

**SMOKY LAKE COUNTY**

Minutes of the **County Council meeting** held on Thursday, **February 17, 2011** at 9:10 A.M. in the County Council Chambers.

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

		<u>A T T E N D A N C E</u>
<u>Div. No.</u>	<u>Councilors(s)</u>	<u>Thursday, February 17, 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

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2 Members of the Public in attendance.

Doug Ponich, Public Works Manager and Bob Novosiwsky, Public Works Foreman entered the Council Chambers at 9:10 a.m.

Twila Bauman, Planning and Communications Manager entered the Council Chambers, time 9:11 a.m.

**2. Agenda:**

**Agenda**

311-11: Bobocel

That the Agenda for Thursday, February 17, 2011 County Council meeting, be adopted as amended:

Addition to the Agenda:

1. Executive Session – Personnel.
2. Spedden Rangers – Minor Softball.

Carried Unanimously.

**3. Minutes:**

**Minutes of January 5, 2011 - County Council Budget Meeting**

312-11: Cherniwchan

That the minutes of the County Council Budget Meeting held on Wednesday, January 5, 2011 be adopted.

Carried.

**Minutes of January 25, 2011 – County Council Special Meeting**

313-11: Orichowski

That the minutes of the County Council Special Meeting held on Tuesday, January 25, 2011 be adopted.

Carried.

**Minutes of January 27, 2011 - County Council Meeting**

314-11: Bobocel

That the minutes of the County Council Meeting held on Thursday, January 27, 2011 be adopted.

Carried.

**Minutes of February 2, 2011 - County Council Committee of the Whole Meeting**

315-11: Danyluk That the minutes of the County Council Committee of the Whole for the purpose of the Strategic Plan Development Meeting held on Wednesday, February 2, 2011 be adopted.

Carried.

**Minutes of February 3, 2011: County Council Committee of the Whole Meeting**

316-11: Orichowski That the minutes of the County Council Committee of the Whole for the purpose of the Smoky Lake County 50<sup>th</sup> Anniversary Celebration Planning Meeting held on Thursday, February 3, 2011 be adopted.

Carried.

**Public Hearing: Bylaw 1215-10, Bylaw 1218-10, and Bylaw 1219-10**

317-11: Cholak That the County Council Meeting be recessed for the Public Hearing, time 9:15 a.m.

Carried.

**Public Hearing opened @ 9:15 a.m.**

The Reeve Dareld Cholak called the Public Hearing to Order at 9:15 a.m. in the presence of all the Council members, the Chief Administrative Officer, Assistant Chief Administrative Officer/Recording Secretary, and Finance Manager.

**Public Hearing:**

**Bylaw No. 1215-10:** Bylaw 1215-10: Cancellation of Undeveloped Road Allowance: Pt. SW 03-59-19-W4.

**Responses**

The Chief Administrative Officer reported that no verbal response or written response had been received to the proposed Bylaw.

**Bylaw 1215-10:** was given first given first reading on December 17, 2010 for the purpose of closing to Public Travel, Dispose and be Consolidated within Pt. SW 03-59-19-W4 of the following undeveloped road allowance, all that portion of the original government road allowance adjoining the west and south boundaries of the SW 03-59-19-W4, and all which lies within the limits of Plan 112 , affecting 3.63 Acres (1.47 Hectares).

**Against the Bylaw(s):**

No comments against the **Bylaw No. 1215-10:** For the purpose of closing to Public Travel, Dispose and be Consolidated within Pt. SW 03-59-19-W4 of the following undeveloped road allowance, all that portion of the original government road allowance adjoining the west and south boundaries of the SW 03-59-19-W4, and all which lies within the limits of Plan 112 , affecting 3.63 Acres (1.47 Hectares).

**For the Bylaw:**

No comments for the **Bylaw No. 1215-10:** For the purpose of closing to Public Travel, Dispose and be Consolidated within Pt. SW 03-59-19-W4 of the following undeveloped road allowance, all that portion of the original government road allowance adjoining the west and south boundaries of the SW 03-59-19-W4, and all which lies within the limits of Plan 112 , affecting 3.63 Acres (1.47 Hectares).

**Rebuttals:**

The Reeve asked if any further issues or concerns and any rebuttals for or against:

**Bylaw No. 1215-10:** For the purpose of closing to Public Travel, Dispose and be Consolidated within Pt. SW 03-59-19-W4 of the following undeveloped road allowance, all that portion of the original government road allowance adjoining the west and south boundaries of the SW 03-59-19-W4, and all which lies within the limits of Plan 112 , affecting 3.63 Acres (1.47 Hectares).

- No rebuttals.

318-11: Danyluk

That County Council make the recommendation to submit Bylaw No. 1215-10: For the purpose of closing to Public Travel, Dispose and be Consolidated within Pt. SW 03-59-19-W4 of the following undeveloped road allowance, all that portion of the original government road allowance adjoining the west and south boundaries of the SW 03-59-19-W4, and all which lies within the limits of Plan 112 , affecting 3.63 Acres (1.47 Hectares), to Alberta Transportation for approval, prior to second and third reading.

Carried.

**Bylaw No. 1218-10:**

Bylaw 1218-10: Cancellation of Designation of Municipal Reserve Lot R4, Plan 4486TR within SE 04-59-19-W4.

**Responses**

The Chief Administrative Officer reported that no verbal response or written response had been received to the proposed Bylaw.

**Bylaw 1218-10:** was given first given first reading on December 17, 2010 for the purpose to **cancel the Designation of Municipal Reserve with Subdivision Plan 4486TR, Lot R4, within SE 04-59-19-W4, located within the boundaries of Smoky Lake County, and subsequently consider the Disposition of such land.**

**Against the Bylaw(s):**

No comments against the **Bylaw No. 1218-10:** For the purpose to cancel the Designation of Municipal Reserve with Subdivision Plan 4486TR, Lot R4, within SE 04-59-19-W4, located within the boundaries of Smoky Lake County, and subsequently consider the Disposition of such land.

**For the Bylaw:**

No comments for the **Bylaw No. 1218-10:** For the purpose to cancel the Designation of Municipal Reserve with Subdivision Plan 4486TR, Lot R4, within SE 04-59-19-W4, located within the boundaries of Smoky Lake County, and subsequently consider the Disposition of such land.

**Rebuttals:**

The Reeve asked if any further issues or concerns and any rebuttals for or against:

**Bylaw No. 1218-10:** For the purpose to cancel the Designation of Municipal Reserve with Subdivision Plan 4486TR, Lot R4, within SE 04-59-19-W4, located within the boundaries of Smoky Lake County, and subsequently consider the Disposition of such land.

- No rebuttals.

319-11: Bobocel

That County Council make the recommendation to proceed with second and third reading for Bylaw No. 1218-10: to authorize the Municipal Council of Smoky Lake County for the purpose to cancel the Designation of Municipal Reserve on Subdivision Plan 4486TR, Lot R4, within SE 04-59-19-W4, located within the boundaries of Smoky Lake County, and subsequently consider the Disposition of such land.

Carried.

**Bylaw No. 1219-10:**

Bylaw 1219-10: Cancellation of Undeveloped Road Allowance: Lot R4, Plan 4486TR within SE 04-59-19-W4.

**Responses**

The Chief Administrative Officer reported that no verbal response or written response had been received to the proposed Bylaw.

**Bylaw 1219-10:** was given first given first reading on December 17, 2010 for the purpose of closing to Public Travel, Dispose and be Consolidated within Plan 002 1993, Lot 3A, within SE 04-59-19-W4 the undeveloped road allowance that all portion of the original government road allowance adjoining the south boundary of the SE ¼ 04-59-19-W4 Lying West of the production across said road allowance of the south west limit of Road Plan 112 \_\_\_\_\_, affecting 0.49 Acres (0.200 Hectares).

**Against the Bylaw(s):**

No comments against the **Bylaw No. 1219-10:** For the purpose of closing to Public Travel, Dispose and be Consolidated within Plan 002 1993, Lot 3A, within SE 04-59-19-W4 the undeveloped road allowance that all portion of the original government road allowance adjoining the south boundary of the SE ¼ 04-59-19-W4 Lying West of the production across said road allowance of the south west limit of Road Plan 112 \_\_\_\_\_, affecting 0.49 Acres (0.200 Hectares).

**For the Bylaw:**

No comments for the **Bylaw No. 1219-10:** For the purpose of closing to Public Travel, Dispose and be Consolidated within Plan 002 1993, Lot 3A, within SE 04-59-19-W4 the undeveloped road allowance that all portion of the original government road allowance adjoining the south boundary of the SE ¼ 04-59-19-W4 Lying West of the production across said road allowance of the south west limit of Road Plan 112 \_\_\_\_\_, affecting 0.49 Acres (0.200 Hectares).

**Rebuttals:**

The Reeve asked if any further issues or concerns and any rebuttals for or against:

**Bylaw No. 1219-10:** For the purpose of closing to Public Travel, Dispose and be Consolidated within Plan 002 1993, Lot 3A, within SE 04-59-19-W4 the undeveloped road allowance that all portion of the original government road allowance adjoining the south boundary of the SE ¼ 04-59-19-W4 Lying West of the production across said road allowance of the south west limit of Road Plan 112 \_\_\_\_\_, affecting 0.49 Acres (0.200 Hectares).

- No rebuttals.

320-11: Cherniwchan That County Council make the recommendation to submit Bylaw No. 1219-10: to authorize the Municipal Council of Smoky Lake County for the purpose to close all that portion of the original government road allowance adjoining the south boundary of the SE 04-59-19-W4 Lying West of the production across said road allowance of the south west limit of Road Plan 112 , affecting 0.49 Acres (0.200 Hectares), for the purpose of Consolidating into Plan 002 1993; 3A within SE 04-59-19-W4, to Alberta Transportation for approval, prior to second and third reading.

Carried.

321-10: Cherniwchan That the Public Hearing be adjourned, time 9:20 a.m.

Carried.

322-10: Cholak That the County Council Meeting be reconvened, time 9:20 a.m.

Carried.

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

##### **Bylaw 1215-10: Cancellation of Undeveloped Road Allowance: Pt. SW 03-59-19-W4.**

323-11: Bobocel That Smoky Lake County to submit Bylaw No. 1215-10: For the purpose of closing to Public Travel, Dispose and be Consolidated within Pt. SW 03-59-19-W4 of the following undeveloped road allowance, all that portion of the original government road allowance adjoining the west and south boundaries of the SW 03-59-19-W4, and all which lies within the limits of Plan 112 , affecting 3.63 Acres (1.47 Hectares), to Alberta Transportation for approval, prior to second and third reading.

Carried.

##### **Bylaw 1218-10: Cancellation of Designation of Municipal Reserve Lot R4, Plan 4486TR within SE 04-59-19-W4.**

324-11: Orichowski That **Bylaw No. 1218-10:** to authorize the Municipal Council of Smoky Lake County for the purpose to cancel the Designation of Municipal Reserve on Subdivision Plan 4486TR, Lot R4, within SE 04-59-19-W4, located within the boundaries of Smoky Lake County, and subsequently consider the Disposition of such land, be given **SECOND READING.**

Carried.

Moved by Councillor Danyluk **Bylaw No. 1218-10:** to authorize the Municipal Council of Smoky Lake County for the purpose to cancel the Designation of Municipal Reserve on Subdivision Plan 4486TR, Lot R4, within SE 04-59-19-W4, located within the boundaries of Smoky Lake County, and subsequently consider the Disposition of such land, be given **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.

**Bylaw No. 1219-10: Cancellation of Undeveloped Road Allowance: Lot R4, Plan 4486TR within SE 04-59-19-W4**

325-11: Cherniwchan That Smoky Lake County submit Bylaw No. 1219-10: to authorize the Municipal Council of Smoky Lake County for the purpose to close all that portion of the original government road allowance adjoining the south boundary of the SE 04-59-19-W4 Lying West of the production across said road allowance of the southwest limit of Road Plan 112, affecting 0.49 Acres (0.200 Hectares), to Consolidate into Plan 002 1993; 3A within SE 04-59-19-W4, to Alberta Transportation for approval, prior to second and third reading.

Carried.

Twila Bauman, Planning and Communications Manager left the Council Chambers, time 9:23 a.m.

**2011 – 2013 Gravel Crushing Tender**

<b>Tenders</b>	<b><u>Company</u></b>	<b><u>Tender Bid Amount</u></b>
	Hoban Equipment Ltd. – Salmon Arm, BC	\$ 286,650.00
	<b>Starski Contracting Ltd. – Whitecourt, AB</b>	<b>\$ 245,280.00</b>
	Ferbey Sand & Gravel Ltd. – Vermilion, AB	\$ 412,965.00

326-11: Cherniwchan That Smoky Lake County award the 2011-2013 Gravel Crushing to the lowest bid **Starski Contracting Ltd.**, Whitecourt, Alberta to Stockpile at the White Earth Creek Gravel Pit – NW ¼ Section 2-61-18-W4 with the **Year 2011** Gravel Crushing of approximately 100,000 tonnes of product Designation 4 for the following rates:

- Class 20 (3/4") material - 40,000 tonnes at Unit Price of \$2.34.
- Class 25 (1") material - 50,000 tonnes at Unit Price of \$2.24.
- Class 40 (1 ½") material - 10,000 tonnes at Unit Price of \$2.20.
- Sand Elimination based on 15,000 at Unit Price of \$.40; and

For **Year 2012** of product Designation 4 for the following rates:

- Class 20 (3/4") material - Unit Price of \$2.44.
- Class 25 (1") material - Unit Price of \$2.44.
- Class 40 (1 ½") material - Unit Price of \$2.30.
- Sand Elimination - Unit Price of \$.50; and

For **Year 2013** of product Designation 4 for the following rates:

- Class 20 (3/4") material - Unit Price of \$2.54.
- Class 25 (1") material - Unit Price of \$2.64.
- Class 40 (1 ½") material - Unit Price of \$2.50.
- Sand Elimination - Unit Price of \$.70.

Carried.

Twila Bauman, Planning and Communications Manager entered the Council Chambers, time 9:28 a.m.

**RoaData Services Ltd.**

327-11: Danyluk That Smoky Lake County enter into Agreement No. C13-14-2-2011 with RoaData Service Ltd. to contract all data management and permit approval management functions for services of Transportation Routing and Vehicle Information System (TRAVIS MJ), effective February 1, 2011.

Carried.

Twila Buaman, Planning and Communications Manager left the Council Chambers, time 9:30 a.m.

**Joint Municipal Service Cost-Sharing: Enhanced Policing**

328-11: Bobocel

That Smoky Lake County, in partnership with the Village of Waskatenau participate in a joint Enhanced Policing Program in the amount of \$30,000.00 per year for a three-year period by agreement with the Royal Canadian Mounted Police “K” Division; and that the funding of \$30,000.00 be cost-shared, based on the principles of the Trider Formula, as follows:

Village of Waskatenau:	=	\$ 3,750.00
Smoky Lake County:	=	\$ 26,250.00 - <i>Balance</i>

and that Smoky Lake County agrees to be the managing partner and the level of municipal government named in the agreement with the Royal Canadian Mounted Police “K” Division; subject to receiving confirmation from the Royal Canadian Mounted Police “K” Division providing full-time position of clerical support for the Royal Canadian Mounted Police Smoky Lake Detachment.

Carried.

**5. Issues for Information:**

**Management Reports**

**Public Works Department**

**Executive Session**

329-11: Bobocel

That County Council go into an Executive Session to discuss a personnel issue, time 10:05 a.m.

Carried.

330-11: Bobocel

That County Council go out of an Executive Session, time 10:50 a.m.

Carried.

**Addition to the Agenda:**

**Executive Session:**

331-11: Danyluk

That County Council go into an Executive Session to discuss a personnel issue, time 11:05 a.m.

Carried.

332-11: Danyluk

That County Council go out of an Executive Session, time 11:15 a.m.

Carried.

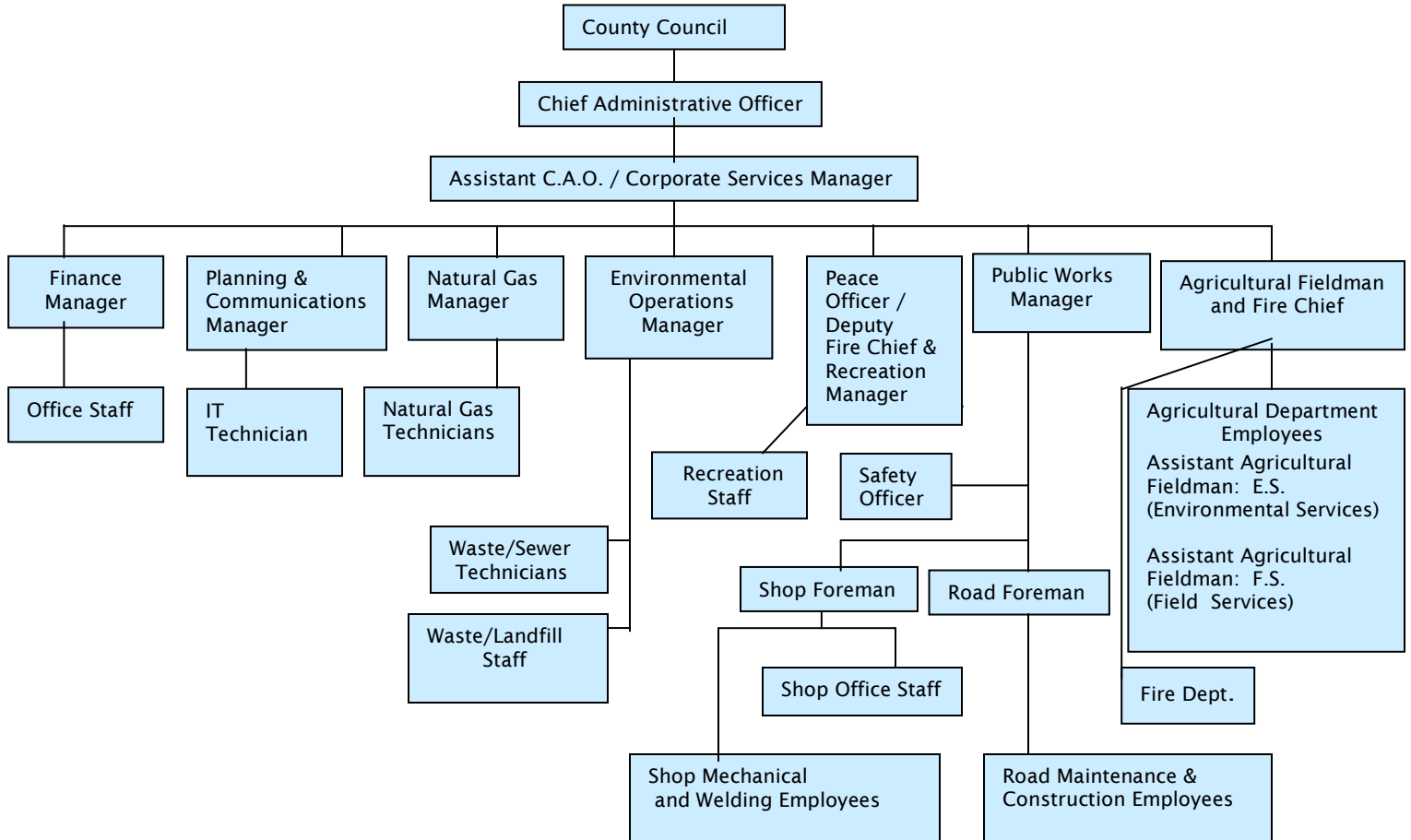
Doug Ponich, Public Works Manager and Bob Novosiwsky, Public Works Foreman left the Council Chambers, time 11:16 a.m.

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

**Policy Statement No. 01-03-16: Organizational Chart**

333-11: Bobocel

That **Policy Statement No. 1-03-16** entitled "Organizational Chart" be amended, to include under the Agricultural Department Employees two positions: Assistant Agricultural Fieldman: E.S. (Environmental Services and Assistant Agricultural Fieldman: F.S. (Field Services):



Carried.

**Management Policy Statement: 01M-05-06: Agricultural Fieldman - Job Description**

334-11: Danyluk

That County Council accept the received Management Policy: 01M-05-06 entitled "Agricultural Fieldman - Job Description", for information.

<b>Purpose:</b>	<p>The Agricultural Fieldman is responsible to the Chief Administrative Officer, or in absence, directly to the County Council.</p> <p>The Agricultural Fieldman is responsible for the operation and maintenance of the Agricultural Department, with the delegation of staff.</p>
<b>Policy Statement and Guidelines:</b>	
<b>RESPONSIBILITIES</b>	
<p>To ensure that the duties and tasks related to the following six functions of the ASB: Agricultural Service Board are carried out in an effective and efficient manner.</p>	
<p>1. <b>Administrative:</b></p> <p>1.1 Ensure that ASB operates in accordance with the Agricultural Service Board Act.</p> <p>1.2 Ensure ASB grants forms and applications are completed on time.</p> <p>1.3 Inform ASB of any concerns or issues that arise within the municipality that affect policy or municipal ratepayers.</p> <p>1.4 Maintain an active membership and involvement in the Alberta Association of Agricultural Fieldman.</p>	

- 1.5 Agricultural Fieldman in consultation with the Chief Administrative Officer is responsible for all hiring and dismissals of ASB part-time employees.
- 1.6 Direct and supervise ASB staff to effectively and efficiently undertake and complete any and all ASB programs.
- 1.7 Prepare and implement budget.
- 1.8 Plan and develop programs, demonstrations, meetings, workshops, and awareness information for ratepayers as approved by the Municipal ASB.
- 1.9 Ensure that administration and ASB members are informed of upcoming training courses, tours, conferences, and administer registrations, accommodations and expense accounts for same.
- 1.10 Keep ASB apprised of new developments within Provincial departments of agriculture and environment.
- 1.11 Ensure that ASB policies are carried out according to policy manual and inform ASB as to required policy development or change.
- 1.12 Assist in the implementation and knowledge of Provincial and Federal Safety Legislation, OH & S Regulations and Municipal Safety Program.

## 2. Weed Control:

- 2.1 Create and monitor mowing program for the County.
- 2.2 Create and enforce new Policies.
- 2.3 Weed Control Act.
- 2.4 Act as Chief Weed Inspector for the municipality.
- 2.5 Ensure that all policy development is done in accordance with above act.
- 2.6 Enforcement of above act.
- 2.7 Have work plans for weed control prepared prior to the spraying season.
- 2.8 Supervise weed inspectors and ensure they possess the proper skills and training to effectively complete their jobs.
- 2.9 Ensure the proper safety equipment is in place to protect the Municipality and its workers.
- 2.10 Maintain all necessary Approvals and Licenses.
- 2.11 Order and maintain adequate supplies of herbicides required to successfully complete our Weed and Brush control program.
- 2.12 Maintain adequate records as required according to conditions of our Pesticide Service Approval.
- 2.13 Conduct weed surveys issued by Alberta Agriculture.
- 2.14 Work with agricultural producers to minimize problem weeds.

## 3. Soil Control:

- 3.1 Act as a Soil Conservation Officer for the County.
- 3.2 Ensure policy development is done in accordance with above act.
- 3.3 Enforcement of above act.
- 3.4 Co-ordinate grass seeding program.
- 3.5 Manage the Municipalities Shelterbelt Distribution Program.

## 4. Pest Control:

- 4.1 Agricultural Pest Act:
  - 4.1.1 Act as Pest Control Officer for the Municipality.
  - 4.1.2 Manage enforcement above act.
  - 4.1.3 Assist Federal and Provincial agencies with pest monitoring as required.
  - 4.1.4 Assist Agricultural Producers with control recommendations.
  - 4.1.5 Ensure all beaver control work is done within beaver control policy.
  - 4.1.6 Ensure that a licensed blaster is available when required.
  - 4.1.7 Maintain a damage control license for the removal of beavers from Municipal road allowances.
  - 4.1.8 Ensure that blaster maintain blockages of culverts caused by beavers.
  - 4.1.9 Maintain an up-to-date permit to use toxicants to control coyotes in accordance with Provincial Regulations.
  - 4.1.10 Ensure adequate records are kept regarding toxicants and control work that has been completed.
  - 4.1.11 Maintain the availability of skunk traps for Municipal ratepayers.

4.1.12	Conduct club root inspections.
4.1.13	Spray grasshoppers.
4.1.14	Conduct grasshopper survey for Alberta Agriculture.
<b>5.</b>	<b><u>Alberta Environmental Protection and Enhancement Act</u></b>
5.1	Act as Reclamation Officer as appointed by Council.
5.2	Assist Provincial Reclamation Officer when required.
<b>6.</b>	<b><u>Environmental Stream Program</u></b>
6.1	Ensure that all provincial requirements are met.
6.2	Provide all applications and reports to the Alberta Agriculture in a timely manner as required.
6.3	Ensure all provisions of any contracts with partner municipalities are fulfilled.
6.4	Oversee the delivery of all environmental stream program.
<b>OTHER RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>■ Perform duty of fire guardian as appointed by Council.</li> <li>■ Issue fire permits.</li> <li>■ Site inspections during period of dry conditions.</li> <li>■ Research and advise Council on surveys and questionnaires pertaining to agricultural or environmental issues as the Chief Administrative Officer.</li> <li>■ Measure and calculate all crop damages caused by Municipal road construction and settle payments with producers as per County policy.</li> <li>■ Manage Pesticide Container Collection Program.</li> <li>■ Work together with Disaster Services Coordinator and Public Works Manager regarding all water issues, ie., flooding and drainage licenses.</li> <li>■ Back up to Peace Officer for dog pick-up.</li> </ul>	
<b>KNOWLEDGE AND ABILITIES</b>	
<ul style="list-style-type: none"> <li>■ Related technical diploma or degree.</li> <li>■ Pesticide applicator license.</li> <li>■ Production Animal Medicine qualifications Certificate.</li> <li>■ Explosive Permit.</li> <li>■ Member of Alberta Agriculture Fieldman Association.</li> <li>■ Pesticide Vendor Approval.</li> <li>■ Maintain an up-to-date form for the issuance of toxicants to control coyotes in accordance with Provincial Regulations.</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 Chief Administrative Officer – yearly.</li> </ul>	
<b>SALARY RANGE</b>	
<ul style="list-style-type: none"> <li>■ As per <b>Policy 01-03: Organizational Chart.</b></li> </ul>	

Carried.

**Management Policy Statement: 01M-11-03: Assistant Agricultural Fieldman: E.S. (Environmental Services) - Job Description**  
 335-11: Bobocel That County Council accept the received Management Policy: 01M-11-03 entitled “Assistant Agricultural Fieldman: E.S. (Environmental Services) - Job Description”, for information.

<b>Purpose:</b>	The Assistant Agricultural Fieldman: E.S. (Environmental Services) shall report directly to the Agricultural Fieldman or Chief Administrative Officer.
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As part of a Municipal team, the Assistant Agricultural Fieldman E.S. provides leadership, coordination, and technical expertise to environmentally responsible agriculture at the Municipal level. Program planning, extension and technical support is provided to the municipalities of Thorhild and Smoky Lake ratepayers. The purpose of the position is to facilitate the development and transfer of practical information on environmentally responsible management in partnership with various stakeholders and partners such as other Agricultural Service Boards, producers groups, applied research associates, agri-business and both the Federal and Provincial government agencies. This position creates awareness and understanding of environmental issues facing the industry to support the adoption of beneficial management practices by farmers and ranchers.

**Policy Statement and Guidelines:**

**RESPONSIBILITIES**

**1. Program Management and Deliver:**

1.1 Delivery of the Environmental Stream Program and related initiatives at the Municipal level in partnership with other stakeholders. This includes extension program planning, delivery, evaluation and progress monitoring for future enhancement. Responsible to ensure environmental programs are effectively delivered to increase awareness and understating of the issues facing industry and local programs are organized to address them.

1.1.1 Activities:

1.1.1.1 Through consulting and liaison with stakeholders, local producers and other Municipal staff plan and develop a three year conservation program that meets the environmental needs of the agriculture industry in the Smoky Lake and Thorhild Counties.

1.1.1.2 Provide advice, feedback, and input regarding local issues, concerns, needs, and trends to ensure on-going program effectiveness. Local information and technical needs are identified and required response and appropriate action initiated.

1.1.1.3 Research past conservation programs in Smoky Lake and Thorhild County's to become familiar with the history of the programs and utilize these demonstrations in future awareness activities. Complete continuing programs or projects within both municipalities.

1.1.1.4 Facilitate the Municipal delivery or Provincial conservation initiatives (RT Linkages, Provincial Riparian Habitat Management Initiatives, Environmental Farm Planning, Nutrient Management Initiative, Water for Life) through partnership and various networks.

**2. Administrative:**

2.1 Ensure the ASB operates in accordance with the Agricultural Service Board Act in absence of the Agricultural Fieldman.

2.2 Plan and develop programs, demonstrations, meetings, workshops and awareness information for ratepayers as approved by the Municipal Agricultural Service Board.

2.3 Ensure that ASB policies are carried out according to policy manual and inform ASB as to policy development or change.

**3. Weed Control:**

- 3.1 Weed Control Act.
- 3.2 Act as Weed Inspector for the Municipality.
- 3.3 Enforcement of above act.
- 3.4 Conduct roadside spray program.
- 3.5 Maintain adequate records as required according to conditions of our Pesticide Service Approval.
- 3.6 Analyze weed samples.
- 3.7 Maintain pesticide applicators license with appropriate classes.

**4. Pest Control:**

- 4.1 Agriculture Pest Act.
- 4.2 Assist Federal and Provincial Agencies with pest monitoring as required.
- 4.3 Assist Agricultural producers with control recommendations.
- 4.4 Maintain blasting certificate.
- 4.5 Ensure adequate records are kept regarding toxicants and control work that has been completed.

**5. Technology Transfer and Extension:**

- 5.1 Intergrade, practical, unbiased technical information related to environmentally responsible farm management is collected, compiled, and delivered in cooperation with various stakeholders.
  - 5.1.1 Activities:
    - 5.1.1.1 Develop an information library and a resource list including all conservation experts, stakeholders, and key contacts in the farm community.
    - 5.1.1.2 Preparation and delivery of technical presentations at various extension events.
    - 5.1.1.3 Organization and participation in field days, demonstrations, workshops, newspaper and newsletter articles, and clinics to transfer practical information and support practice change by farmers and ranchers.
    - 5.1.1.4 Prepare grant applications to enhance coverage of conservation events and issues.
    - 5.1.1.5 Meet and work with individual producers on conservation planning programs such as pasture management plans, environmental farm plans, nutrient management initiative and the Growing Forward Program.

**6. Scope:**

- 6.1 This position deals with a wide variety of complex issues, functions, responsibilities and a diverse group of internal and external clients and stakeholders.
- 6.2 Contacts include external industry agencies, other Agricultural Service Boards, producers groups, applied research associates, lake shore management groups, agri-business and governmental agencies.
- 6.3 A clear understanding of the broad issue facing the industry must be interpreted for delivery at a local level.
- 6.4 An excellent understanding of local issues and sensitivity is necessary to effectively address the priority issues in a meaningful way.
- 6.5 Complex, multi-disciplinary issues must be interpreted and presented in a way, which is applicable and meaningful to the local situation to ensure planning and delivery of programs.

- 6.6 A variety of interdisciplinary teams of experts and industry stakeholders must be developed and coordinated to ensure the best information is made available for the industry.
- 6.7 The responsibility and functions are carried out with considerate independence and discretion within broad program guidelines. The position is self-motivated and has the authority to make decisions within program criteria and budget.
- 6.8 Considerable creativity and originality is required for effective needs assessment, program and development, and evaluation. New extension and community building techniques must be used to transfer information in a variety of ways. Mediation and consensus building skills require flexibility and the ability to take risks and try new things.

#### OTHER RESPONSIBILITIES

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

#### KNOWLEDGE AND ABILITIES

- Through knowledge and expertise of agriculture management practices and systems (crops, livestock, grazing and forage production) and the relationship to environmental issues facing agriculture related to soil, water, air quality and bioversity.
- Understanding of land use planning principals including aerial photography interpretation and understanding of the Precision Agriculture site specific management and the agronomic and environmental benefits.
- Computer skills are required to facilitate data management, analysis, reporting and effective communications.
- Program development and planning skills (issues identification, objectives, action, progress measurement and evaluation) and extension skills.
- Leadership skills required to ensure environmental programs and projects are in place.
- Communications (technical writing, plain language writing and presentations) skills are required to ensure information is delivered to increase awareness and understanding of issues, solutions and programs.
- Decision-making and problem solving skills are required on a day-to-day basis regarding programs, projects, and teamwork.
- Conflict resolution, mediation, negotiation and public relations skills are required for dealing with a wide variety of stakeholders and clients. Local sensitive, politics and complex issues must be understood and diplomatically addressed to build consensus, support effective teams, programs and projects to meet environmental objectives of the industry.
- Team building, teamwork, partnering and network skills are required to bring together a broad range of stakeholders from various disciplines to develop and implement integrated, practical problems.
- Pesticide applicator License.
- Explosives License.
- Pest Control License.

#### STAFF DEVELOPMENT

- Attend Workshops and Seminars as required.

#### EMPLOYEE PERFORMANCE EVALUATION

- By the Agricultural Fieldman – 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 Policy Statement: 01M-12-05: Assistant Agricultural Fieldman: F.S. (Field Services) - Job Description**

336-11: Orichowski

That County Council accept the received Management Policy: 01M-12-05 entitled “Assistant Agricultural Fieldman: F.S. (Field Services) - Job Description”, for information.

<b>Purpose:</b>	<p>The Assistant Agricultural Fieldman: F.S. (Field Services) shall report directly to the Chief Administrative Officer and the Agricultural Fieldman.</p> <p>Providing assistance to the Agricultural Fieldman in implementing all the agriculturally related programs.</p>
<b>Policy Statement and Guidelines:</b>	
<div style="border: 1px solid black; padding: 2px; display: inline-block;">RESPONSIBILITIES</div>	
<p><b>1. Administrative:</b></p> <p>1.1 Ensure that ASB operates in accordance with the Agricultural Service Board Act in absence of the Agricultural Fieldman.</p> <p>1.2 Inform ASB of any concerns or issues that arise within the Municipality that affect policy or Municipal ratepayers.</p> <p>1.3 Direct and supervise ASB staff to effectively and efficiently undertake and complete any and all ASB programs.</p> <p>1.4 Plan and develop programs, demonstrations, meetings, workshops, and awareness information for ratepayers as approved by the Municipal ASB.</p> <p>1.5 Keep ASB apprised of new developments within Provincial departments of agriculture and environment.</p> <p>1.6 Ensure that ASB policies are carried out according to policy manuals and inform ASB as to required policy development or change.</p> <p><b>2. Weed Control:</b></p> <p>2.1 Weed Control Act.</p> <p>2.2 Act as Weed Inspector for the Municipality.</p> <p>2.3 Enforcement of above act.</p> <p>2.4 Conduct roadside spray program.</p> <p>2.5 Ensure the proper safety equipment is in place to protect the Municipality and its workers.</p> <p>2.6 Maintain adequate records as required according to conditions of our Pesticide Service Approval.</p> <p>2.7 Maintain daily spray log records.</p> <p>2.8 Analyze weed samples.</p> <p>2.9 Maintain Pesticide Applicators License with appropriate classes.</p> <p><b>3. Soil Control:</b></p> <p>3.1 Co-ordinate grass seeding program.</p> <p>3.2 Manage the Municipalities Shelterbelt Distribution Program.</p> <p><b>4. Pest Control:</b></p> <p>4.1 Agricultural Pest Act.</p> <p>4.2 Assist Federal and Provincial Agencies with pest monitoring as required.</p> <p>4.3 Assist Agricultural Producers with control recommendations.</p>	

- 4.4 Ensure all beaver control work is done within beaver control policy.
- 4.5 Maintain blasting certificate.
- 4.6 Ensure that blockages of culverts caused by beavers are cleared.
- 4.7 Maintain an up-to-date permit to use toxicants to control coyotes in accordance with Provincial Regulations.
- 4.8 Ensure adequate records are kept regarding toxicants and control work that has been completed.
- 4.9 Maintain the availability of skunk traps for Municipal ratepayers.

**OTHER RESPONSIBILITIES**

- Site inspections during period of dry conditions.
- Ensure rental equipment is maintained and available for use by Municipal ratepayers.
- Assist the Disaster Services Coordinator and Public Works Manager regarding all water issues, i.e., flooding and drainage licenses.
- Build magpie traps for resale to County Residences.
- Any other responsibilities of duties as assigned from time to time by the Agricultural Fieldman, Chief Administrative Officer and the Assistant Chief Administrative Officer.

**KNOWLEDGE AND ABILITIES**

- Related technical diploma or degree is preferred.
- Pesticide Applicator License.
- Explosive License.
- Maintain an up-to-date License for the issuance of toxicants to control coyotes in accordance with Provincial Regulations.

**STAFF DEVELOPMENT**

- Attend Workshops and Seminars as required.

**EMPLOYEE PERFORMANCE EVALUATION**

- By the Agricultural Fieldman – yearly.

**SALARY RANGE**

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

Carried.

**Radway and District Friends of STARS**

337-11: Cherniwchan That Smoky Lake County donate in the amount of **\$1,000.00** to STARS: Alberta Shock Trauma Air Rescue Society during the Radway and District Friends of STARS – 11<sup>th</sup> Annual “Silent Auction” fundraiser event held on April 2, 2011 at the Newbrook Recreational and Agricultural Centre; and donate an item towards the silent auction.

Carried.

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

### **Chief Administrative Officer's Report**

The Chief Administrative Officer gave an updated report to Council for the period of January 28, 2011 to February 16, 2011.

#### **Legislative / Governance:**

- Met with John Braylee from CN regarding the impending closure of the rail line to Waskatenau and the economic development potential for that line.
- AAMD&C District 5 Meeting Standing Issue Committee (SIC) Structure – nominee's.
- Still no word from RCMP regarding a meeting at AAMD&C Spring Convention. Are there any other meetings Council wishes to pursue at that time that need prepared presentations? If so, Administration will need to work on them very soon.

#### **Administrative:**

- Still no contract signed regarding Vilna Water Plant supervision. We have had delayed correspondence from the engineers and have been in talks with the Village to ensure that the ultimate arrangements reflects only weekly visits of a supervisory nature.
- Prepared Request for Expression of Interest for the three internet towers that Smoky Lake County received grant funding for the Rural Connections: Community Broadband Infrastructure Pilot Program. Deadline for the Request for Expression of Interest on Alberta Purchasing Connection was February 14, 2011.
- Received five "submissions" to the Request For Expression Of Interest. Of these, three qualified to be evaluated. These three were analyzed against the Request for Expressions of Interest mandatory criteria in accordance with the published evaluation matrix. Also ran the results past Legal Counsel to ensure consistency with Request for Expression of Interest.

#### **Financial:**

- Prepared gravel tender documents with staff and Legal Counsel. Tenders will be dealt with at this meeting.
- The meeting input into the 50<sup>th</sup> Anniversary Celebration has been collated. Note: additional ideas for t-shirts and give-away for kids have been raised. If these are to be purchased, additional monies will need to be approved.
- Administration has been pursuing collection on a number of accounts outstanding for over a year. Some of the accounts date back a few years.
- Contacted a consultant named Greg Radstaak to assist with the development of an Expression of Interest for the Rural Development Fund Grant Application. Greg has undertaken several of these applications and has submitted a work plan. Shane Pospisil and I had a conference call to outline some of the concepts we wish to pursue and will meet with Greg next week. The Expression of Interest should be done by the end of February.

#### **Human Resources:**

- Had a meeting with CUPE: Canadian Union of Public Employees – Local 4575 Regional Director in Edmonton to discuss protocols. On a related note, we should have the new collective agreement sent to us soon for signatures.

#### **Community:**

- Metis Crossing is applying for a grant to fund a "Metis Youth Cultural Development Project" and are seeking a letter of support.

#### **Training:**

- Assistant Chief Administrative Officer and I attended Brownlee LLP Municipal Law Seminar on February 10, 2011 in Edmonton.

**AAMD&C District 5:**

338-11: Cholak

That Smoky Lake County nominate Council members to serve as representatives to the following Committees for the Standing Issue Committee (SIC) Structure of the Alberta Association of Municipal District and Counties District 5, as first priority:

- Resources, Agriculture and the Environment – Ron Bobocel
- Intergovernmental Relations, Finance and Justice – Rick Cherniwchan
- Social Issues and Concern – no priority nomination by Council member
- Infrastructure, Transportation and Municipal Affairs – Randy Orichowski

Carried.

**R.C.M.P. Meeting**

339-11: Bobocel

That Smoky Lake County prepare a Presentation and schedule a meeting with the Royal Canadian Mounted Police at the Alberta Association of Municipal Districts and Counties Spring 2011 Convention to address the following priorities and project status update:

1. **Enhanced Policing Program: Three-Year Agreement.**
2. **Status of Sergeant replacement: Smoky Lake R.C.M.P. Detachment.**

Carried.

**Wireless Communication Project**

340-11: Orichowski

That Smoky Lake County approve the action taken by the Chief Administrative Officer for preparing the Request for Expression of Interest for the Wireless Communication Project of the installation of three towers under the grant funding of the Rural Connections: Community Broadband Infrastructure Pilot Program posted on the Alberta Purchasing Connection with a deadline of February 14, 2011.

Carried.

**Wireless Communication Project:  
Request for Expressions of Interest**

Company

Mandatory Criteria -  
Minimum Aggregate  
Score = 95 Points

- |                                 |            |
|---------------------------------|------------|
| 1. Corridor Communications Inc. | 121 Points |
| 2. Ledcor / Barret              | 91 Points  |
| 3. Westcan                      | 68 Points  |

341-11: Bobocel

That Smoky Lake County name **Corridor Communication Inc.** as the preferred respondent to the Request for Expressions of Interest having met all mandatory criteria of the Request for Expressions of Interest and having qualified for advancement in the procurement process by scoring adequately, and having advanced to the next stage in the procurement process by scoring highest of 121 points in the evaluation process.

Carried.

342-11: Danyluk

That Smoky Lake County request a Proposal from the preferred respondent, Corridor Communication Inc., for the Wireless Communication Project for the installation of three wireless interest towers and related equipment; and for the provision of wireless internet service to unserved and underserved residents of Smoky Lake County.

Carried.

343-11: Cherniwchan That Smoky Lake County pursue a contract with the preferred respondent, Corridor Communication Inc. for the goods and services referenced in the completed Request for Expressions of Interest and the proposal submitted by Corridor Communication Inc. to these ends for the Wireless Communications Project; and in accordance with the terms of the Rural Connections: Community Broadband Infrastructure Pilot Program grant funding Agreement.

Carried.

**Smoky Lake County: 50<sup>th</sup> Anniversary – Celebration**

344-11: Orichowski That County Council approve the following budget for the Smoky Lake County 50<sup>th</sup> Anniversary Celebration Day to be held on Friday, April 29, 2011:

BUDGET	
Note: 2011 Budget for 50 <sup>TH</sup> Anniversary: \$5,000.00	Budget
In conjunction with ASB Budget: \$7,500.00	\$ 12,500.00
EXPENDITURES:	
Venue: Smoky Lake Agricultural Society	\$ 500.00
Advertising:	
Signal: March x 1 and April x 2	\$ 500.00
Review: March x 1 and April x 2	\$ 500.00
Farm & Friends: April x 2	\$ 150.00
Web-site:	\$ 0.00
CFCW: 10 spots	\$ 600.00
Invitations and Program: (In-house)	\$ 0.00
Supplies: For Displays and History Set-up – Picture Development	\$ 600.00
Anniversary: Record Book	\$ 50.00
Paper Stock Quality: History Information Display	\$ 200.00
Banners: Paper	\$ 100.00
Meal:	
Food: Hamburgers and Hotdogs	\$ 2,200.00
Buns and Condiments	\$ 600.00
Refreshments: Coffee and Pop and Water	\$ 600.00
Cake	\$ 400.00
Menu: Napkins, Plates, Cups, etc.	\$ 300.00
Decorations: Balloons, Ribbons, flowers, etc.	\$ 500.00
Memorabilia Items: <u>Marking our Anniversary date</u> 2000 items <u>Celebration Ideas: \$1.50 per coin</u>	\$ 3,000.00
■ Coin: Smoky Lake County on one side and Natural Gas on the other.	
Draw: Each Department	
Budget with ASB: Department Draw	\$ 350.00
Administration	\$ 200.00
Public Works	\$ 200.00
Environmental Operations	\$ 200.00
Natural Gas Department	\$ 350.00
Recreation	\$ 200.00
Planning Department	\$ 200.00
<b>TOTAL</b>	<b>\$ 12,500.00</b>

Carried.

**Smoky Lake County: 50<sup>th</sup> Anniversary: T-Shirts**

345-11: Orichowski That County Council purchase ten dozen T-Shirts not to exceed in the amount of \$4,000.00 from the General Budget; and provide to each employee for the Smoky Lake County 50<sup>th</sup> Anniversary Celebration Day to be held on Friday, April 29, 2011; and have available for sale the T-Shirts during the celebration event.

Carried.

**Smoky Lake County: 50<sup>th</sup> Anniversary – Celebration**

346-11: Danyluk That Smoky Lake County close the County Office and Public Works Office on Friday, April 29, 2011 to host the 50<sup>th</sup> Anniversary Celebration Day.

Carried.

**Accounts Receivable: Outstanding**

347-11: Bobocel That Smoky Lake County send a letter to the outstanding Accounts Receivable indicating that if accounts are not paid in full within 30 days, the County will engage a Collection Agency for the collection of the Accounts Receivable on Account No. 2096, No. 3498, No. 3516, No. 2090, No. 3269, No. 3257, No. 2482, No. 3394, No. 3465, No. 3264, and No. 3287.

Carried.

348-11: Orichowski That Smoky Lake County refrain from providing the outstanding Accounts Receivable Account No. 2096, No. 3498, No. 3516, No. 2090, No. 3269, No. 3257, No. 2482, No. 3394, No. 3465, No. 3264, and No. 3287 any cash-related transactions for goods or services until the Accounts are settled to a \$0.00 balance; and that Smoky Lake County revoke credit privileges to any Accounts for which a Collection Agency is engaged, as per Policy Statement No. 08-02.

Carried.

**Metis Crossing**

349-11: Cherniwchan That Smoky Lake County write a letter of support to Metis Crossing for the application for grant funding towards a “Metis Youth Cultural Development Project”.

Carried.

**Financial Update:**

As annexed to the minutes:

↪ Financial Statement for the Month of **December 2010 and January 2011.**

**Action List:**↪ **Action List:**

- **County Council Budget Meeting: January 5, 2011.**
- **County Council Special Meeting: January 25, 2011.**
- **County Council Meeting: January 27, 2011.**

350-11: Orichowski That the updated report for the period of January 28, 2011 to February 16, 2011 by the Chief Administrative Officer, be accepted and filed for information.

Carried.

**Meeting Recessed**

Meeting recessed for Lunch, time 12:10 p.m.

**Meeting Reconvene**

The meeting reconvened on a call to order by Reeve Dareld Cholak at 1:10 p.m. in the presence of all Council members, and the Chief Administrative Officer, Assistant Chief Administrative Officer/ Recording Secretary and the Finance Manager.

Three members of the public in attendance.

Ed English, Peace Officer/Recreation Manager entered the Council Chambers, time 1:10 p.m.

**Peace Officer: Excellence in Municipal Enforcement Award**

Reeve Dareld Cholak, on behalf of Council and the County, extended congratulations to Ed English, Peace Officer for receiving from the Alberta Municipal Enforcement Association the 2010 “Excellence in Municipal Enforcement Award” presented by the Province of Alberta, Solicitor General, Honourable Frank Oberle.

County Council expressed its appreciation and thanked Ed English for his dedication to Municipal Enforcement – you are a valuable asset for the contributions made to Smoky Lake County. *Keep up to good work!*

Ed English, Peace Officer/Recreation Manager left the Council Chambers, time 1:15 p.m.

**Finance Manager’s: Report**

Brenda Adamson, Finance Manager provided an updated Finance report for the period of January 19, 2011 to February 9, 2011.

**Reserve: Transfer**

351-11: Danyluk

That Smoky Lake County transfer in the amount of \$950,313.55 to reserve for the 2011 Projects as follows:

<u>Project</u>	<u>Amount</u>
P1011	\$ 184,423.00
P1013 (transferred to P1123 and MG1113)	\$ 188,870.00
P1024	\$ 68,674.00
P1015	\$ 90,610.00
P1025	\$ 100,050.00
MG1024	\$ 21,973.00
C2912	\$ 4,085.92
C21022	\$ 22,877.63
BF75352	\$ 208,750.00
Bylaw Camera	\$ 10,000.00
Lathe	\$ 15,000.00
Bellis Beach Campground (County Portion)	\$ 25,000.00
Mons Lake Pier	\$ 10,000.00

Carried.

**Property Tax Levy: Penalty Cancellation**

352-11: Danyluk

That Smoky Lake County cancel the outstanding Taxes and penalties for an inactive Tax Roll Account Number 13613431 in the amount of \$397.15.

Carried.

**Property Tax Levy: Penalty Cancellation**

353-11: Cherniwchan That Smoky Lake County cancel the Property Tax Levy penalty for Tax Roll Account Number 16591210 in the amount of \$9.80; Tax Roll Account Number 16591240 in the amount of \$8.32; and Tax Roll Account Number 15593230 in the amount of \$6.26.

Carried.

**Smoky Lake Fire Department**

354-11: Bobocel That Smoky Lake County write-off in the amount of \$270.00 invoiced to the Smoky Lake Fire Department for the 2009 Volunteer Fire Fighter Insurance Premiums.

Carried.

355-11: Cherniwchan That the Finance Manager's Report received by Brenda Adamson for the period of January 19, 2011 to February 9, 2011, be accepted and filed for information.

Carried.

**Reeve's Report**

Reeve Dareld Cholak presented the following report:

- Attended Northern Alberta Mayor's and Reeve's Caucus Meeting on February 11, 2011.
- Northern Alberta Mayors' and Reeves' Caucus: Reviewed Terms of Reference.
- The meeting highlighted a presentation delivered by the City of Edmonton on communication services and development programs in different areas of municipalities. Offer extended free of charge.
- County administration should set-up a meeting with City of Edmonton to learn to incorporate benefits for Smoky Lake County.
- Regional Economic Development Agreements were discussed: Concerns raised regarding the Grant formula changes: Provincial Government maximum of Grant is \$75,000.00 and suggests for municipalities to get involved and make an investment.
- Addressed the future of the Northern Alberta Mayors' and Reeves' Caucus: in addition to sharing information and networking, a committee will be established to start lobbying on issues specific to Northern Alberta.
- Other issues discussed: Air Ambulance, Senior Housing and Power Transmission and Distribution. Future discussion may arise regarding nuclear power to be produced in the Peace River area.
- Meet with Alberta Transportation during the Convention.
- Issues will be addressed during the Committee Task Force and Board reporting.

**2011/2012 to Alberta Transportation: Transportation Priorities**

356-11: Orichowski That Smoky Lake County prepare a Presentation and schedule a meeting with Alberta Transportation at the Alberta Association of Municipal Districts and Counties Spring 2011 Convention addressing the following 2011/2012 Transportation priorities and project status update:

1. **Highway 28/63 Regional Water Line:** Pre-design for Smoky Lake to Spedden.
2. **Intersection Lighting:**
  - Highway 28 and 831.
  - Highway 656 and 831.
  - Highway 28 and North on Highway 855.

3. **Status of Project(s): to provide indication on the following:**
  - **Highway 855 North of Buffalo Lake to Atmore:** Study report was completed – status when project is placed on the three-year business plan.
  - **Highway 28 to Highway 831:** Construction of the “S” Curve at the intersection junction.
  - **Highway 28:** Status on timeframe of the re-surfacing the highway.
4. **Photo Enforcement Bylaw:** Permission for signage to indicate Photo Enforcement.

Carried.

357-11: Danyluk

That the Reeve’s report received, be accepted.

Carried.

**Management Reports**

**Peace Officer**

Ed English, Peace Officer/Recreation Manager entered the Council Chambers, time 1:40 p.m.

**Mons Lake Resort**

Council discussed the signage to the two entrances into Mons Lake Resort to identify North and South entrance.

Ed English, Peace Officer/Recreation Manager left the Council Chambers, time 1:45 p.m.

**Public Works Department**

**Public Works: Public Works Manager**

**2011 Work Plan**

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

358-11: Bobocel

That County Council accept the received Work Plan for 2011 as a Management Policy: 03M-06-02 entitled “Public Works Manager Work Plan”, for information.

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

**SCHEDULE “A”: PUBLIC WORKS DEPARTMENT WORK PLAN 2011**

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcome
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<b>DAILY</b>				
2-3 Hours	Communication: Phone calls from ratepayers, councilors, office	Address issues	After conversation: Inspect and Access	Document and if necessary send out work force.
1 Hour	Organize Work Force	Communicate Plan	As per assigned work	Time Sheets
1 Hour	Time Sheets Daily Journal E-Mail Communication	Verify time sheets. Document activities. Check e-mails.	Respond to e-mails and keep a control on Public Works Departments.	Check and Sign Document all that took place.
<b>WEEKLY</b>				
½ Hour ½ Hour	Safety Meeting List Work Schedule	List on Board and verbally communicate	Discuss past week incidents and how to solve issues.	Communication Tool. Monitor
½ Hour	Invoicing	Verify invoices to projects and check paper work.	Authorize for Payment.	Submit to Central Office.
10 – 20 Hours	Road Inspections	Drive Roads and list conditions	Complete road improvements	Document as per Policy.
1 ½ Hours	Management Meetings	Meet with all Management Departments	Update departments on Public Works activities for the week.	Monitor and complete tasks.
1 Hour	List tasks that can be improved upon	Weekly review of programs occurring	Compile a listing for improvements.	Monitor and communicate
1 Hour	Truck Cleaning	Maintain a professional vehicle appearance.	Clean County Vehicle	Adhere to County Policy.
½ Hour	Communication	Speak with Managers	Discuss projects inside and outside of shop.	Communicate. Become more efficient.
2 Hours	Work Place Inspection	View Work Areas	Identity hazards; check for signage.	Safe Work Plan
<b>MONTHLY</b>				
	Safety Meeting; Managers, Representation from each Department, including Council	Report from each Department.	Discussion and Recommendations.	Safe Work Environment.
April – October	Culvert Maintenance Program	Replacing, installing and repairing.	Inspection and prioritize	Proper drainage Report update to Council
April to September	Gravelling Projects	Annual gravel haul	Organize and schedule areas to be graveled.	Improved quality of roads. Monitor.
Mid May to October	Rehabilitation	Shoulder Pulls	Schedule and direct Work Force	Improve quality of roads. Document.
July to August	Oil Treatment of Roads	Hauling of Gravel and Mixing Oil	Schedule and direct Work Force	Improve quality of roads. Document.
May to September	Base Stabilization	Hauling of Gravel and mixing MG30.	Schedule and direct Work Force	Improve quality of roads. Document and Monitor
June to October	Construction	Backsloping, create ditches, raise road surface.	Schedule and direct Work Force.	Improve quality of roads. Document
June to August	Private Dust Control	Haul gravel, mix oil and pack.	Schedule and direct Work Force.	Create dust control in front of private residence.
<b>PERIODIC</b>				
	Gravel Crushing	Along with engineer Tender Project	Oversee operation. Proper Testing. Ensure quality gravel	Yearly Gravel. Maintenance
	Bridge Maintenance	Repairs or Replacement	Communicate with engineer and Contractor	Safe Passage over creeks. Monitor and Document.
	Job Interviews	Interviewing Staff	Advertise and arrange interviews.	Advise
	Conventions	Attend Conventions	Incorporate material into Public Works activities.	Education and Communicate
	Three-Year Road Plan	Document Information	Study roads, determine which roads will need attention and schedule construction	Budgeting Preparations.
	Fires	Emergency Services Reponses	Assist Fire Department as required. Debriefing.	Monitor Roster for Emergency Services.

PERIODIC				
	Meeting with Council and Ratepayers	Address Issues.	Investigate situations.	Document Activities.
	Personnel Communication	Workers Issues	Improve job execution. Address Complaints. Wages	Quality Control
	Employee Evaluations	Evaluate Staff	Complete Evaluation Forms.	Improve quality of working relationship and communication.
	Monthly Reports to Council	Manager Report Form.	Complete the manager's report for each meeting.	Maintain record of reports.
	Public Works: Work Plan	Plan for the upcoming year – 2011.	Review all Work Plans, and Programs - make appropriate changes.	Submit to Council – Annually.
	Budget Meetings	Budget Meetings for Public Works and Capital Assets.	Evaluate Programs and capital needs, price out items and prepare budget.	Meet with the Comptroller.
SEASONAL				
	Road Maintenance	Snow Removal. Grade Roads. Repair Washouts. Patch Oiled Roads.	Maintain Crown. Trim Shoulders and bring to centre line. Assure proper slope and drainage.	Road Quality Improvement.  Document.
	Chipping	Clearing for drainage and Visibility.	Assign proper Work Force.	Safety. Inspect and Document.
	Hydroaxe	Mulch brush and trees	Assign proper Work Force	Improve site lines and drainage. Inspect and Document.
	Steam Culverts	Clean out ice, insure proper drainage.	Assign proper Work Force.	Eliminate washout and flooding. Inspect and Document
	Replenish Oil Supply	Contact Oil Suppliers	Research for best oil available.	Fill Tanks at best price.
	Project Analysis	Study procedures, time spent, quantities, costs of previous years work.	Investigate. Research. Monitor	Budget Process. Improve upon past performance.
	Work Schedule	After adoption of the three-year road plan, schedule projects.	Organize road projects. Create calendars.	Document Monitor Report.
EMERGENT ASSIGNMENTS				
	Rural Crime Watch	Rural Crime Watch Signs	Installation	Safety and Awareness.
	Contract Road Project	Supervision	Assure Contractor is performing road construction to standards outlined in Contract.	Road quality improvement.

Carried.

**Public Works: Public Works Shop Foreman  
2011 Work Plan**

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

359-11: Danyluk

That County Council accept the received Work Plan for 2011 as a Management Policy: 03M-07-02 entitled “Public Works Department: Shop Foreman Work Plan”, for information.

<b>Purpose:</b>	To establish a Public Works Shop Foreman Work Plan for the Smoky Lake County Public Works Department Program.
<b>Policy Statement and Guidelines:</b>	
<b>STATEMENT:</b> The <b>Public Works Department Shop Foreman Work Plan, Schedule “A”</b> outlines the Work Schedule of Projects and duties on a daily, weekly, monthly, periodic and seasonal time frame which provides detail work to be undertaken in the Public Works Department Program.	

**BENEFITS:**  
 The Public Works Department Work Plan of the Shop Foreman will provide the following benefits:

- Broaden the portfolio of the Public Works Department Shop Program.
- Good understanding of the process of the Public Works Shop Department.
- Increase efficiency and strengthen timeframe of deadlines.
- Establishes accountability of the Program.
- Communication Tool.

**REVIEW:**  
 The Public Works Department Shop Foreman Work Plan will be reviewed and presented to Council on an annual basis beginning of each year.

**SCHEDULE "A": PUBLIC WORKS DEPARTMENT: SHOP FOREMAN WORK PLAN 2011**

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcome
<b>DAILY</b>				
1 Hour	Five employees Time Sheets to sign.	Payroll	Verify work done in Shop.	Sent to main office for payroll department.
1 - 8 Hours	Apprentice, Rap and Work Expedience.	Supervisor Roll	Insure work done properly	To train properly.
1 Hour	72 Vehicle Check Lists to review.	To be checked promptly and monitored for mileages and hours that are used for warranties and parts.	To check for problems, to ensure proper repairs are scheduled to be done.	To get equipment and vehicle on the road as fast as possible. Follow National Safety Code Requirements.
1 - 8 Hours	Repairs to Equipment and Vehicles.	Whatever may have broken down.	Prioritize repairs to have most important equipment or vehicles running first.	To keep equipment and vehicles mobile for projects.
<b>WEEKLY</b>				
2 - 3 Hours	Review Purchase Orders and Invoices.	Sign and check prices.	Make sure that we are charged for only items purchased, companies, are paid on time to avoid interest charges.	To keep equipment and vehicles mobile for projects.
½ - 1 Hour	Monday Morning Tool Box Meeting.	Discuss with employees daily procedures and equipment or vehicles being worked.	Designate equipment or vehicles to be worked on.	To keep equipment and vehicles for projects.
1 ½ Hours	Management Meetings	Meet with all Management Departments	Update departments on Public Works Shop activities for the week.	Monitor and Complete tasks. Communicate.
<b>MONTHLY</b>				
1 - 8 Hours	275 Services to Vehicles and Equipment.	Change engine oils in pickups every 5000 kms. Change engine oils in Class 8 trucks every 250 hrs. Check over units (brakes, steering, suspensions). Change oil in engines on graders: 14H Series – every 500 hours. 14M Series – every 500 hours. Construction equipment every 250 hours. Service and repair chainsaws, weed eaters, riding mowers and push mowers.	Be sure items are done so that warranties are not voided.  Monitor oil samples for problems that may arise.	To keep equipment and vehicles mobile for projects.

MONTHLY				
1- 3 Hours	Report to Council	Type out report.	Maintenance on vehicles	Deliver for Agenda Package.
1-3 Hours	Safety Committee Meeting	Attend and discuss safety issues.	Implement safety procedures.	Keep work place safe.
Occasional	Budget	Review Budget numbers	Monitor Progress	Document.
PERIODIC				
1 – 3 Days	31 – Yearly 6 – Semi-Annually x 2 43 in Total CVIP's on Trucks, Trailers, Vans and Buses. Trailers are done from December to February. Trucks are done from March to April.	Remove all wheels and brake drums, measure drums and shoes, replace any worn items, do all repairs required at this time. CVIP's and repairs may take from 1 to 2 weeks depending on amount of work to be done and parts availability.	Commercial inspections according to government specs. Organize Staff.	Keep equipment and vehicles mobile and repaired in a timely fashion.
Scheduled by the Company	Warranty repairs.	Repairs as required.	Coordinate with dealers to have repairs done. Be sure items are covered under warranty to avoid extra charges.	Document.
As per Budget.	Spec out vehicles and equipment to be purchased for all departments.	As per Five-Year Capital Asset Budget.	Obtain spec.	Communicate.  Supply budget numbers for year.
SEASONAL				
1 - 2 days	8 – Graders ready for winter October 1 <sup>st</sup> . 2-3 Graders at a time.	Change hydraulic, transmission and engine oil to winter oil, install snow equipment.	Make sure maintenance is done according to manufacturers specs.	Keep equipment mobile.
1 - 2 days	3 – Tractors	Install snowblade.	Prepare for winter snowplowing.	Keep equipment mobile.
1 - 2 days	3- Sand Trucks ready for October.	Install sanders and snowplows.	Prepare for winter season.	Keep equipment mobile.
1 - 2 days	8 – Graders ready for summer – April 2-3 Graders at a time.	Remove wings	Prepare for spring season.	Keep equipment mobile.
1 - 2 days	3 – Trucks ready for summer – April	Remove sanders and plows.	Prepare for gravel season.	Keep equipment mobile.
1 - 2 days	3 – Tractors	Remove snowblades	Get tractors ready for mowing and construction.	Keep equipment mobile.
1 day	Unit 616: Caterpillar Buggy when required.	V-Plow install for winter. V-Plow removed for summer.	Prepare for Winter snowfall and summer projects.	Keep equipment mobile.
As required.	15-20 Units: Fire Equipment for fire season at all times and water trucks and tanks filled with water and fuel at all times for emergency.	Change oil in proper time.	Get equipment repaired in shortest time possible.	Keep equipment mobile.
1 -2 days	2- H.A. Kostash School Bus's. 1 – Vilna School Bus. 1 – Van. 1 – Senior Bus.	Oil changes and repairs. \$200.00 Special Certificate required.	Keeping their equipment serviced.	Keep equipment mobile.
1 - 2 days	4 - 5 vehicles or equipment for Aspen View.	Oil changes and repairs.	Keeping their equipment serviced.	Keep equipment mobile.
3 days	RUSA Convention	Attend seminars.	To get new information on products and services and new regulations.	Change with times.
CVIP's	106: March 108: July 111: January 112: June 136: May 138: June 139: February and August 141: August	180: June 181: February 183: January 190: April 194: January 195: March 196: February 197: May	322: January and July 323: November and May 401: November 402: March 403: April 404: March 405: March 411: January and July	

155: July	198: April	419: January
156: March	199: April	445: March or April
160: March	217: May	447: January and July
170: July	308: November and May	451: August
		999D: March

Carried.

## Planning and Communications

### 2011 Community Planning Association Conference

360-11: Orichowski That County Council and administration who can attend – attend the 2011 CPAA: Community Planning Association of Alberta Conference: “Water: Our Scarce Resource?” on April 4 to April 6, 2011 in Red Deer, Alberta at the Black Knight Inn.

Carried.

### Committee of the Whole: Planning

361-11: Danyluk That the Committee of the Whole Meeting for the purpose of Planning: Land Use Bylaw/Municipal Development Plan be scheduled for Wednesday, March 2, 2011 at 1:00 p.m. to be held at the County Council Chambers.

Carried.

### Committee of the Whole: Planning

362-11: Bobocel That the Committee of the Whole Meeting for the purpose of Planning: Garner Lake Area Structure Plan be scheduled for Thursday, March 31, 2011 at 1:00 p.m. to be held at the County Council Chambers.

Carried.

363-11: Orichowski That the management reports received for the period of January 18, 2011 to February 9, 2011 from Doug Ponich, Public Works Manager; Bob Novosiwsky, Public Works Road Foreman; Dave Kully, Public Works Shop Foreman; Ed English, Peace Officer; John Malysh, Natural Gas Manager; Dave Franchuk, Environmental Operations Manager; Scott Franchuk, Agricultural Service Board; 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.

### Alberta HUB

- Wild Horse – Border Crossing - Saskatchewan.
- Meeting scheduled for March 4, 2011 – St. Paul.

### Community Futures Corporation: St. Paul / Smoky Lake Region

- No report.
- Next meeting was scheduled for February 23, 2011 at 5:00 p.m. in St. Paul.

**Corridor Communications Incorporated**

- North of Spedden: one tower is constructed.
- Whitefish Lake: ATCO to install power to tower.
- Annual General Meeting: March 9, 2011.
- Flyers released to Residents: “CCI Wireless – Perfecting Rural Connectivity “Get on the latest Network Built for Real High Speed””.

364-11: Orichowski That County Council who can attend the Corridor Communications Incorporated Annual General Meeting on Wednesday, March 9, 2011 in Calgary.

Carried.

**Doctor Retention & Recruitment Committee**

- Correspondence: **Rural and Remote Health – Original Research:** The Influence of loan repayment on rural healthcare provider recruitment and retention in Colorado.

365-11: Bobocel That the correspondence received on the Rural and Remote Health – Original Research: The Influence of loan repayment on rural healthcare provider recruitment and retention in Colorado, dated November 9, 2010, be filed for information.

Carried.

**Evergreen Regional Waste Management Commission**

- Meeting held on February 7, 2011.
- Received verbal request for Waste pick-up – to submit proposal.

**Family Community Support Services Committee**

- No report.

**Family-School Liaison Committee**

- No report.

**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**

- No report.

**In-House Safety Committee**

- No report.

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

- Shane Pospisil, Community Economic Development Officer has been very busy on County Economic Projects.
- Attending Trade Shows – sell the region.
- Attended Edmonton Trade Show: Well received – over 30,000 attended.

**Municipal Planning Commission**

- No report.

**North East Muni-Corr Ltd.**

- No report.

**Policy Committee**

- Minutes: February 3, 2011.

366-11: Danyluk

That a Policy Committee Meeting be scheduled for Tuesday, April 26, 2011 at 1:00 p.m. to be held in the County Council Chambers.

Carried.

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

- No report.

**Risk Pro Control Management Committee**

- **Minutes:** Added Named Insured:
  - No Minutes.

**Smoky Lake Agricultural Society**

- No report.

**Smoky Lake Foundation**

- Grant received (one-time payment): \$300.00 per unit for total amount of \$27,800.00.
- Arranging tour of the Lodges.
- ASHCA Zone Meeting held on February 11, 2011 in Edmonton – discussion held on member term appointment.
- Lodges and Self-Contained Units: Almost at 100% Occupancy.

**Smoky Lake Heritage Board**

- Letter: Noreen Easterbrook, Chair, Smoky Lake Heritage Board, dated January 20, 2011 – Re: The Worth of Heritage Assets.

367-11: Danyluk

That Smoky Lake County allocate funding in the amount of \$10,000.00 to the Smoky Lake Heritage Board towards the historical restoration of the Anderson House Project.

MOTION WITHDRAWN.

368-11: Danyluk

That the letter received from Noreen Easterbrook, Chair, Smoky Lake Heritage Board, dated January 20, 2011 – Re: The Worth of Heritage Assets be deferred to a future meeting in regards to the historical restoration of the Anderson House Project; upon clarification obtained on ownership of land and building, other sources of revenue, and a Budget provided for the total funding of the Project.

Carried.

369-11: Cherniwchan That the letter received from L. Peter Apedaile, dated January 19, 2011 in regards to the establishment of the Smoky Lake Heritage Board, be filed for information.

Carried.

### Joint Municipalities

- Next meeting scheduled for Monday, March 28, 2011 hosted by Smoky Lake County in the Hamlet of Spedden.

370-11: Bobocel That the Committee Task Force and Board Reports presented by Councillors be accepted.

Carried.

### 6. Correspondence:

371-11: Bobocel That the following correspondence received from the Alberta Association of Municipal Districts and Counties, be filed for information:

- a. Member Bulletin: January 26, 2011:
  - Are you reporting your municipality's water use online? Soon you will need to...
- b. Member Bulletin: January 26, 2011:
  - Concerns to Bring Forward to the Federation of Canadian Municipalities (FCM).
- c. Member Bulletin: January 26, 2011:
  - Government Reviewing Wording of Alberta Land Stewardship Act.
- d. Member Bulletin: January 26, 2011:
  - Call for Nominees: Peer Network.
- e. Contact Newsletter:
  - January 26, 2011.
- f. Contact Newsletter:
  - February 2, 2011.

Carried.

### Kalyna Country Performing Art Association

372-11: Danyluk That Smoky Lake County take no action to the letter received from Judy Taylor, President, Kalyna Country Performing Arts Association, dated December 19, 2010.

Carried.

### Alberta Transportation

373-11: Orichowski That Smoky Lake County acknowledge receipt of the grant funding in the amount of \$142,176.00 for the following specific payments under the Resource Road Program:

- \$15,354 – second payment to assist with Saddle Lake Road from Highway 28 to Highway 36.
- \$ 126,822 – second payment to assist with White Earth Creek Pit South Access Road.

as per letter received from Michael Botros, P. Eng., Acting Regional Director, Alberta Transportation, dated January 19, 2011.

Carried.

**2011 Centenary Pioneer Recognition Program**

374-11: Danyluk That County Council advertise in the Smoky Lake County Grapevine the 2011 Centenary Pioneer Recognition Program and the Alberta-Ukraine Genealogical Project for persons interested to self-application nominations.

Carried.

**Community Learning Council**

375-11: Danyluk That Smoky Lake County donate to the Community Learning Council in the amount of **\$600.00** to the 2011 Women's Conference: "Live, Laugh, Learn" – 10<sup>th</sup> Anniversary for financial assistance for speakers; and funds to be allocated from the 2011 FCSS Budget.

Carried.

**Smoky Lake Mom's and Tots Program**

376-11: Danyluk That Smoky Lake County donate to the Smoky Lake Mom's and Tots in the amount of **\$500.00** to support the program and funds to be allocated from the 2011 FCSS Budget.

Carried.

**Reynolds Mirth Richards & Farmer: Law Seminar**

377-11: Bobocel That the correspondence received from Reynolds Mirth Richards & Farmer – 26<sup>th</sup> Annual Municipal Law Seminar on March 4, 2011 at the Edmonton Petroleum Club, be filed for information.

Carried.

**3<sup>rd</sup> Annual Jeff Warawa Memorial Hockey Tournament**

378-11: Chernwichean That Smoky Lake County donate in the amount of **\$500.00** and a Jacket for the Silent Auction to the Andrew Devils for hosting the 3<sup>rd</sup> Annual Jeff Warawa Hockey Tournament on February 25, 26, and 27, 2011 in Andrew, Alberta.

Carried.

**Vilna Curling Club - 6<sup>th</sup> Annual Family Fun Bonspiel**

379-11: Bobocel That Smoky Lake County donate four Jackets to the Vilna Curling Club for hosting the 6<sup>th</sup> Annual Family Fun Bonspiel on February 18, 19 and 20, 2011.

Carried.

**Rural Alberta Development Fund**

380-11: Orichowski That the news release received from Rural Alberta Development Fund, dated February 9, 2011 in regards to longtime Board Member Elected to Position of Chair, be filed for information.

Carried.

**Northern Lights Library System**

381-11: Cherniwchan That the correspondence received from the Northern Lights Library System, entitled, "Executive Summary" dated January 2011, Volume 3, Issue 1, be filed for information.

Carried.

**Alberta Distinguished Arts Award Gala**

382-11: Orichowski That the letter received from Nolan Crouse, Mayor City of St. Albert, The Botanical Arts City, dated February 4, 2011 in regards to the Lieutenant Governor of Alberta Distinguished Artist Awards Gala on April 9, 2011 in St. Albert, be filed for information.

Carried.

**Thank You: Summary Listing**

383-11: Orichowski That Smoky Lake County file for information the February 2011 Summary Listing of Thank You received from organizations extending appreciation of support:

- Smoky Lake Pre-school.
- Scott and Brenda Adamson.

Carried.

**Information Releases**

384-11: Orichowski That the Information Releases for the Month of February 2011, be filed for Information.

Carried.

**Reading File**

No correspondences in the Reading File.

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

2:45 p.m.

No questions from the public.

**Addition to the Agenda:**

**Spedden Rangers Minor Softball Club**

385-11: Bobocel That Smoky Lake County donate in the amount of **\$1,500.00** to the Spedden Rangers Minor Softball Club – attention Cory and Roxanne Goodon, Spedden, Alberta; and funds to be allocated from the 2011 FCSS Budget.

Carried.

**Bills & Accounts:**

386-11: 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>February 17, 2011</b>		
<b>Batch #</b>	<b>Cheque Numbers</b>	<b>Total of Batch</b>
23519	27899 to 27943	\$ 155,306.48
23537	27944 to 27970	\$ 51,605.37
23541	27971 to 27975	\$ 4,866.83
23544	27976 to 27987	\$ 169,455.90
23575	27988 to 28025	\$ 72,820.68
<b>Total Cheques</b>		<b>\$ 454,055.26</b>
<b>Direct Debit Register</b>		
23546	Smoky Lake County	\$ 142,602.23
23547	Smoky Lake County	\$ 81,373.06
23549	Bank of Canada	\$ 2,750.00
<b>Total Direct Debits</b>		<b>\$ 226,725.29</b>
<b>Grand Total Bills and Accounts</b>		<b>\$ 680,780.55</b>

Carried.

**County Council Meetings**

387-11: Danyluk That the next County Council Meetings be scheduled for Thursday, **March 17, 2011**; Thursday, **April 21, 2011**; Thursday, **May 26 2011**; and Thursday, **June 23, 2011** at 9:00 a.m. to be held at the County Council Chambers.

Carried.

**ADJOURNMENT:**

388-11: Cholak That this meeting be adjourned, time 3:00 p.m.

Carried.

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REEVE

**S E A L**

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CHIEF ADMINISTRATIVE OFFICER