

SMOKY LAKE COUNTY

Minutes of the **County Council meeting** held on Thursday, **September 22, 2011** 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>Div. No.</u>	<u>Councilors(s)</u>	<u>Thursday, September 22, 2011</u>
1	Dareld Cholak	Present
2	Ron Bobocel	Present
3	Rick Cherniwchan	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

2 Members of the Public in attendance.

2. Agenda:

Agenda

796-11: Bobocel

That the Agenda for Thursday, September 22, 2011 County Council meeting, be adopted as amended:

Addition(s):

- 1. Executive Session: Legal.

Carried Unanimously.

3. Minutes:

Minutes of August 25, 2011 - County Council Meeting

797-11: Danyluk

That the minutes of the County Council Meeting held on Thursday, August 25, 2011 be adopted.

Carried.

4. Request For Decision(s):

Bylaw No. 1233-11: Fire Protection Services

798-11: Orichowski

That **Bylaw No. 1233-11**: authorize the Municipal Council of Smoky Lake County for the purpose of providing for the establishment and operation of Fire Protection Services, be given **FIRST READING.**

Carried.

Moved by Councillor Bobocel that **Bylaw No. 1233-11**: authorize the Municipal Council of Smoky Lake County for the purpose of providing for the establishment and operation of Fire Protection Services, be given the **SECOND READING.**

Carried.

Moved by Councillor Cherniwchan that **Bylaw No. 1233-11**: authorize the Municipal Council of Smoky Lake County for the purpose of providing for the establishment and operation of Fire Protection Services, be given **PERMISSION** for **THIRD AND FINAL READING**.

Carried Unanimously.


Moved by Councillor Danyluk that **Bylaw No. 1233-11**: authorize the Municipal Council of Smoky Lake County for the purpose of providing for the establishment and operation of Fire Protection Services, be given the **THIRD and FINAL READING** and that the Reeve and the Chief Administrative Officer are hereby authorized to fix their signatures to all necessary documents and that the corporate seal also be fastened where it is deemed to be necessary.

Carried.

Policy Statement No. 02-1233-11E-03: Fire Protection Services

799-11: Danyluk

That **Policy Statement No. 02-1233-11E-03** entitled " Fire Protection Services", be amended:

Purpose:	To provide the establishment and operation of Fire Protection Services .				
Policy Statement and Guidelines:					
<p>REFERENCE: Bylaw 1233-11: Fire Bylaw.</p> <p>WHEREAS, Smoky Lake County wishes to establish and maintain a viable fire service within the Municipality, and to provide for efficient operation of such a fire service.</p> <p>AND WHEREAS the Council of Smoky Lake County wishes to regulate the use and setting of fires;</p> <p>SCHEDULES:</p> <p>Schedules established within Bylaw 1233-11 does not form part of the bylaw and shall be set out as exhibit(s) within this policy:</p> <p style="text-align: center;">Schedule "A": Fire Protection Charges.</p> <p style="text-align: center;">Schedule "B": Penalty Fees.</p> <p style="text-align: center;">Schedule "C": Appeal Notice.</p> <div style="text-align: center;">  <p>Schedule "A" Fire Protection Charges</p> </div> <ol style="list-style-type: none"> In consideration of all ordinary and extraordinary circumstances surrounding a fire, (including, but not limited to, the intentional or accidental ignition of a fire and/or the permit status of the fire.) The County administration shall charge rural residents the following fees for fire calls: <table style="margin-left: 40px;"> <tr> <td>Property and/or Vehicle Fires:</td> <td style="text-align: right;">\$200.00 per hour per Fire Apparatus.</td> </tr> </table> <p style="text-align: right;">Minimum charge is \$200.00.</p> Smoky Lake County will provide fire protection services assistance for neighbouring jurisdictions that have entered into a Mutual Fire Aid Agreement. <p>The following fees for fire services shall apply:</p> <table style="margin-left: 40px;"> <tr> <td>Fire Apparatus:</td> <td style="text-align: right;">\$350.00 per hour per Fire Apparatus (including two fire fighters).</td> </tr> </table>		Property and/or Vehicle Fires:	\$200.00 per hour per Fire Apparatus.	Fire Apparatus:	\$350.00 per hour per Fire Apparatus (including two fire fighters).
Property and/or Vehicle Fires:	\$200.00 per hour per Fire Apparatus.				
Fire Apparatus:	\$350.00 per hour per Fire Apparatus (including two fire fighters).				

Construction Equipment: cost will be based at the current Alberta Road Builders & Heavy Construction Rates.

www.ARHCA.AB.CA

Fire Fighters: Additional members – cost of **\$25.00 per hour.**

3. Smoky Lake County will provide fire protection services assistance for neighbouring jurisdictions without agreement(s). The fee and costs for fire services shall be the same as established within the Mutual Fire Aid Agreement.



**Schedule “B”
Penalty Fees**

<u>SECTION</u>	<u>VIOLATION</u>	<u>PENALTY</u>
12.1.1	Obstruct member of Fire Department	\$ 250.00
12.1.2	Damage Fire Department apparatus or equipment	\$500.00 + Repair /Replace Costs
12.1.3	Drive over equipment	\$ 100.00 + Repair /Replace Costs
12.1.4	Enter restricted area	\$ 100.00
12.1.5	Falsely representing Fire Department member	\$ 100.00
12.1.6	Obstructing approaches to fire fighting equipment	\$ 150.00
12.1.7	Lighting a fire without a permit Lighting a fire during a fire ban	\$ 300.00 \$ 1,000.00
12.1.8	Permit fire to be lit on owned land	\$ 300.00
12.1.9	Allow a running fire or wildfire to occur on property	\$ 500.00
12.1.10	Failing to control a fire	\$ 200.00
12.1.13	Lighting of fireworks when/where prohibited	\$ 100.00
12.1.20	Use fire to burn refuse other than in an incinerator	\$ 100.00
Breach of any of the provisions of this Bylaw not specified in this schedule.		Not less than \$100.00 Not more than \$2,500.00



Schedule “C”

Appeal Notice

APPEAL NOTICE
If you want to appeal the Directive you must serve this Appeal Notice by mailing or delivering it to the SMOKY LAKE COUNTY within 14 days after the Direction was served on you.

DATED: _____

TO: CHIEF ADMINISTRATIVE OFFICER Smoky Lake County Box 310, 4612 McDougall Drive Smoky Lake, Alberta T0A 3C0	
I am appealing the Direction (_____), about <div style="text-align: right; margin-right: 100px;">Date on Directive</div> <hr/> <div style="text-align: right; margin-right: 100px;">Property Address</div>	
You may give reasons for your appeal: _____ _____ _____ _____ (Use a separate sheet if necessary)	
_____ Signature	_____ Name Printed
_____ Street Address	Phone Numbers: Home: _____
_____ Town	Cellular: _____
_____ Province	_____ Work:
_____ Postal Code	
NOTE: ONLY appeals filed WITHIN THE 14 DAY PERIOD will be heard by the SMOKY LAKE COUNTY COUNCIL. You will be notified by mail of the date of the hearing.	

Carried.


Policy Statement No. 02-21-01: Fire Ban

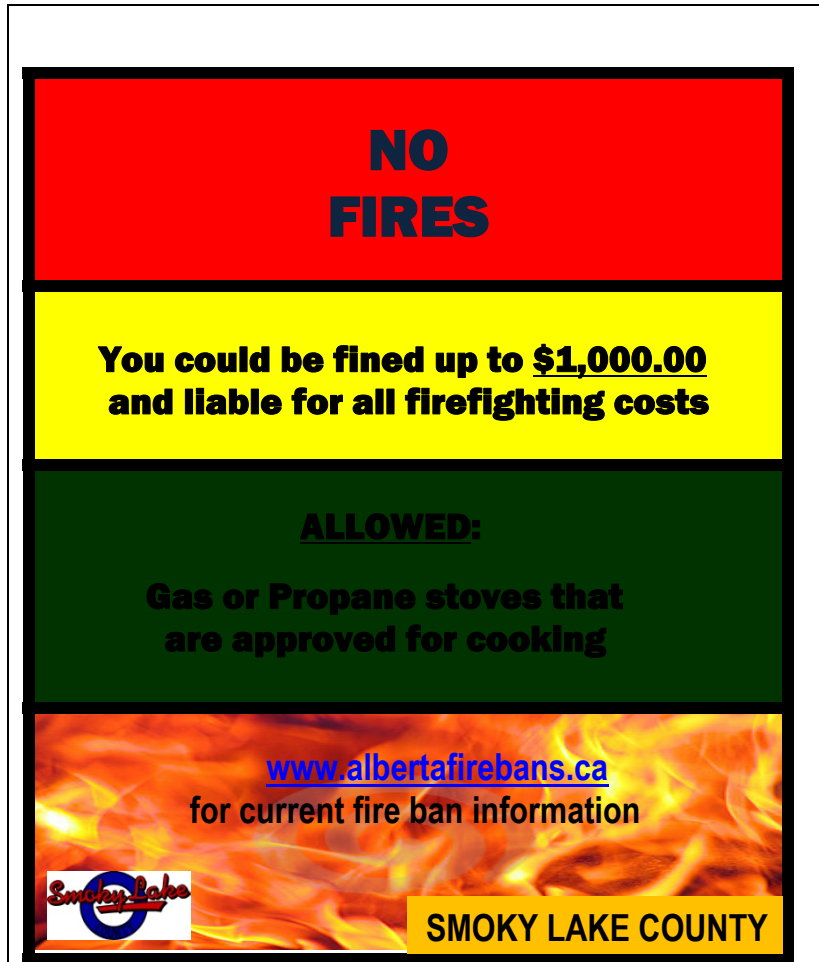
800-11: Danyluk

That **Policy Statement No. 02-21-01** entitled " Fire Ban", be adopted:

Purpose:	To expedite the process for implementing and/or removing Fire Bans within the boundaries of Smoky Lake County.
Policy Statement and Guidelines:	
1. STATEMENT:	
1.1	At various time during the year, weather conditions dictate a municipal fire ban which requires specific restrictions in regards to open burning.
2. GUIDELINES:	
2.1	The <i>Forest and Prairie Protection Act</i> , RSA 2000, Chapter F19, Section 7(1) Provides the municipality the authority to implement or remove a Fire Ban.
2.1.1	“The Council of a municipal district is responsible for fighting and controlling all fires within the boundaries of the municipal district and the costs and expenses shall be paid by the municipal district”.
2.2	Factors to be considered for implementing a Fire Ban include:
2.2.1	Information obtained from the Alberta Government.
2.2.2	Sustainable Resources Development updates.
2.2.3	Fire Weather Index.
2.2.4	General conditions throughout the County.
2.3	The Chief Administrative Officer, County Fire Chief and the Reeve jointly may implement and/or remove a partial or total Fire Ban by written order as conditions dictate, as per Schedule “A”: Fire Ban – Immediate Release.
3. PROCEDURES:	
3.1	Bonnyville Regional Fire Authority will be advised with Schedule “A”: Fire Ban –Immediate Release being completed and submitted.

- 3.2 An order to issue a Fire Ban made under this Policy will be communicated by the following methods:
- 3.2.1 Council will be notified.
 - 3.2.2 Fire Departments will be notified.
 - 3.2.3 Posted on the County Website, and on any social media used by the County (e.g., Twitter and Facebook).
 - 3.2.4 Posted on AB Fire Ban.com – Website.
 - 3.2.5 Signage: “FIRE BAN IN EFFECT” signs posted at County boundaries along the highways and at the lake and campground entrances within Smoky Lake County.
 - 3.2.6 Fire Permit Holders notified.
 - 3.2.7 Radio Station 790 CFCW notified: c/o Kevin Ottahal at 1-780-437-9231.
 - 3.2.8 R.C.M.P. – Local Detachment notified.
 - 3.2.9 Provincial Parks: c/o Glen Harvey at 1-780-210-0311.
 - 3.2.10 Poster Released: as per *Schedule “B”*: *Poster - No Fires.*
 - 3.2.11 Any other means deemed necessary by the Chief Administrative Officer.

SMOKY LAKE COUNTY FIRE BAN - IMMEDIATE RELEASE	SCHEDULE “A”
	
Contact: _____ <div style="display: flex; justify-content: space-around;"> Name Position </div> Phone: <u>780-656-3730</u> Fax: <u>780-656-3768</u> E-Mail: _____	
<p>Due to extreme fire hazard conditions the Smoky Lake County hereby orders:</p> <p><input type="checkbox"/> Fire Ban In Effect. _____, _____ <div style="display: flex; justify-content: space-around; width: 100%;"> Time Date </div> </p> <p><input type="checkbox"/> Fire Ban Removed. _____, _____ <div style="display: flex; justify-content: space-around; width: 100%;"> Time Date </div> </p> <p style="text-align: center;">No new fire permits will be issued during the period of the ban and all previously issued permits are hereby cancelled.</p>	
<p style="color: red; text-align: center;">Gas or Propane stoves that are approved for cooking will be allowed.</p>	
<p>A person who sets a fire during this ban may be prosecuted and will be responsible for the costs of extinguishing a fire pursuant to the Smoky Lake County Bylaw No. 1233-11: Fire Protection Services.</p> <p>For further information, please contact Smoky Lake County at 780-656-3730.</p> <p style="text-align: center; color: red;">THIS FIRE BAN WILL STAY IN EFFECT UNTIL FIRE HAZARD CONDITIONS IMPROVE SIGNIFICANTLY.</p>	
SIGNATURES:	
CHIEF ADMINISTRATIVE OFFICER: _____	DATE: _____
COUNTY FIRE CHIEF: _____	DATE: _____



Carried.

Policy Statement No. 02-22-01: Fireworks Permit Agreement

801-11: Cholak

That **Policy Statement No. 02-22-01** entitled " Fireworks Permit Agreement" be deferred to the next County Council Meeting.

Carried.

Policy Statement No. 01-37-01: Promotional Items

802-11: Orichowski

That **Policy Statement No. 01-37-01** entitled " Promotional Items" be adopted:

Purpose:	To provide a guideline for distribution of County promotional materials.
Policy Statement and Guidelines:	
1. STATEMENT:	
1.1	Smoky Lake County believes that it is beneficial for the promotion of the County to distribute County promotional materials in controlled quantities.
2. DEFINITION:	
2.1	"Entities" means Local Charitable Organizations, Dignitaries, Special Interests Groups, Service Groups, Volunteer Emergency Services, and Sports Events.
2.2	"Promotional Items" includes products such as pins, hats, flags, pens, mugs, glasses, bags, hoodies, t-shirts, jackets and any other items promoting Smoky Lake County.
3. GUIDELINES:	
3.1	The Municipal Clerk will be responsible and serve as the custodian of the County Pins, Flags and promotional items.

- 3.2 A record of all Pins, Flags and promotional items donated and sold will be recorded and monitored on **Schedule "A": Inventory of Promotional Items.**
- 3.3 A Inventory summarizing the distribution of Pins, Flags and promotional items will be submitted annually by November 15 to the Finance Department for the current year.
- 3.4 Promotional items inventory will be reviewed annually to determine which products should be purchased during the year upon recommendations from County Council, Management and staff.
- 3.5 County Council shall establish an annual budget for Promotional Items.

4. PROCEDURE:

- 4.1 County Councillors and Administration shall use discretion in the distribution of promotional items to entities.
- 4.2 Smoky Lake County will contribute promotional items to entities for door prizes, raffles or fund-raising at no cost.
- 4.3 Sport events and teams as referenced in **Policy 01-14: Contributions to Non-Profit Organizations and Individuals** will be provided with a maximum of 100 pins, free of charge.
- 4.4 Flags will be issued to interested entities/individuals at cost (including GST), plus handling charges in the amount of 10%.
 - 4.4.1 The Reeve, Councillors and the Chief Administrative Officer may distribute flags at no cost, at their discretion, for display at public facilities.
- 4.5 Promotional items may be sold to the general public at cost (including GST), plus handling charges in the amount of 10%.
- 4.6 Promotional items may be sold to County staff and Council members at cost.
- 4.7 Smoky Lake County Leather Jackets will be distributed at the discretion of County Council.
 - 4.7.1 To purchase the County Leather Jacket shall be at cost (including GST), plus handling charges in the amount of 10%.
 - 4.7.1.1 County employees may purchase County Leather Jacket at 50 percent (50%) of cost.



SCHEDULE "A"
INVENTORY OF PROMOTIONAL ITEMS

Entity Name	Item(s)	Quantity	Purpose for Item	Date

Monitoring for the Month of _____.

Carried.

Policy Statement No. 01-14-05: Contributions to Non-Profit Organizations and Individuals

803-11: Cherniwchan That **Policy Statement No. 01-14-05** entitled " Contributions to Non-Profit Organizations and Individuals" be amended:

Purpose:	To establish procedures for contributions towards Non-Profit Organizations and Individuals.
Policy Statement and Guidelines:	
Smoky Lake County has established the following procedures of contribution to Non-Profit Organizations and individuals:	
1.	<p><u>Sport Teams / Youth Organization Events:</u> Sport Teams and Youth Organization Events that will be attending and/or competing at Provincial and/or National Finals Events: <u>For Overnight stays:</u> Team of 8 players or less - \$ 250.00 Team of 9 players or more - \$ 500.00</p>
2.	<p><u>Students:</u> Students participating in an educational orientation, i.e. Youth Forum: \$100.00 CASH</p>
3.	<p><u>Individuals:</u> Individuals that are volunteers and belong to a Non-profit clubs or organizations that provides a benefit to the community, i.e., Volunteer Conference: \$100.00 CASH</p>
4.	<p><u>Other Requests:</u> Other requests will be held by the Chief Administrative Officer and presented to Council for its consideration if there are funds remaining in the grants portion of the budget for the current year.</p>

Carried.

Policy Statement No. 14-A.06-01: Authorized Vehicle and Equipment Operators

804-11: Bobocel That **Policy Statement No. 14-A.06-01** entitled " Authorized Vehicle and Equipment Operators" be adopted:

Purpose:	To establish standards to mitigate loss exposure in situations where persons operate County Licensed Vehicles and Equipment on behalf of Smoky Lake County.
Policy Statement and Guidelines:	
1. OBJECTIVES:	
1.1	Smoky Lake County recognizes that vehicle operations create substantial risk to the Municipality and has incorporated risk controls measures, as part of the Risk Pro Management Program with Jubilee Insurance Agencies Ltd. to cooperate in implementing effective risk management on municipally owned Vehicles and Equipment.
1.2	Smoky Lake County is responsible for introducing standards and processes that will encourage ongoing risk improvement, monitor and effectively manage the risk consideration by identifying and analyzing loss exposure, to reduce risk, to prevent risk on its own fleet of vehicles and equipment and to help safeguard the interests of individuals.
1.3	Maintain records and information to reflect the continued capabilities and eligibility of Municipal employees to operate Licensed Vehicles and Equipment on behalf of Smoky Lake County.
1.4	Utilize a review mechanism and procedure to verify the status and driving record of each operator.

2. GUIDELINES:

- 2.1 The Vehicle and Equipment Lose Prevention Risk Control Program will be undertaken by the County’s Safety Officer to the best of his or her ability, from time to time at the discretion of the County, to manage and ensure adequate risk control measures are implemented.
- 2.2 Only individuals who have been preauthorized to operate Municipal Vehicles and Equipment for Smoky Lake County are authorized to drive for Municipal purposes.
- 2.3 Risk Control measures include:
 - 2.3.1 Ensure drivers have a valid driver’s license.
 - 2.3.2 Drivers have an acceptable driving record.
 - 2.3.3 Identify who is driving which classification of vehicle.
- 2.4 Smoky Lake County shall utilize each year at its Annual Safety Meeting a process of complying with appropriate requirements established to verify that individuals authorized to operate Licensed Municipal Vehicles and Equipment in connection with their duties for the Municipality.

3. PROCEDURES:

- 3.1 All Municipal employees and any individuals hired shall be required to complete annually a **Driver Abstract**, as per **Schedule “A”: Driver Abstract Consent**, releasing consent as authorization for Smoky Lake County to obtain a record to verify that:
 - 3.1.1 All operators have a valid License.
 - 3.1.2 The License is the correct Classification for the type of vehicle(s) driven.
 - 3.1.3 The License has not expired or the date that the License needs to be reviewed.
- 3.2 The municipality will maintain an inventory listing and update annually the list of persons authorized to operate Municipal Vehicles and Equipment, as per **Schedule “B”: Inventory of Persons Authorized to Operate Municipal Vehicle and Equipment**.
 - 3.2.1 Inventory listing will include employees and individuals referred to as: Full-time, Part-time, Seasonal, Temporary, Volunteer Fire Department, Added Named Insured members.
- 3.3 The inventory of employees authorized to operate Municipal Vehicles and Equipment will indicate the classification category and unit number of the vehicles and equipment the employees are authorized to operate.
 - 3.3.1 **Classification:** Smoky Lake County Vehicles and Equipment:

EO 1	Steam truck, self-propelled packer, 3-ton truck or smaller forklift.
EO 2	Mixer, rotovators, mowers, (drawn equipment).
EO 3	Backhoe, maintenance grader, hydro axe, and body job trucks without air.
EO 4	Construction graders, earthmoving buggy, cats, track hoe, tractor-trailer, with air, snowplow / sand truck with air, Waste Management Truck Operator.
EO 5	All single axles without air.
EO 6	All fire apparatuses.
EO 7	Agricultural Department Equipment.
EO 8	All Gas Equipment
EO 9	All Parks and Recreation Equipment

3.3.2 Unit Number Listing with Classifications: Smoky Lake County Vehicles and Equipment:

Unit Number	Vehicle and Equipment	EO Classification
PUBLIC WORKS		
100	04 GMC K 2500	5
101	09 GMC SLE 2500	5
102	99 GMC K 1500	5
103	94 GMC K 3500	5
105	08 GMC K 3500	5
106	99 GMC K 3500	5
107	05 GMC K 3500 with Dump Box	5
108	07 GMC K 5500	5
109	09 GMC K 3500	5
110	01 GMC K 3500	5
112	05 Freightliner	4
114	08 GMC W 5500 Street Sweeper	3
115	97 F350 4x4	5
116	11 GMC K 3500	5
134	91 R 3500 Pilot Truck	5
135	04 K 3500	5
138	97 Ford AT 9513 Water Truck	4
139	97 E350 15 Passenger Van	4
141	87 Chev C70 with Dump Box	5
155	91 Kenworth T800 Oil Truck	4
170	97 Kenworth T800 Truck	4
180	99 Kenworth T800 Truck	4
190	03 Kenworth T800B for Unit 156	4
195	05 Kenworth T800B Truck	4
197	05 Kenworth T800	4
198	07 Peterbilt Truck	4
199	08 Peterbilt Truck	4
GRADERS		
501	14 H 06 Cat Grader	4
502	14 M 08 Cat Grader	4
503	14 M 09 Cat Grader	4
504	14 H 06 Cat Grader	4
505	14 H 07 Cat Grader	4
507	14 H 06 Cat Grader	4
508	14 M 10 Cat Grader	4
510	14 H 07 Cat Grader	4

3.3.2 Unit Number Listing with Classifications: Smoky Lake County Vehicles and Equipment: *Conti.:*

Unit Number	Vehicle and Equipment	EO Classification
PUBLIC WORKS – HEAVY EQUIPMENT		
601	00 D6R Caterpillar Dozer	4
602	02 420D Caterpillar Backhoe	3
603	08 RM500 Reclaimer	4
604	08 262 Skid Steer	3
606	78 310AD John Deere Backhoe	3
607	81 310A John Deere Backhoe	3
610	75 Hyster Packer	1
612	65 Massey Ferguson Tractor	2
614	78 75B Clark Loader – Forklift	3
615	85 720 Hydro Axe	3
616	86 627B Caterpillar Buggy	4
623	79 Hyster Forklift 6,000 lb.	1
624	00 4191 RT Scissorlift	1
625	06 Caterpillar Packer – Smooth Drum	1
626	10 DD16 Volvo Double Drum Packer	1
627	10 Hyundai Excavator	4
628	06 CP563E Cat Padfoot Packer	1
629	08 950H Cat Wheel Loader	3
633	96 John Deere Tractor	2
638	98 CP563C Cat Compactor	1
642	07 Double Drum Packer	1
PARKS & RECREATION		
702	98 Deines 2060 Riding Mower	9
705	01 John Deere 316 Riding Mower	9
709	03 Deines DD227 Riding Mower	9
711	97 F150 XLS 4x4	5
716	98 F150 4x4	5

720	08 Deines DD22HT Mower	9
725	08 GMC 1 Ton	5
726	09 GMC SLE 3500	5
ENVIRONMENTAL SERVICES DEPARTMENT		
226	10 GMC SLE 3500	5
227	01 GMC K 2500	5
228	99 Polaris 6x6 ATV	5

3.3.2 **Unit Number Listing with Classifications: Smoky Lake County Vehicles and Equipment: *Conti.:***

Unit Number	Vehicle and Equipment	EO Classification
AGRICULTURE		
401	11 MM 10604 Freightliner	6
402	81 Chev C70 – Smoky Lake Fire Truck	6
403	08 Freightliner – Waskatenau Fire	6
404	81 Chev C70 – Waskatenau Fire Truck	6
405	98 FL80 Freightliner – Smoky Lake Fire Truck	6
406	Duetz DX3.30 Tractor	7
407	01 F550 Rescue – Smoky Lake Fire	6
408	95 Chev K 2500 Rescue – Waskatenau Fire	6
409	05 GMC K 2500	5
410	08 GMC K 2500	5
411	02 E350 Van – Vilna Fire	6
414	79 Chev C60 Bus Command Post	6
419	98 F700 4x4 Vilna Water Truck	6
420	John Deere – R.V.	7
421	10 Polaris Ranger 6x6	7
427	1942 International Fire Truck	6
429	06 F550 4x4 – Vilna Fire	6
430	91 F350 4x4 – Vilna Fire	6
432	1950 Warspite – Old Fire Truck	6
434	96 Chev K 3500 – Waskatenau Fire	6
435	02 Ford F550 4x4 Spray Truck	7
439	04 6420 John Deere Tractor	2
440	99 GMC K 2500	5
441	05 6420 John Deere Tractor	2
444	02 GMC K 1500	5
445	97 F700 4x4 SLRESP	5
447	03 E450 – Vilna Dats Bus	4
451	98 GMC C7500 Superior - Vilna Fire	6
452	03 GMC K 1500	5
BYLAW ENFORCEMENT OFFICER		
221	07 CAN AM 4x4 Quad	5
222	08 F250 4x4 Crew Cab	5

3.3.2 **Unit Number Listing with Classifications: Smoky Lake County Vehicles and Equipment: *Conti.:***

Unit Number	Vehicle and Equipment	EO Classification
GAS DEPARTMENT		
201	09 GMC K 2500	5
202	06 GMC K 2500	5
203	04 GMC K 2500	5
204	10 Ram 350 Dodge	5
206	05 GMC K 2500	5
209	02 RT 115 Ditch Witch	8
211	Small 1820 Ditch Witch	8
212	96 Arctic Cat 4x4 Quad	5
214	02 Ford F550 Odorant Truck	5
224	94 GMC K 2500	5

3.4 All Municipal employees shall annually complete and sign a questionnaire on their driving record status, as per ***Schedule “C”*: Verification for Continued Eligibility to Operate Municipal Vehicles and Equipment**. This procedure is a review mechanism to verify the driving record status is current and identify any concern to limit or restrict employee operation of Vehicles and Equipment for the Municipality.

3.4.1 Factors of risk exposure that indicate a change in driving status will initiate a review that may require further investigation or action to be taken:

- 3.4.1.1 Validity of Operator’s License.
 - 3.4.1.2 Suspended from driving.
 - 3.4.1.3 Have been convicted of a criminal driving offence.
 - 3.4.1.4 Traffic Violations.
 - 3.4.1.5 Demerit Points.
 - 3.4.1.6 Accident/Incident Records.
 - 3.4.1.7 Driver’s Abstract expiration date.
 - 3.4.1.8 Notification received from Enforcement Services.
 - 3.4.1.9 Job re-classification.
 - 3.4.1.10 Medical State of Health does not prevent, or limit, their ability to operate a vehicle.
 - 3.4.1.11 Continue to observe Municipal Regulations regarding Operation of Vehicles and Prevention Maintenance Procedures.
- 3.5 A record shall be maintained as additional information to track the employee driving status as being satisfactory to the Municipality and documented, as per **Schedule “D”: Annual Review of Employee Eligibility as Operators** only when need of concern arises to track employees capabilities to reflect their continued eligibility operate Municipal Vehicles and Equipment.

4. AUTHORIZED OPERATOR’S RESPONSIBILITY:

All Authorized Operators shall be responsible for the following (risk control measures) to drive Municipal Vehicles and Equipment:

- 4.1 Abide by rules and general policies as reference in **Smoky Lake County Safety Manual**.
- 4.2 Be responsible for timely and routine maintenance in accordance with the Vehicles and Equipment Maintenance Guide, as referenced in **Policy Statement No. 11: Equipment Checklist Guidelines**.
NOTE: It is extremely important to report defects in and/or otherwise ensure that the Vehicles and Equipment are keep in a safe and roadworthy condition.
- 4.3 Abide by all Federal, Provincial and local motor vehicle regulations and laws.
- 4.4 Be responsible for all fines arising out of ticketed offenses.
- 4.5 Only authorized/approved passengers (e.g., those with a defined business relationship) are permitted in the vehicles during the course of business use.
- 4.6 Notify his/her supervisor of any tickets, accidents or other violations.
- 4.7 Notify his/her supervisor if their license is suspended or revoked.



**SCHEDULE “A”
DRIVER ABSTRACT CONSENT**



A “driver abstract” is the product name under which Alberta Government Services releases specific information from a person’s driving record, which contains:

- Name • Height • Class • License Number • Expiration Date
- Address • Weight • Issue Date • Current Demerit Points • Reinstatement
- Date of Birth • Sex • MVID Number • Suspended Status conditions (if any)
- List of violations (Description, Demerit / Merit Points and Suspension Term)

PART 1

I, _____ of _____,
Name Address
declare that my Driver’s License Number is: _____, my Date of Birth is: _____,
month by name, day, year

and I give consent for my 3 Year 5 Year or 10 Year driver abstract to be released, for a period of one year from the date this form is signed, to:

SMOKY LAKE COUNTY of BOX 310, SMOKY LAKE, ALBERTA T0A 3C0
 Name of the Person / Organization Receiving the Driver Abstract Address

In accordance with the Alberta Motor Vehicle Information Regulation (AMVIR) choose one of the following subsections:

- 5(1)(a) Driver abstract released to a person known by myself**
 I acknowledge that the above person is personally known to me, is not acting as an agent or employee of any other person in this transaction, and is not compensated in any manner for receiving or transferring the driver abstract to myself.
 NOTE: This cannot be faxed.
- 5(1)(b)(iii) Driver abstract released to my employer or prospective employer**
 NOTE: This cannot be faxed.
- 5(1)(b)(v) Driver abstract released to a lawyer representing me**
 NOTE: This cannot be faxed.

I agree that in no event will the Province of Alberta or its Registry Agents be liable for any damages or losses, however caused, in respect to any defect, error or omission in the driver abstract, or use of the driver abstract by the person receiving it.

 Signature Date

PART 2 – Declaration for Faxing *(This does not apply to subsection 5(1)(a) above)*

I / We, _____ of _____,
 Name of Employer or Lawyer Address
 request the driver abstract, as mentioned above, to be faxed to _____,
 Area Code Fax Number

I / We agree that in no event will the Province of Alberta or its Registry Agents be liable for the driver abstract after it has been faxed to the above number.

 Name of Employer or Lawyer Address

This information is being collected for the purpose of Motor Vehicle records in accordance with the Traffic Safety Act. Questions about the collection of this information can be directed to the Freedom of Information and Protection of Privacy Coordinator for the Alberta Government, Box 3140, Edmonton, Alberta T5J 2G7, (780) 427-7013.
 REG 3387 (2005/11)



SCHEDULE "B"



**INVENTORY OF PERSONS
 AUTHORIZED OPERATORS OF LICENSED MUNICIPAL VEHICLE
 AND EQUIPMENT**

Inventory Date:	Completed By:	Department:
-----------------	---------------	-------------

Records Maintained By: _____ Department/Organization

Department	Name of Operator	Operator License No. & Province	Class of License	Expiry Date of License	Date of Driver's Abstract	Operator Vehicle / Equipment EO Code Assigned



SCHEDULE "C"



**VERIFICATION FOR CONTINUED ELIGIBILITY TO OPERATE
 MUNICIPAL VEHICLE AND EQUIPMENT**

ANNUAL REVIEW

The following questions shall be asked Annually to verify that those Individuals whom may have occasion to operate licensed Municipal Vehicles and Equipment in connection with their duties for the Municipality shall do so in accordance with the minimum requirements established by the Municipality.

1.	Is your Driver Operator's License still valid?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.	Does your driving record indicate any unsafe driving habits are exercised?	<input type="checkbox"/> YES <input type="checkbox"/> NO

- 1.3 The factors of liability exposure are beyond the County's control if the individual operating his/her own vehicle for the purpose of Municipal business has not acted responsibly, and therefore Smoky Lake County shall introduce practical measures to reduce this risk by implementing a process to serve as a timely reminder for employees of their own legal obligations in operating a licensed vehicle for municipal business.
- 1.4 Maintain records and information to track individual employees and volunteers who may have occasion to use their personal vehicles for official purpose of the municipality.

2. GUIDELINES:

- 2.1 The Vehicle and Equipment Loss Prevention Risk Control Program will be undertaken by the County's Safety Officer to the best of his or her ability, from time to time at the discretion of the County, to manage and ensure adequate risk control measures are implemented when individuals use their own personal vehicles.
- 2.2 Only individuals who have been preauthorized to use their personal vehicles are authorized to use their vehicles for Municipal purposes.
- 2.3 Individuals that use their personal vehicles 3 (three) or more days a week for Municipal Business, shall be required to have their Insurance Broker/Agent complete **Schedule "D": For Use By Employees Who May Use Their Own Vehicle To Do Business Duties For Their Employer**, and
- 2.3.1 Must notify their Insurance Company to add Smoky Lake County as an **"Added Named Insured"**.
- 2.3.2 Must have Automobile Liability Insurance with insurable limits of not less than **Two Million Dollars (\$2,000,000.00)**.
- 2.3.3 Additional premium insurance coverage costs, if any, associated with the above shall be reimbursed to the employee upon confirmation of such from the employee's insurance company.
- 2.4 Risk Control measures include:
- 2.4.1 Ensure individual has a valid driver's license.
- 2.4.2 Ensure individual has a valid Automobile Liability Insurance.
- 2.4.3 Drivers have an acceptable driving record.
- 2.4.4 Type of Vehicle(s) they operate.
- 2.5 Smoky Lake County shall utilize each year at its Annual Safety Meeting a process to track those individuals who operate their own personal Vehicles in connection with their duties for the Municipality.

3. PROCEDURES:

- 3.1 All Municipal employees and any individuals who use their own personal vehicles shall be required to complete annually a **Driver Abstract**, as per **Schedule "A": Driver Abstract Consent**, releasing consent as authorization for Smoky Lake County to obtain a record to keep track and verify knowledge of:
- 3.1.1 That their Operators' License is valid.
- 3.1.2 Any information about their driving habits might be cause for concern.
- 3.2 The municipality will maintain an inventory listing and update annually the list of individuals authorized to use their own personal vehicles for municipal business, as per **Schedule "B": Individuals Operating their Personal Vehicles on Municipal Business**.

- 3.2.1 Inventory listing will include employees and individuals referred to as: Full-time, Part-time, Seasonal, and Temporary.
- 3.2.2 The Scope of employment for the municipality means attending:
 - 3.2.2.1 Meetings, courses, training, workshops, and conferences,
 - 3.2.2.2 Picking up mail or other administrative duties,
 - 3.2.2.3 Transporting a passenger or other tasks as assigned,

where such events are at a location different from the main office or Public Works Shop and individuals are utilized to use their own vehicles.
- 3.3 All individuals shall annually complete ***Schedule "C": To be Completed by Persons Having Occasion to Operate Personal Vehicles While Conducting Duties For the Municipality of Smoky Lake County.*** This procedure is a system to verify that the individual attest to certain basic responsibilities associated with owning and/or operating a licensed vehicle.



SCHEDULE "A"
DRIVER ABSTRACT CONSENT



A "driver abstract" is the product name under which Alberta Government Services releases specific information from a person's driving record, which contains:

- Name • Height • Class • License Number • Expiration Date
- Address • Weight • Issue Date • Current Demerit Points • Reinstatement
- Date of Birth • Sex • MVID Number • Suspended Status conditions (if any)
- List of violations (Description, Demerit / Merit Points and Suspension Term)

PART 1

I, _____ of _____,
Name Address

declare that my Driver's License Number is: _____, my Date of Birth is: _____,
month by name, day, year

and I give consent for my 3 Year 5 Year or 10 Year driver abstract to be released, for a period of one year from the date this form is signed, to:

SMOKY LAKE COUNTY of BOX 310, SMOKY LAKE, ALBERTA T0A 3C0
Name of the Person / Organization Receiving the Driver Abstract Address

In accordance with the Alberta Motor Vehicle Information Regulation (AMVIR) choose one of the following subsections:

5(1)(a) Driver abstract released to a person known by myself
I acknowledge that the above person is personally known to me, is not acting as an agent or employee of any other person in this transaction, and is not compensated in any manner for receiving or transferring the driver abstract to myself.
NOTE: This **cannot** be faxed.

5(1)(b)(iii) Driver abstract released to my employer or prospective employer
NOTE: This **cannot** be faxed.

5(1)(b)(v) Driver abstract released to a lawyer representing me
NOTE: This **cannot** be faxed.

I agree that in no event will the Province of Alberta or its Registry Agents be liable for any damages or losses, however caused, in respect to any defect, error or omission in the driver abstract, or use of the driver abstract by the person receiving it.

Signature Date

PART 2 – Declaration for Faxing (This does not apply to subsection 5(1)(a) above)

I / We, _____ of _____,
Name of Employer or Lawyer Address

request the driver abstract, as mentioned above, to be faxed to _____,
Area Code Fax Number

I / We agree that in no event will the Province of Alberta or its Registry Agents be liable for the driver abstract after it has been faxed to the above number.

Name of Employer or Lawyer Address

This information is being collected for the purpose of Motor Vehicle records in accordance with the Traffic Safety Act. Questions about the collection of this information can be directed to the Freedom of Information and Protection of Privacy Coordinator for the Alberta Government, Box 3140, Edmonton, Alberta T5J 2G7, (780) 427-7013.
REG 3387 (2005/11)



SCHEDULE "B"
INVENTORY LISTING
INDIVIDUALS OPERATING THEIR PERSONAL VEHICLES ON
MUNICIPAL BUSINESS

Completed By: _____	Date of Completion: _____	Department: _____
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Records Maintained By: _____ **Department/Organization**

DETAILS OF OPERATOR					DETAILS OF AUTOMOBILE				USE FOR MUNICIPALITY
Name	License No.	Class	Expiry Date	Year of Birth	Year	Make	Model	Vehicle Identification No.	Comments/Concerns



SCHEDULE "C"
TO BE COMPLETED BY
PERSONS HAVING OCCASION TO OPERATE PERSONAL VEHICLES
WHILE CONDUCTING DUTIES FOR THE MUNICIPALITY:
SMOKY LAKE COUNTY.

Name of Operator: _____	Department: _____
--------------------------------	--------------------------

Records Maintained By: _____ **Department/Organization**

I, _____ hereby declare that there are
 Print Name
 circumstances when I may have occasion to utilize the personal vehicle described below in connection with duties as a _____ for Smoky
 Title
 Lake County.



- I am aware that it is the legal responsibility of myself, as a vehicle owner and/or operator, to:
- Maintain the vehicle in a safe mechanical condition, at all times that it may be operated by me, whether the use is in connection with my above duties for the Municipality or not.
 - Not to operate the vehicle, or any other vehicle, at any time should my legal status to operate a vehicle, or hold a legally valid Operator's License, be suspended, disqualified and/or otherwise withdrawn.
 - Maintain valid Automobile Third Party Liability Insurance at all times that the vehicle may be operated by anyone, whether the operation is in connection with my above duties for the Municipality or not.
 - Maintain current Vehicle Certificate of Recognition.

I wish to voluntarily declare the following information as being correct as at the date stated below:

- **Operator's License No.:** _____ **Expiry Date:** _____
- **Automobile to be Used:** _____
 Year Make Model Serial Number
- **Insurance Company:** _____
- **Insurance Auto Policy No.:** _____
- **Current Insurance Period:** From: _____ To: _____
- **Third Party Liability Limit: \$** _____
- **Vehicle Certificate of Registration: Expiry Date:** _____

If any of the above information changes, I acknowledge that it is my responsibility to inform the Municipality of the changes in order that their records can be maintained up-to-date.

Date: _____ **Signed:** _____

	SCHEDULE "D"	
FOR USE BY EMPLOYEES WHO MAY USE THEIR OWN VEHICLES TO DO BUSINESS DUTIES FOR THEIR EMPLOYER		
Name of Employee:	Position:	
<p>Date: _____</p> <p>To: Insurance Broker / Agent</p> <p>Re: Insurance Auto Policy No.: _____</p> <hr/> <p>To whom this may concern:</p> <p>Within the course of my employment with <u>Smoky Lake County</u>, there are occasions when I am required to utilize my own vehicle to: <i>(check all that apply)</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Attend meetings, courses, training, workshops, and conferences. <input type="checkbox"/> Perform other administrative duties. <input type="checkbox"/> Transport a passenger. <input type="checkbox"/> Other tasks as assigned: _____. <p>where such events are at a location different from the office.</p> <p>The frequency of such use is approximately _____ days per year requiring approximately _____ kilometers per year of travel in my vehicle.</p> <p>This letter is to notify you of this use, and to determine if there would be any additional Insurance Coverage and Premium required as a result.</p> <p>Please advise my in writing as soon as possible, as to whether or not additional coverage or premium is required. If so, could you please provide in writing the annual amount of the additional premium for such as well.</p> <p>I can be reached at _____ should you require further information as to business use frequency and/or annual distances traveled.</p> <p>Sincerely,</p> <p>_____</p> <p><i>Employee Signature</i></p>		

Carried.

Executive Session:
806-11: Bobocel

That County Council go into an Executive Session to discuss a Personnel issue, time 9:45 a.m.

Carried.

Lydia Cielin, Assistant Chief Administrative Officer and Brenda Adamson, Finance Manager left the Council Chambers, time 9:45 a.m.

807-11: Orichowski

That County Council go out of an Executive Session, time 11:00 a.m.

Carried.

Lydia Cielin, Assistant Chief Administrative Officer and Brenda Adamson, Finance Manager entered the Council Chambers, time 11:00 a.m.

Doug Ponich, Public Works Manager entered the Council Chambers, time 11:00 a.m.

7. Delegation(s):

Smoky Lake & District Chamber of Commerce

Present before County Council at 11:01 a.m. to 11:15 a.m. was Wayne E. Taylor, President, Smoky Lake & District Chamber of Commerce to discuss the concept of an Urban Sky Park Project and seek County assistance for funding.

808-11: Cholak

That Smoky Lake County support the Urban Sky Park Project concept in principle as initiated by the Wayne E. Taylor, President, Smoky Lake & District Chamber of Commerce and contribute the amount of **\$250.00** as seed funding with no further funding to be allocated by the County at this time.

Carried.

4. Request For Decision(s):

Policy Statement No. 01-03-17: Organizational Chart

809-11: Bobocel

That **Policy Statement No. 1-03-17** entitled "Organizational Chart" be amended, to include under the Chief Administrative Officer and Assistant C.A.O./Corporate Services Manager – re-named employee position: Planning and Development Manager and new position: Communication Services Coordinator; and under the Finance Manager - the position: IT Technician:

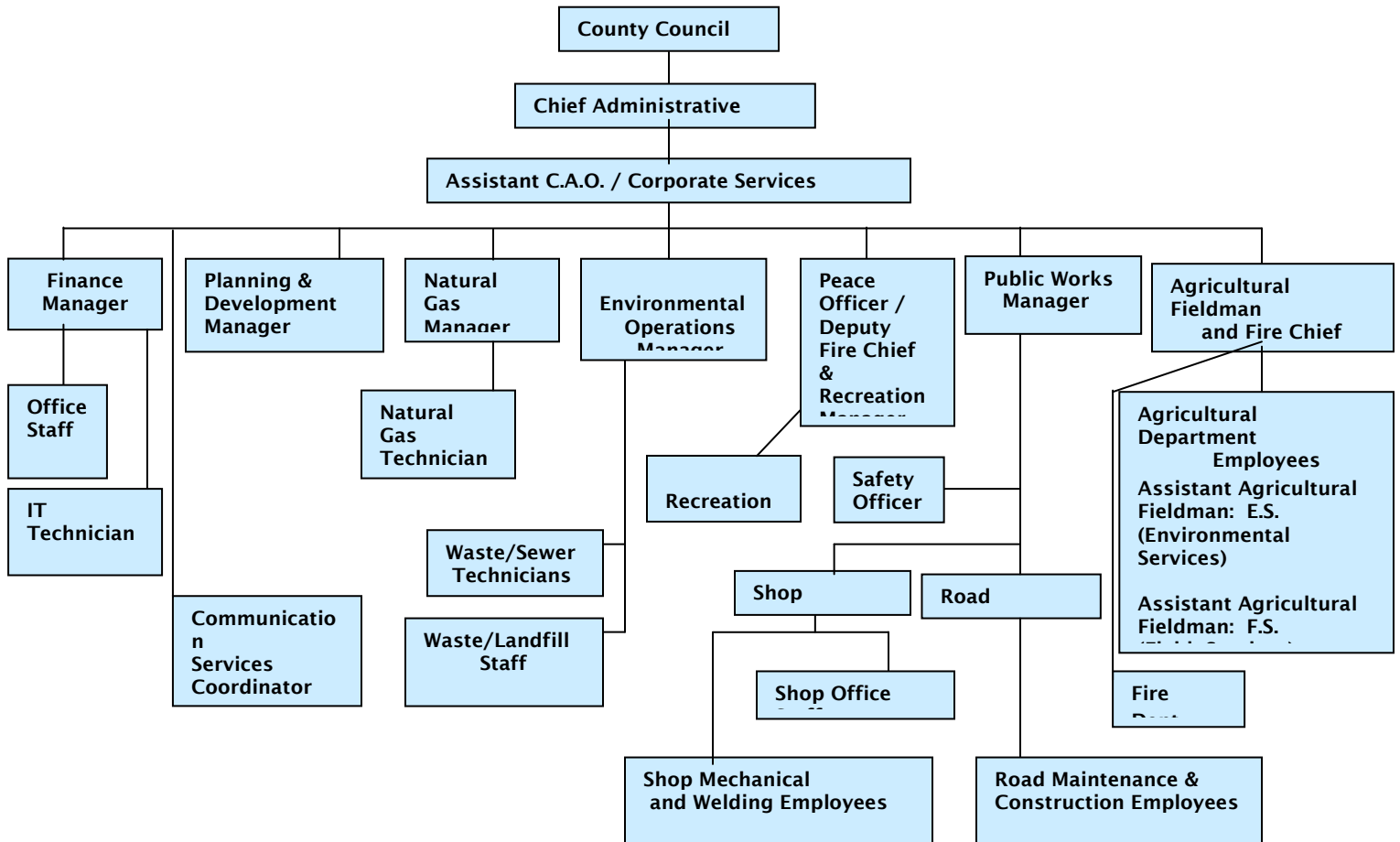
Councillor Lori Danyluk requested a recorded vote:

For the Motion

Dareld Cholak
 Ron Bobocel
 Randy Orichowski

Against the Motion

Rick Cherniwchan
 Lori Danyluk



Carried.

Salary Ranges: Management and Out-of-Scope Personnel

810-11: Orichowski That Smoky Lake County amend the Salary Ranges for Management and Out-of-Scope Personnel as reference within Policy Statement No. 01-03-17: Organizational Chart.

Councillor Lori Danyluk requested a recorded vote:

For the Motion

Dareld Cholak
 Ron Bobocel
 Randy Orichowski

Against the Motion

Rick Cherniwchan
 Lori Danyluk

Carried.

Management Policy Statement: 01M-09-03: Planning and Development Manager - Job Description

811-11: Bobocel That County Council accept the received Management Policy: 01M-09-03 entitled “Planning and Development Manager – Job Description”, for information.

Purpose:	<p>The Planning and Development Manager shall have the responsibility and authority necessary to support the Chief Administrative Officer et al in the planning of the County.</p> <p>The Planning and Development Manager shall report directly to the Chief Administrative Officer and the Assistant Chief Administrative Officer.</p>
Policy Statement and Guidelines:	
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">RESPONSIBILITIES</div>	
<p>1. Planning:</p> <p>1.1 Land Use Planning:</p> <p>1.1.1 Contact for Development and Sub-Division inquiries.</p> <p>1.1.2 Provide assistance with completion and acceptance of Development Permit Applications.</p> <p>1.1.3 Provide recommendations to Development Officer regarding Development Permit Applications.</p> <p>1.1.4 Correspondence to applicants of Development Authority’s decisions.</p> <p>1.1.5 Prepare, monitor and update Municipal Development Plan, Area Structure Plans and all planning policies.</p> <p>1.1.6 Review and analyze the relative merits of development permits in regards to Land Use Bylaw, other pertinent municipal planning documents and provincial/federal legislation.</p> <p>1.1.7 Prepare Amendments to the Land Use Bylaws, Area Structure Plans and Municipal Development Plans when necessary.</p> <p>1.1.8 Preparation and monitoring of appropriate road closure resolutions, Bylaws, and files.</p> <p>1.1.9 Foster proactive public/development industry awareness on Development and Land Use Bylaw processes.</p> <p>1.1.10 Respond to general inquires related to development proposals and/or Land Use Bylaw interpretation.</p> <p>1.1.11 Review and discuss possible solutions with applicants and provide alternative approaches required for accommodating or facilitating new and/or unique development proposals under current Land Use Bylaw.</p>	

1.1.12	Review, prepare, and/or present reports to the Subdivision and Development Appeal Board or Municipal Government Board, when necessary.
1.1.13	Organize of Municipal Planning Commission Meetings.
1.1.14	Secretary for the Municipal Planning Commission Meetings.
1.1.15	Preparation of Compliance Letters for Development Officer's approval.
1.1.16	Ensure appropriate advertising, notifications and approvals for Public Meeting and Hearings.
1.1.17	Reporting to and liaison with Safety Codes Inspection Agency.
1.1.18	Organization and records management of Development and Sub-Division Applications.
1.1.19	Review and provide comments to Subdivision Authority on all subdivision applications.
1.1.20	Prepare and/or present reports to County Council, Senior Administration for Land Use Bylaw Amendments, research projects, statistics, etc. as required.
1.1.21	Monitor industrial landowner approach applications in conjunction with Public Works Staff.
1.1.22	Review and endorse survey plans and descriptive plans submitted for final approval.
1.1.23	Assume responsibility for advising Chief Administrative Officer of any enforcement actions necessary to achieve compliance with the Land Use Bylaw or the conditions of development approval.
1.1.24	Ensure that all advertising pertinent to Smoky Lake County Planning and Development is undertaken in a timely fashion, and, where applicable, in accordance with the <i>Municipal Government Act</i> and/or other relevant legislation.
1.2	<u>Strategic Planning:</u>
1.2.1	Monitor and update County Strategic Planning documents, in conjunction with the Chief Administration Officer.
1.2.2	Assist with the facilitation of strategic and business planning sessions as required.
1.2.3	Assist Smoky Lake County Department Heads with updating business plans that address the goals, objectives, and strategies of the Strategic Plan.
1.3	<u>Global Information System (GIS) Planning:</u>
1.3.1	Coordination of a GIS for the County.
1.3.2	Development and coordination of a Long-Term GIS Plan, including both personnel and technology resources.
1.3.3	Implementation and review of County's Long-Term GIS Plan, in coordination with Management and Council.
2.	Heritage Management:
2.1	County Liaison to the Smoky Lake Heritage Board.
2.2	Preparation of Municipal Heritage Designation Bylaws and development of Heritage Policies.
2.3	Liaison with Provincial Heritage Branch regarding heritage issues.
2.4	Record management of Municipal Heritage Designation Bylaws into the Provincial HeRMIS (Heritage Resource Management Information System).
3.	Economic Development:
3.1	<u>JEDI: Joint Economic Development Initiative:</u>
3.1.1	Preparation and distribution of Committee Agenda and Minutes.

- 3.1.2 Assist the Community Economic Development Officer with Committee initiatives, as directed by the Chief Administrative Officer.
- 3.1.3 Assist the Community Economic Development Officer with developing Committee's project budgets.
- 3.1.4 Act as a resource person for the coordination of County Economic Development initiatives, as directed by the Chief Administrative Officer.

4. SDAB: Sub-Division and Development Appeal Board:

- 4.1 Act as Secretary for the Sub-Division and Development Appeal Board.
- 4.2 Determine whether each Appeal has been properly filed and inform appropriate people (appellant, affected persons and board members).
- 4.3 Ensure that appropriate advertising and notifications are made and all relevant documents and materials are available for the public.
- 4.4 Preparation and Distribution of Agenda and relevant documentations for Hearings.
- 4.5 Attend the Hearing and record the proceedings of the meeting in an orderly and concise manner.
- 4.6 Prepare minutes of Hearings and Board Decision for approval.
- 4.7 Attend the Hearing and record the proceedings in an orderly and concise manner.

5. Administration:

- 5.1 Grant research and applications relating to areas of responsibility.
- 5.2 Management and grant reporting of projects, as delegated.
- 5.3 Prepare budgets for the Planning and Development Department.
- 5.4 Monitor and control the expenditures of funds in accordance with the budget approved by County Council.

OTHER RESPONSIBILITIES

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

KNOWLEDGE AND ABILITIES

- High School plus more than two years of post-secondary education.
- Diploma or Degree in Land Use Planning or related field, preferred.
- Excellent knowledge of the Land Use Planning/Development process in Alberta (conceptual planning theory/principles and physical construction/development practices).
- Interpretation and application skills of the Municipal and Provincial Legislation, preferred.
- Ability to accurately and consistently interpret County Policies, planning documents and municipal legislation.
- Solid understanding of Planning Law, preferred.
- Working knowledge and/or training of Geomedia Program, preferred.
- Local Government Certification, preferred.
- Customer communication and Public Relations: Ongoing interaction with public, partners, internal/external agencies on the phone, in person, written format.
- Interpretation and review of plans (maps, blue prints).
- Computer and word processing training.
- Organizational and Time Management skills for dissemination of information and implementing office procedures, and handling multiple files at one time.

<ul style="list-style-type: none"> ■ Critical thinking / analytical skills. ■ Valid Driver's Class 5 License.
<div style="border: 1px solid black; background-color: #e6f2ff; padding: 2px; width: fit-content; margin: 0 auto;">STAFF DEVELOPMENT</div>
<ul style="list-style-type: none"> ■ Attend Workshops and Seminars as required. ■ Attend conferences, courses and other training workshops, and may hold membership in any organization, as directed by the Chief Administrative Officer.
<div style="border: 1px solid black; background-color: #e6f2ff; padding: 2px; width: fit-content; margin: 0 auto;">EMPLOYEE PERFORMANCE EVALUATION</div>
<ul style="list-style-type: none"> ■ By the Chief Administrative Officer – yearly.
<div style="border: 1px solid black; background-color: #e6f2ff; padding: 2px; width: fit-content; margin: 0 auto;">SALARY RANGE</div>
<ul style="list-style-type: none"> ■ As per Policy 01-03: Organizational Chart.

Carried.

Management Policy Statement: 01M-29-01: Communication Services Coordinator – Job Description

812-11: Bobocel

That County Council accept the received Management Policy: 01M-29-01 entitled “Communication Services Coordinator – Job Description”, for information.

Purpose:	<p>To provide a full range of communications services and programs in order to achieve effective, efficient and transparent delivery of County services.</p> <p>Build and maintain a strong business relationship with Council, Public, Management and employees; provide one point of contact to all communications services; interact with colleagues to facilitate coordination of activities across departments, reduce duplication of services, and provide on-the-ground communication support to administration and management for departmental initiatives as required.</p> <p>The Communication Services Coordinator shall report directly to the Chief Administrative Officer and the Assistant Chief Administrative Officer.</p>
Policy Statement and Guidelines:	
<div style="border: 1px solid black; background-color: #e6f2ff; padding: 2px; width: fit-content; margin: 0 auto;">RESPONSIBILITIES</div>	
<p>1. Communications:</p> <p>1.1 Acting as the primary point of entry for Communications services.</p> <p>1.2 Responsible for developing and implementing an annual County Communication Plan, and for leading county level communication initiatives as skills and experience allow (e.g., internal communications).</p> <p>1.3 Work with senior administration and departmental managers to assess resources available and required to deliver effective communication programs.</p> <p>1.4 Provide communication services to County Departments that supports the departmental work plans and initiatives, and foster collaboration and efficiencies across departments.</p> <p>1.5 Identify and address emerging issues and opportunities where communication activities can contribute to reaching overall County objectives.</p> <p>1.6 Act as a communications resource by providing expert communications advice and services to achieve desired outcomes. <i>Examples include</i> the use of publicity, promotion, advertising, news media, web communication, social media and special events.</p>	

- 1.7 Write and develop communications materials including themes and key messages for print, web, news media, advertising, presentations and display copy.
- 1.8 Work with internal and external service providers for graphic design, print, web, and communications services, as required.
- 1.9 Communicate County Policies and initiatives to the Public through County publications, website, and other social media.
- 1.10 Design and publish the County Annual Report and other publications, as required.
- 1.11 Draft and circulate the Management Meeting Summary to Council, Management and staff.
- 1.12 Develop information publications regarding County services provided by the various departments.
- 1.13 Information dissemination and processing formal FOIP requests.
- 1.14 Prepare Power Point presentations for use by County Departments and Administration, as required.

2. County Initiatives:

- 2.1 Lead development of County Communications initiatives.
Examples might include internal communications, sponsorship, social media, branding or the launch of a new County initiative (promoting broadband initiative).
- 2.2 Plan, design, and purchase County promotional items.
- 2.3 Research and draft County policies and bylaws, as directed by the Chief Administrative Officer or Assistant Chief Administrative Officer.
- 2.4 Participate and assist with the promotion of County functions.

3. Administrative:

- 3.1 Responsible for County branding and communications policies, guidelines and practices.
- 3.2 Develop and monitor Communication budget.
- 3.3 Ensure all advertising is undertaken in a timely fashion and, where applicable, in compliance with all legislation.

OTHER RESPONSIBILITIES

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

KNOWLEDGE AND ABILITIES

- A degree or diploma in Communications, Public Relations or a related discipline, preferred.
- Experience in a communication role, with demonstrated expertise and experience in providing communications services (communication planning, print materials, advertising, media relations, internet, employee communications, emergency communication and special events), preferred.
- Requires an ability to establish and maintain good working relationships with the Public, Council, Management and staff at all levels in the organization and experience in positively influencing others.
- A solid background in Municipal Government with demonstrated ability to fully understand each department's business, strategic business plans and communications challenges, preferred.
 - A sound understanding of the role of communication principles and practice within an organization.
 - The ability to understand and analyze complex issues and identify communication approaches to address them.
 - The ability to assess and handle multiple priorities and meet deadlines involving complex and evolving practices.

- Wide range of writing and editing skills and experience (e.g., copywriting, speech writing, web, editorial).
- Strong interpersonal communication skills – listening, speaking, problem-solving, discretion and tact.
- A working knowledge of the Freedom of Information and Protection of Privacy (FOIP) Act, preferred.
- Knowledge of the Municipal Government Act, preferred.
- Local Government Certification an asset, preferred.
- Computer, word processing and graphic design raining.
- Organizational skills for timely and appropriate dissemination of internal and external information.
- Supervisory experience an asset.
- Working knowledge of the following Software Programs is an asset:
 - ▶ Microsoft Office ▶ Microsoft Publisher
 - ▶ Microsoft Front Page ▶ Microsoft Power Point
 - ▶ Adobe Photoshop

STAFF DEVELOPMENT

- Attend Workshops and Seminars as required.

EMPLOYEE PERFORMANCE EVALUATION

- By the Chief Administrative Officer – yearly.

SALARY RANGE

- As per **Policy 01-03: Organizational Chart.**

Carried.

Management Reports

Public Works Department

Doug Ponich, Public Works Manager distributed copies of the following for Council’s information:

- 2011 Road Projects – update, as of September 9, 2011.
- Village of Vilna: 52 Street Road Repair – Options.

Village of Vilna: 52 Street – Road Repair

813-11: Orichowski

That Smoky Lake County enter into an agreement with the Village of Vilna for a Road Repair of 52 Street to reclaim road top, dry and add gravel to base, layout old cold mix and compact; not to exceed the amount of \$15,000.00; with a 50% deposit prior to commencement of work and final payment payable 30 days after project completion and with no warranty.

Carried.

9. Public Question and Answer Period:

11:54 a.m.

No questions from the public.

Meeting Recessed

Meeting recessed for Lunch, time 11:55 a.m.

Meeting Reconvene

The meeting reconvened on a call to order by Reeve Dareld Cholak at 12:40 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:

Chief Administrative Officer's Report

The Chief Administrative Officer gave an updated report to Council for the period of August 26, 2011 to September 22, 2011.

Legislative / Governance:

- Contacted Legal Counsel regarding Gas Alberta shares. The Gas Alberta issue will be on the Gas Meeting Agenda. I also have legal matter arising from a recent meeting to discuss with Council in Executive Session (to be added to today's agenda).
- Management review of and interviews regarding the Strategic Plan is nearly complete. Jane Dauphane is now drafting the plan document and I will meet with her next week to complete the review. The next step is to set a final meeting date for Council to meet to review and finalize the plan document early in November.
- Success Story! Ken Bullis from Alberta Environment has confirmed that on September 6, 2011 – Alberta Environment has officially deemed the Beaver Dam Control Devices (Known by us as "The Gizmo") to be an Accepted Practice under the regulations of the Water Act and will no longer require Water Act Approvals. Congratulations to Council and staff for carrying this one all the way into the end-zone!

Administrative:

- Completed AAMD&C Trade Forum Survey.
- Received word that the ABS Leave Hearing has been postponed until October 4, 2011.
- Met with Amir and Frank from Corridor Communications Inc. regarding assistance with Internet Service promotion and providing technical assistance.

Financial:

- Associated Engineering has listed and recommended a Tender from Bridge Construction. Alberta Transportation has approved the awarding of the Tenders, and we are Required to Approve the Tender bid so that the work can commence. For Council's Information: the County's share of the work on these Bridge Files is \$82,854.46 for BF75352 and \$58,688.36 for BF73306.
- We have rented a rock truck to get ahead in stockpiling dewatered gravel. Moved money laterally from contract trucking to rental equipment.
- Received the conditional grant agreement from Municipal Affairs for the Regional Collaboration Grant (for the Recreation Master Plan).

Human Resources:

- Had to Advertise for two Public Works Shop Personnel. Received resignation letter from Planning and Communication Manager. Will advertise to replace Planning and Communication Manager following today's Council discussion on the Organizational Chart. Exploring options for transitioning to the training the replacement including contracting Twila for training and transition purposes.

Community:

- Smoky Lake Pumpkin Growers Association: Request for County dignitaries to attend and bring greetings at their annual 2011 Pumpkin Fair and Weigh-off on October 1, 2011.

Committee of the Whole: Planning

814-11: Bobocel That the **Committee of the Whole Meeting** for the purpose of **Planning: Strategic Plan** be scheduled for Thursday, **November 10, 2011** at 10:00 a.m. to be held at the County Council Chambers.

Carried.

2011 Bridge Tender 20073421-E – Award of Contract

815-11: Danyluk That Smoky Lake County award the Bridge Tender #20073421-E to **In-Line Contracting** for the following 2011 Bridges:

- Bridge File: 75352 located on SW 3-60-14-W4 Local Road Twp 600 East of Hwy 36 – Stony Creek in the amount of **\$457,000.00**.
- Bridge File: 73306 located on SE 27-59-16-W4 Local Road Twp 594 West of RR 162 – Tributary to White Earth Creek in the amount of **\$298,500.00**.

Carried.

Rental: Rock Truck

816-11: Bobocel That Smoky Lake County approve the action taken by the Chief Administrative Officer to re-allocate funding within the 2011 Transportation Budget from Contract Trucking to Rental Equipment for rental of a Rock Truck to increase the volume of stockpiling dewatered gravel at the White Earth Pit.

Carried.

Regional Collaboration Program

817-11: Orichowski That County Council execute the Conditional Grant Agreement approve for Administration to develop and release a Request For Proposal for the Joint Municipal Recreation Master Plan Project under the 2011/12 Regional Collaboration Program.

Carried.

Smoky Lake Pumpkin Grower’s Association

818-11: Bobocel That Smoky Lake County Reeve attend the Smoky Lake 2011 Pumpkin Fair and Weigh-off on Saturday, October 1, 2011 at 11:45 a.m. at the Smoky Lake Agricultural Complex to bring greetings on behalf of Smoky Lake County.

Carried.

Financial Update:

As annexed to the minutes:

↪ Financial Statement for the Month: July 2011.

Action List:

↪ **Action List:**

- **County Council Meeting: August 25, 2011.**

819-11: Cherniwchan That the updated report for the period of August 26, 2011 to September 22, 2011 by the Chief Administrative Officer, be accepted and filed for information.

Carried.

Finance Manager's Report

Brenda Adamson, Finance Manager provided an updated Finance report for the period of August 17, 2011 to September 9, 2011.

2011 Budget Surplus

820-11: Cherniwchan

That County Council approve to transfer any 2011 Municipal Financial Surplus to the 2012 Three-Year Road Plan Budget.

Carried.

Doug Ponich, Public Works Manager left the Council Chambers, time 1:10 p.m.

County Council: Budget Meeting(s)

821-11: Bobocel

That the **County Council Budget Meeting** be scheduled for Wednesday, **October 28, 2011** at 10:00 a.m.; Friday, **November 18, 2011** at 10:00 a.m. and Friday, **December 9, 2011** at 10:00 a.m. to be held at the County Council Chambers.

Carried.

Councillor Randy Orichowski left the Council Chambers, time 1:15 p.m.

822-11: Orichowski

That the Finance Manager's Report received by Brenda Adamson for the period of August 17, 2011 to September 9, 2011, be accepted and filed for information.

Carried.

Councillor Randy Orichowski entered the Council Chambers, time 1:18 p.m.

Reeve's Report

Reeve Dareld Cholak presented the following report:

- Lorraine Megella, Executive Assistant, County of Lethbridge, dated September 2, 2011 – Re: AAMD&C Mayor's and Reeve's Liaison Committee Meeting – Monday, November 21, 2011 from 5:15 p.m. to 6:15 p.m. at the Shaw Conference Centre – Salon 4.
- Received an email on September 21, 2011 from Mark Watson, Town of Smoky Lake - the **Joint meeting with the Town of Smoky Lake and Smoky Lake County** for the purpose of **Fire and Rescue** scheduled for Tuesday, **October 4, 2011** at 1:00 p.m. is cancelled. Town is forwarding a letter for County to respond to the Joint Fire Apparatus.
- Received a reply from the Canadian Wheat Board – will be discussed at the Agricultural Service Board Meeting scheduled for Monday, September 26, 2011.
- Vilna School 90th Anniversary: Attended the Ribbon Cutting ceremony on September 8, 2011 and Council will be attending the Anniversary celebrations on October 8, 2011.
- Meeting scheduled in Edmonton on October 28, 2011 – Investors.
- CAO Evaluation: Packages distributed to be submitted by October 20, 2011 and a meeting needs to be scheduled.

- Alberta Association of Municipal Districts & Counties District No. 5 Meeting: Agenda released for the meeting scheduled for Friday, September 23, 2011 at the Bold Centre in Lac La Biche.
- Thank you to Chief Administrative Officer and Administration Staff for all the assistance provided to other organizations that the County belongs to. Thank you extended to the County - very much appreciated for all the work involved.

823-11: Danyluk That the **CAO Evaluation Meeting** be scheduled for Monday, **October 31, 2011** at 10:00 a.m. at the County Council Chambers.

Carried.

824-11: Cherniwchan That the Reeve's report received, be accepted.

Carried.

Management Reports

825-11: Orichowski That the management reports received for the period of August 25, 2011 to September 15, 2011 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.

Committee Task Forces and Boards: Reports

Alberta Care

- No report.

Community Futures Corporation: St. Paul / Smoky Lake Region

- To be addressed in Executive Session – Legal Issue.

Corridor Communications Incorporated

- Three Tower Sites locations in Smoky Lake Region are under construction for installation.
- Implementing the promotion for the Sales and Marketing for the Internet Services to Residents.
- Board Resignation: Director – vote by “Proxy”.

Doctor Retention & Recruitment Committee

- No report.

Evergreen Regional Waste Management Commission

- Hired a new Manager.
- Advertising for a Position: Accounting Clerk/Scale Operator.
- Waste volumes: down of last year.

Family Community Support Services Committee

- No report.

Family-School Liaison Committee

- Working within the Budget: Programs and Case Loads.
- Catholic School Board: Trustee to attend meetings.
- Next meeting scheduled for November 25, 2011.

Fire and Rescue Committee**Vilna:**

- No report.

Waskatenau:

- No report.

Smoky Lake:

- No report.

Government Liaison Committee

- No report.

Highway 28/63 Regional Water Group Steering Committee

- Telus Line: In the process of being re-located.
- Telus Agreement: Costs incurred need to be addressed.
- Highway 28/63 Regional Water Services Commission scheduled for October 6, 2011.

In-House Safety Committee

- Re-certification: First Aid, Scissor Lift and Chain Saw.
- Training for Mapping, WHMIS and Flagging: Spring 2012.
- Next meeting scheduled for October 18, 2011.

Joint Economic Development Initiative (JEDI) Committee

- Community Economic Development Officer: Evaluation.
- Next meeting scheduled for October 27, 2011 at 1:00 p.m.

Lakeland DMO: Destination Marketing Organization

- No report.

Municipal Planning Commission

- No report.

North East Muni-Corr Ltd.

- Minutes: August 8, 2011.

Policy Committee

- Committee Minutes: September 6, 2011.

R.C.M.P. Liaison Committee

- No report.

Risk Pro Control Management Committee

- Committee Minutes: August 22, 2011.
- **Minutes:** Added Named Insured:
 - **Smoky Lake Golf Club Board of Director's Meeting:** July 25, 2011.
 - **C.A.S.A. (Community and School Association) Meeting:** April 14, 2011.

Smoky Lake Agricultural Society

- Will be approached the County for funding.
- Ag Society will be undertaking the selling of the raffle tickets.
- In the process of reviewing policies – i.e., Rent and Fee schedules.

Smoky Lake Foundation

- Thank you to the Reeve: Contacting the Minister for the Grant for Vilna Lodge.
- Grant for Vilna Lodge at 100% funding by the Province: Project for new floors and countertops.
- Grant: Affordable Supportive Living Initiative - Researching this grant and the Community Economic Development Officer is assisting.

Smoky Lake Heritage Board

- No Minutes.

Joint Municipalities

- Next meeting scheduled for Monday, October 3, 2011 hosted by Village of Waskatenau at the Community Centre.

Executive Session:

826-11: Bobocel

That County Council go into an Executive Session to discuss a legal issue, time 2:15 p.m.

Carried.

827-11: Bobocel

That County Council go out of an Executive Session, time 2:25 p.m.

Carried.

Village of Waskatenau: Annexation

828-11: Cherniwchan

That the Chief Administrative Officer obtain legal advise and reply to the Village of Waskatenau, accordingly in regards to the issue of annexation.

Carried.

Landowner: William Machura

829-11: Danyluk

That Smoky Lake County reply to William Machura's letter received on September 6, 2011, in regards to the Order of August 8, 2011 ; located on RR 140 Road Allowance, North of Twp. Road 620 indicating that County Council hereby upholds the order of August 8, 2011.

Carried.

830-11: Danyluk

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

Carried.

6. Correspondence:

831-11: Orichowski That the following correspondence received from the Alberta Association of Municipal Districts and Counties, be filed for information:

- a. Contact Newsletter:
 - August 24, 2011.
- b. Contact Newsletter:
 - August 31, 2011.
- c. Rural Routes: AAMD&C Fall 2011 Convention Registration:
 - September 7, 2011.
- d. Contact Newsletter:
 - September 7, 2011.
- e. Rural Routes: Advocating for Rural Alberta:
 - September 2011.
- f. Contact Newsletter:
 - September 14, 2011.

Carried.

Municipal Dispute Resolution Initiative: Workshops

832-11: Cherniwchan That County Council who can attend – attend the 2011 – 2012 Workshop season on Municipal Dispute Resolution Initiative Services - Let's Resolve: Negotiation, Workplace, and Public Input Series hosted by Government of Alberta Municipal Affairs.

Carried.

Alberta Municipal Affairs: 2010 Financial Returns

833-11: Danyluk That the letter received from Honourable Hector Goudreau, Minister of Municipal Affairs, dated August 26, 2011 in regards to the early submission of the 2010 Financial Information Return and Statements deadline of May 1, 2011, be filed for information.

Carried.

Smoky Lake Pumpkin Growers Association

834-11: Bobocel That Smoky Lake County Recreation Department assist the Smoky Lake Pumpkin Growers Association with manpower and/or equipment for the 2011 Pumpkin Fair and Weigh-off, as per letter received from Pat Elashuk, Secretary, Smoky Lake Pumpkin Growers Association, dated September 7, 2011.

Carried.

Alberta Sustainable Resource Development

835-11: Bobocel That the letter received from Honourable Mel R. Knight, Minister of Alberta Sustainable Resource Development, dated September 1, 2011 in regards to the new Public Lands Administrative Regulations approved by the Alberta Government and implemented September 12, 2011, be filed for information.

Carried.

Alberta HUB

836-11: Orichowski That Smoky Lake County accept the certificate received from Alberta HUB presented to Smoky Lake County in appreciation for commitment to the Alberta HUB Alliance.

Carried.

2011 Alberta Association of Municipal Districts & Counties: Fall Convention

837-11: Bobocel That County Council and appropriate Administration attend the 2011 Alberta Association of Municipal Districts & Counties Fall Convention on November 22 – 24, 2011 at the Shaw Conference Centre in Edmonton.

Carried.

2011 Birchall Leadership and Yellow Ribbon Dinner

838-11: Danyluk That the invitation received to the 2011 Birchall Leadership and Yellow Ribbon Dinner in support of the Edmonton Garrison Military Family Resource Centre and Royal Military Colleges Club of Canada on November 4, 2011 at the Shaw Conference Centre in Edmonton, be filed for information.

Carried.

Glen and Irene Barnes

839-11: Danyluk That the letter received from Glen and Irene Barnes, dated August 15, 2011 in regards to Smoky Lake County Bylaw on Parks Control to be reviewed and changed, be filed for information.

Carried.

Kalyna Country

840-11: Cherniwchan That the e-mail received from Sheila Neil, Administration, Kalyna Country, dated September 13, 2011 in regards to the Kalyna Country General Meeting scheduled for September 27, 2011 at 7:00 p.m. at the Smoky Lake Inn, Smoky Lake, Alberta, be filed for information.

Carried.

Statistics Canada

841-11: Bobocel That the e-mail received from Lise Rivais, Director, Western Region and Northern Territories, Statistics Canada, dated September 13, 2011 in regards to the release dates for the 2011 Census of Population:

- Population and Dwelling Counts: February 8, 2012
- Age and Sex: May 29, 2012
- Families, Households and Marital Status: September 19, 2012
- Structural Type of Dwelling and Collectives: September 19, 2012
- Language: October 24, 2012

be filed for information.

Carried.

Conflict Resolution Day: October 20, 2011

842-11: Cherniwchan That Smoky Lake County proclaim “Conflict Resolution Day” on Thursday, October 20, 2011 – an international celebration of working together to provide dynamic events where people can access information on a spectrum of available dispute resolution processes.

Carried.

Hanmore Lake: East Campground

843-11: Danyluk That the c.c. letter received from Ellen Regnier, Redwater, Alberta written to the Honourable Cindy Ady, Minister of Tourism Parks and Recreation, dated September 14, 2011 in regards to Complaint about Hanmore Lake East Campground on August 18, 2011, be filed for information.

Carried.

Sustainable Resource Development

844-11: Bobocel That the c.c. letter received from Linda Jansman, Disposition Services Section, Government of Alberta, Sustainable Resource Development, dated September 12, 2011 written to Randolph R. Benson, BA, LLP, Barrister & Solicitor, Lac La Biche in regards to Grazing Lease No. GRL 40906 – File No. 974781 of Name Change from Marianne Mazur to Marianne Gravelle, be filed for information.

Carried.

Thank You: Summary Listing

No Thank You: Summary Listing for the Month of September 2011.

Information Releases

No Information Releases for the Month of September 2011.

Reading File

No correspondences in the Reading File.

Bills & Accounts:

845-11: Danyluk 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:

Batch #	Cheque Numbers	Total of Batch
24417	29412 to 29441	\$ 163,275.04
24426	29442	\$ 3,029.55
24427	29443	\$ 2,013.22
24437	29444 to 29463	\$ 72,633.06
24444	29464 to 29471	\$ 16,074.65
24455	29472 to 29475	\$ 2,220.41
24461	29476 to 29488	\$ 188,472.36
24491	29489 to 29545	\$ 104,412.13
24503	29546 to 29551	\$ 57,137.40
24508	29552	\$ 6,273.99
24518	29553	\$ 13,125.00
Total Cheques		\$ 628,666.81
Direct Debit Register		
24468	Smoky Lake County	\$ 157,131.67
24471	Smoky Lake County	\$ 132,638.48
24481	Bank of Canada	\$ 2,750.00
Total Direct Debits		\$ 292,520.15
Grand Total Bills and Accounts		\$ 921,186.96

Carried.

County Council: Organizational Meeting

846-11: Bobocel That the **County Council Organizational Meeting** be scheduled for Thursday, **October 20, 2011** at 9:00 a.m. followed by a regular **County Council Meeting** to be held at the County Council Chambers.

Carried.

County Council Meeting(s)

847-11: Bobocel That the next **County Council Meeting** be scheduled for Thursday, **November 17, 2011**; and for Friday, **December 16, 2011** at 9:00 a.m. to be held at the County Council Chambers.

Carried.

ADJOURNMENT:

848-11: Cholak That this meeting be adjourned, time 2:45 p.m.

Carried.

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER