility.
1.2.4	Management and grant reporting of projects, as delegated.
2.	<b><u>Communications:</u></b>
2.1	<b><u>Advertising:</u></b>
2.1.1	Preparation and Distribution of County Newsletter.
2.1.2	Development and distribution of any other ratepayers notifications and/or information materials.
2.1.3	Coordination in the development of the County Annual Report.
2.1.4	Special publications for departments, as requested.
2.2	<b><u>Website:</u></b>
2.2.1	Timely updates of County websites including posting of minutes, communications, calendar, planning and any other documents that may be useful for ratepayers and website visitors.
2.2.2	Development of digital files to include and make available online.
3.	<b><u>Information Technology (IT) and Global Information System (GIS) Coordinator:</u></b>
3.1	<b><u>Information Technology (IT):</u></b>
3.1.1	Monitor the County IT equipment, as required.
3.1.2	Act as a Liaison between departments and contractors to provide specialized technical work, as appropriate.
3.1.3	Provide recommendations for purchases for upcoming budgets in keeping with the County's desired IT standards for each department.
3.1.4	Supervise quotations and order IT purchases, as authorized.
3.2	<b><u>Global Information System (GIS):</u></b>
3.2.1	Coordination of a GIS for the County.
3.2.2	Coordination of development of a Long-Term GIS Plan, including both personnel and technology resources.
3.2.3	Implementation and review of County's Long-Term GIS Plan, in coordination with Management and Council.

- 3.2.4 Provide and make available reports and maps to Departments and Council, as required.
- 3.2.5 Schedule and provide IT training and support to departments, as required.
- 3.2.6 Coordination of data management input

**4. Heritage Management:**

- 4.1 Liaison for the Smoky Lake Heritage Board.
- 4.2 Preparation of Municipal Designation Bylaws and development of Heritage Policies.
- 4.3 Liaison with Provincial Heritage Branch regarding heritage issues.
- 4.4. Record management of Municipal Designation Bylaws into the Provincial HeRMIS (Heritage Resource Management Information System).

**5. Economic Development:**

5.1 **JEDI: Joint Economic Development Initiative:**

- 5.1.1 Preparation and distribution of Committee Agenda and Minutes.
- 5.1.2 Assist the Community Economic Development Officer with Committee initiatives.
- 5.1.3 Assist the Community Economic Development Officer with Committee's project budgets.

5.2 **County Economic Development:**

- 5.2.1 Act as a resource person for the coordination of Economic Development initiatives, as directed by the Chief Administrative Officer.
- 5.2.2 Assist in the development of Economic Development and Tourism Advertising.
- 5.2.3 Development of Economic Development and Tourism marketing materials.

**6. SDAB: Sub-Division and Development Appeal Board:**

- 6.1 Secretary for the Sub-Division and Development Appeal Board.
- 6.2 Ensure appeal has been properly filed and inform appropriate people (appellant, affected persons and board members).
- 6.3 Ensure that appropriate advertising and notifications are made and all relevant documents and materials are available for the public.
- 6.4 Preparation and Distribution of Agenda and relevant documentations for the Hearings.
- 6.5 Attend the Hearing and record the proceedings of the meeting in an orderly and concise manner.
- 6.6 Prepare minutes of the meeting and Board Decision for approval.

**OTHER RESPONSIBILITIES**

- Other responsibilities of duties as assigned from time to time by the Chief Administrative Officer and the Assistant Chief Administrative Officer.

**KNOWLEDGE AND ABILITIES**

- Land Use Planning training, preferably with accreditation.
- Comprehensive knowledge of the Municipal Government Act.
- Working knowledge and/or training of Geomedia Program preferred.
- Local Government Certification, preferably.
- Computer and word processing training.
- Organizational skills for dissemination of information and office procedures.

**STAFF DEVELOPMENT**

- Attend Workshops and Seminars as required.

**EMPLOYEE PERFORMANCE EVALUATION**

- By the Chief Administrative Officer – yearly.

<div style="border: 1px solid black; padding: 2px; display: inline-block;">SALARY RANGE</div>
<ul style="list-style-type: none"> <li>■ As per <b>Policy 01-03: Organizational Chart.</b></li> </ul>

Carried.

### Management Reports

921-10: Bobocel

That the management reports received for the period of August 23, 2010 to September 16, 2010 from Doug Ponich, Public Works Manager; Bob Novosiwsky, Public Works Road Foreman; Dave Kully, Public Works Shop Foreman; Ed English, Peace Officer; Twila Bauman, Planning and Communications Manager; and Trevor Tychkowsky, Safety Officer, be accepted and filed for information.

Carried.

Lydia Cielin, Assistant Chief Administrative Officer and Brenda Adamson, Finance Manager left the Council Chambers, time 12:05 p.m.

### 8. Executive Session:

922-10: Danyluk

That County Council go into an Executive Session to discuss a personnel issue, time 12:05 p.m.

Carried.

923-10: Danyluk

That County Council go out of an Executive Session, time 12:30 p.m.

Carried.

### Meeting Recessed

Meeting recessed for Lunch, time 12:30 p.m.

### Meeting Reconvene

The meeting reconvened on a call to order by Reeve Dareld Cholak at 1:00 p.m. in the presence of all Council members, and the Chief Administrative Officer, Assistant Chief Administrative Officer/Recording Secretary and the Finance Manager.

### 5. Issues for Information:

#### Committee Task Forces and Boards: Reports

##### Alberta Care

- No report.

##### Alberta HUB

- No report.
- Shane Pospisil, Economic Development Officer attended the last meeting.

**Community Futures Corporation: St. Paul / Smoky Lake Region****Executive Session:**

924-10: Bobocel That County Council go into an Executive Session to discuss a legal issue, time 1:02 p.m.

Carried.

925-10: Danyluk That County Council go out of an Executive Session, time 1:20 p.m.

Carried.

**Economic Development Services**

926-10: Orichowski That Smoky Lake County present Community Futures: St. Paul-Smoky Lake Region with a proposed agreement for economic development services within the boundaries of Smoky Lake County; and the fee to be negotiated.

Carried.

- Will be receiving a memo as shareholders in regards to Committee Meetings held during the day-time hours.
- Networking Conference in Kananaskis starting at September 29, 2010 and returning October 3, 2010.

**Corridor Communications Incorporated**

- Industry Canada has identified the location for the placement of towers.
- Towers are up in Wainwright.
- Smoky Lake County will receive two towers: North of Spedden and Whitefish Lake area which have been identified as non-serve areas.
- Broadband Funding still is currently being reviewed.

**Doctor Retention & Recruitment Committee**

- Doctor Retention and Recruitment Committee meeting held on Wednesday, September 1, 2010 at 1:00 p.m. made necessary adjustment in the allocation of funds. Issued full funds to Doctor Fatokun for the approved six-months rental dedicated to Furniture and Vehicle Allowance. Provided \$10,000.00 for office start-up costs and \$20,000.00 for operating expense. All within budget guidelines.
- Met Dr. Johnson Fatokun's wife.
- Locum will be replacing Doctor Anton Raubenheimer and Doctor Stephen Raubenheimer while they are on vacation. The Locum will be staying at the Willow Creek Manor, as per agreement with Alberta Health Services.
- Minutes: April 29, 2010.
- Memorandum of Understanding between the municipalities and Doctor Johnson Fatokun.
- Statement of Expenses: Dr. Recruitment.

**Evergreen Regional Waste Management Commission**

- No report.

**Family Community Support Services Committee**

- No report.

**Family-School Liaison Committee**

- Started the new season of school with 22 on-going caseloads.
- Liaison Worker will be producing now an action plan for the committee.
- Researching a grant under Safe Communities for "Crime Prevention".

**Fire and Rescue Committee****Vilna:**

- No report.

**Waskatenau:**

- No report.

**Smoky Lake:**

- No report.

**Government Liaison Committee**

- 2010 Fall AAMD&C Convention: Schedule meetings with Transportation, RCMP and Environment.

927-10: Bobocel

That Smoky Lake County Administration arrange for meetings with officials from Alberta Transportation, Royal Canadian Mounted Police and Alberta Environment during the 2010 Fall AAMD&C Convention in November.

Carried.

**Highway 28/63 Regional Water Group Steering Committee**

- No report.

**In-House Safety Committee**

- Agenda: August 25, 2010.
- Minutes: July 21, 2010.
- Looking into a Grader Operators Course.
- Scissor Lift Training: Still needs to be completed.
- Skid Steer Operator Course will start this fall.
- Plow Truck Operators Course: Obtaining cost from Ground Force.
- Administration to investigate a Drug-Testing Policy.
- 9<sup>th</sup> Annual Health and Safety Convention: “Roots of Rural Utilities Safety Association on November 8 – 10, 2010: Employees Dave Kully and Jim Zukowsky will be attending. Committee will also forward the convention correspondence to the Natural Gas Department.
- Air Brakes Course will be held in the Shop through Community Learning Council.

**Joint Economic Development Initiative (JEDI) Committee**

- No report.

**Municipal Planning Commission**

- Minutes: December 8, 2009; April 27, 2010; May 25, 2010; and June 10, 2010.
- MPC Meeting held on September 22, 2010: Committee recommendation for Encroachment Agreement fee for encroaching buildings on County properties.

928-10: Bobocel

That Smoky Lake County establish an Encroachment Agreement fee in the amount of \$500.00.

Carried.

**North East Muni-Corr Ltd.**

- Transfer of Land.

929-10: Danyluk

That Smoky Lake County approve the action taken and ratify the North East Muni-Corr Ltd. Sales Agreement for the transfer of land for the following properties located on:

- Railway Plan 2562BS: 78.59 acres – south east quarter which lies north of the north limit railway, within SW 31-59-15-W4.
- Railway Plan 68EO: .59 acres – pipeline of the St. Paul south-easterly branch of the Canadian National Railway within NE 5-57-7-W4.
- Railway Plan 3620 ET: .60 acre and 3.70 acres – extra right-of-way for WYE on the St. Walburg-Bonnyville branch of the Canadian National Railway.
- Railway Plan 613ET: Part of SE 20-62-2-W4 – 3.03 acres; 2.86 acres; 7.89 acres; and 1.31 acres – extra railway right-of-way.

Carried.

**Policy Committee**

- No report.

**R.C.M.P. Liaison Committee**

- Met Corporal Guy Perreault at the Joint Municipalities Meeting who is in charge for Sergeant K.A.(Keith) Pettipas's during his absence.

**Risk Control Management Committee**

- No report.

**Smoky Lake Agricultural Society**

- No report.

**Smoky Lake Foundation**

- No report.

**Victoria Settlement Advisory Committee**

- No report.

**Smoky Lake Heritage Board**

- No Minutes.

**Joint Municipalities**

- Next meeting scheduled for Tuesday, November 30, 2010 hosted by the Village of Vilna.

930-10: Danyluk

That the Committee Task Force and Board Reports presented by Councillors be accepted.

Carried.

**6. Correspondence:**

931-10: Coady

That the following correspondence received from the Alberta Association of Municipal Districts and Counties, be filed for information:

- a. Tasha Blumenthal, Administration & Convention Coordinator, AAMD&C, dated August 19, 2010:
  - AAMD&C Fall 2010 Convention on November 15 – 17, 2010 at the Edmonton EXOP at Northlands.
- b. Contact Newsletter:
  - August 11, 2010.

- c. Member Bulletin – August 18, 2010:
  - Consultations on Safety Fitness Certificate Pre-Qualification for Commercial Drivers.
- d. Member Bulletin – August 18, 2010:
  - Resources for the 2010 Municipal Election.
- e. Member Bulletin – August 25, 2010:
  - Final Recommendations to Part 9: Assessment of the MGA.
- f. Member Bulletin – August 25, 2010:
  - Attention Member Councils: R.W. Hay Award Nomination Deadline approaching.
- g. Member Bulletin – August 25, 2010:
  - ABCTech Release Paper and Holds Event on the Digital Divide.
- h. Member Bulletin – September 1, 2010:
  - AAMDC submits position on proposed Agriculture Safety and Health Organization.
- i. Member Bulletin – September 1, 2010:
  - AAMDC Fall 2010 Convention Registration Opening September 3, 2010.
- j. Member Bulletin – September 1, 2010:
  - AAMDC Fall 2010 Convention Memoriam List.

Carried.

#### **AAMD&C 2010 Fall Convention**

932-10: Cholak That County Council and all relevant Administration attend the AAMD&C: Alberta Association of Municipal Districts and Counties 2010 Fall Convention on November 15 – 17, 2010 at the Edmonton EXPO Northlands.

Carried.

#### **2010 Municipal Sustainability Initiative**

933-10: Orichowski That Smoky Lake County acknowledge receipt of the 2010 Municipal Sustainability Initiative Funding in the amount of \$30,000.00 for Project OPE-2375: Physician Recruitment and Retention, as per letter received from the Honourable Hector Goudreau, Minister of Municipal Affairs, dated August 5, 2010.

Carried.

#### **2010 Municipal Sustainability Initiative**

934-10: Coady That Smoky Lake County acknowledge receipt of the 2010 Municipal Sustainability Initiative Funding in the amount of \$250,000.00 for Project CAP-2302: Maintenance Equipment – Motor Grader, as per letter received from the Honourable Hector Goudreau, Minister of Municipal Affairs, dated August 19, 2010.

Carried.

#### **2010 Alberta Police and Peace Officers' Memorial Day**

935-10: Danyluk That the letter received from Roni Pagliuso, Manager Program Development and Support, Solicitor General and Public Security, Government of Canada, dated August 23, 2010 in regards to the 2010 Alberta Police and Peace Officers' Memorial Day on September 25, 2010 at the Alberta Legislature in Edmonton, be filed for information.

Carried.

**Edmonton City Centre Airport**

936-10: Bobocel That the letter received from Charles R. Allard, Chairperson, Envision Edmonton, dated August 26, 2010 seeking contribution of \$1.00 per capita from County residents to ECCA – Edmonton City Centre Airport, be filed for information.

Carried.

**Smoky Lake Pumpkin Grower's Association**

937-10: Bobocel That Smoky Lake County Deputy Reeve attend the Smoky Lake 2010 Pumpkin Fair and Weigh-off on Saturday, October 3, 2010 at 11:45 a.m. at the Smoky Lake Agricultural Complex to bring greetings on behalf of Smoky Lake County.

Carried.

**2010 Restorative Justice Week**

938-10: Danyluk That Smoky Lake County proclaim 2010 Restorative Justice Week: "Reflexions, Past, Present and Future" on November 14 – 21, 2010 and advertise in the County Grapevine:

**WHEREAS**, in the face of crime or conflict, restorative justice offers a philosophy and approach that views these matters principally as harm done to people and relationships; and

**WHEREAS**, restorative justice approaches strive to provide support and opportunities for the voluntary participation and communication between those affected by crime and conflict (victims, offenders, community) to encourage accountability, reparation and a movement towards understanding feelings of satisfaction, healing and a sense of closure; and

**WHEREAS**, this year's theme for Restorative Justice Week is "**Reflexions Past, Present and Future**", it is an opportunity to learn about restorative justice, educate and celebrate along with other communities across the country during the week.

**THEREFORE: I Reeve Dareld Cholak, do hereby proclaim November 14 – November 21, 2010 as *Restorative Justice Week in the Smoky Lake County*.**

Carried.

**AlbertaFirst.com: Dissolution**

939-10: Coady That the letter received from Adam Legge, Chair, AlbertaFirst.com Board of Directors, dated July 12, 2010 in regards to the notification of the dissolution of AlbertaFirst.com in September 2010, be filed for information.

Carried.

**FCSS Funds for Smoky Lake Youth Centre**

940-10: Bobocel That Smoky Lake County donate in the amount of **\$3,500.00** to the Smoky Lake Youth Centre; and allocate funds from the 2010 FCSS Budget.

Carried.

**NWPTA: New West Partnership Trade Agreement**

941-10: Coady That the news release received from the Government of Canada, on information regarding the NWPTA: New West Partnership Trade Agreement of Governments of Alberta, British Columbia and Saskatchewan signed an unprecedented economic agreement, which includes trade, investment and labour mobility, be filed for information.

Carried.

**MADD**

942-10: Danyluk

That the 2010 Certificate of Appreciation received from MADD: Mothers Against Drunk Driving, be filed for information.

Carried.

**Thank You: Summary Listing**

943-10: Danyluk

That Smoky Lake County file for information the August 2010 Summary Listing of Thank You received from organizations extending appreciation of support:

- Vilna & District Ag Society: Financial support for Gardner's Event.
- Kuziuk Family: Sympathy
- Vilna Grad Class of 2010: Donation for Silent Auction.
- Smoky Lake Riding Club: Support towards Symposium Training.
- Smoky Lake Pre-School: Financial support of 2009 FCSS Funds.
- Waskatenau Pre-School: Financial support of 2009 FCSS Funds.
- Vilna & District Ag Society: Donation for the 2010 Boomtown Days Fair.

Carried.

**Information Releases**

944-10: Orichowski

That the Information Releases for the Month of August 2010 and September 2010, and Professional Development: Municipal World: "The Approaching Sounds of an Election, August 2010 – Part 1 and September 2001 – Part 2, be filed for Information.

Carried.

**Reading File**

No correspondences in the Reading File.

**Bills & Accounts:**

945-10: Bobocel

That all the Bills and Accounts approved for payment, including the bills and accounts recommended for payment by the Natural Gas Council, including transfers to the Payroll Account be filed for information:

<b>September 23, 2010</b>		
Batch #	Cheque Numbers	Total of Batch
22758	26867 to 26909	\$ 600,823.04
22783	26910 to 26918	\$ 23,438.97
22791	26919 to 26956	\$ 192,401.21
22805	26957 to 26961	\$ 3,619.97
22821	26962 to 26974	\$ 192,147.28
22844	26975 to 27017	\$ 29,337.98
22855	27018	\$ 3,765.85
22878	27019 to 27026	\$ 2,954.25
22882	27027 to 27083	\$ 81,136.45
<b>Total Cheques</b>		<b>\$ 1,129,625.00</b>
Direct Debit Register		
22830	Smoky Lake County	\$ 294,955.77
22831	Bank of Canada	\$ 2,250.00
<b>Total Direct Debits</b>		<b>\$ 297,205.77</b>
<b>Grand Total Bills and Accounts</b>		<b>\$ 1,426,830.77</b>

Carried.

**County Council Meetings**

946-10: Orichowski That the next **County Council Meetings** be scheduled for Thursday, **October 21, 2010**; Thursday, **November 25, 2010**; and Friday, **December 17, 2010** at 9:00 a.m. to be held at the County Council Chambers.

Carried.

**CAO Evaluation**

947-10: Cholak That the **CAO Evaluation Meeting** be scheduled for Thursday, **October 7, 2010** at 1:00 p.m. at the County Council Chambers.

Carried.

**County Council: Organizational Meeting**

948-10: Orichowski That the **County Council Organizational Meeting** be scheduled for Thursday, **October 28, 2010** at 9:00 a.m. followed by a regular **County Council Meeting** to be held at the County Council Chambers.

Carried.

**ADJOURNMENT:**

949-10: Cholak That this meeting be adjourned, time 2:45 p.m.

Carried.

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REEVE

**S E A L**

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CHIEF ADMINISTRATIVE OFFICER