

**TOWN OF SMOKY LAKE  
REGULAR COUNCIL MEETING  
TOWN COUNCIL CHAMBERS  
December 5, 2017 5:00 p.m.**

**PRESENT:**

Hank Holowaychuk	Mayor
Daniel Kotylak	Deputy Mayor
Terry Makowichuk	Councillor
Melody Morton	Councillor
Ross Whitelaw	Councillor

**STAFF IN  
ATTENDANCE:**

Adam Kozakiewicz	Chief Administrative Officer
Crystal Letwin	Finance Assistant
Bill McMullen	Interim Public Works Foreman
Marianne Prockiw-Zarusky	FCSS Coordinator

**1. CALL TO ORDER**

Mayor Holowaychuk called the December 5, 2017 Regular Town Council Meeting to order at 5:00 p.m.

**2. APPROVAL OF THE AGENDA**

**MOTION: 2780/17**

**MOVED** by Deputy Mayor Kotylak to approve the December 5, 2017 Agenda with the following additions:

- 6.15b Cost of Living Allowance (COLA)
- 6.19 Land Use Bylaw
- 7.1 Regional Fire and Rescue Committee (RFRC) – Firefighter Recruitment Policy
- 7.2 Smoky Lake Fire Budget
- 12.7 Federal Gas Tax Fund (FGTF)
- 15.1 Primary Care Network Update

CARRIED

**3. ADOPTION OF PREVIOUS MINUTES**

**3.1 November 7, 2017 Regular Council Meeting**

**MOTION: 2781/17**

**MOVED** by Councillor Morton to adopt the minutes of the November 7, 2017 Regular Council meeting as presented.

CARRIED



#### **4. PUBLIC WORKS**

##### **4.1 Public Works Report**

- Graded major roads
- Graded Complex parking lot
- Gas Well fence removal
- Sidewalk snow removal
- Hung up Christmas lights Downtown
- Sanded intersections when needed
- Attended the Gas Managers meeting in Edmonton, AB
- Installed a water meter

**MOTION: 2782/17**

**MOVED** by Councillor Makowichuk that the oral report presented by Interim Public Works Foreman, McMullen be accepted for information.

CARRIED

#### **5. NATURAL GAS**

##### **5.1 Gas Well Abandonment**

**MOTION: 2783/17**

**MOVED** by Councillor Whitelaw that the Gas Well Abandonment report given by Interim Public Works Foreman, McMullen and CAO, Kozakiewicz be accepted for information.

CARRIED

**MOTION: 2784/17**

**MOVED** by Councillor Morton that the Smoky Lake Mineral Rights Development Company Annual General Meeting be held on Thursday, December 7, 2017 in the Smoky Lake Council Chambers at 7:00 p.m.

CARRIED

#### **6. ADMINISTRATION**

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

**MOTION: 2785/17**

**MOVED** by Councillor Makowichuk that the Asset Management presentation given by CAO, Kozakiewicz be accepted for information.

CARRIED

Mayor Initials



CAO Initials



6.2 Smoky Lake Public Library Board Appointment

**MOTION: 2786/17**

**MOVED** by Deputy Mayor Kotylak that Lori Tychkowsky be appointed to the Smoky Lake Library Board for a three (3) year term.

CARRIED

6.3 Smoky Lake Library Board Request

**MOTION: 2787/17**

**MOVED** by Deputy Mayor Kotylak that the letter dated November 10, 2017 from Smoky Lake Library Manager, Melody Kaban requesting the Town to cover half of the cost for repair to the door, invoice #297673 from Ken's Technical Services INC. in the amount of \$408.00 be approved and funded out of reserves.

CARRIED

6.4 Crossing Agreement

**MOTION: 2788/17**

**MOVED** by Deputy Mayor Kotylak that Administration execute a Road Crossing Agreement for 4204-54 Street, Plan 872 NY - Block 11 - Lot 2, with Smoky Transit Corp as per conditions required by Development Authority, Adam Kozakiewicz.

CARRIED

6.5 H.A Kostash Senior High Girls Volleyball Team

**MOTION: 2789/17**

**MOVED** by Councillor Makowichuk that the letter dated November 8, 2017 from H.A Kostash Senior High Girls Volleyball Team Coach Manager, Colette Caron regarding the District Leagues Championship Zone Playoffs monetary donation request be accepted in the amount of \$150.00.

CARRIED

  
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6.6 B&W Asphalt Invoice #2169

**MOTION: 2790/17**

**MOVED** by Councillor Morton that the Town pay \$30,000.00 to B&W Asphalt regarding invoice #2169 and hold back \$20,000.00.

Deputy Mayor Kotylak called a recorded vote:

Mayor Holowaychuk – In Favour  
Deputy Mayor Kotylak – Opposed  
Councillor Makowichuk – In Favour  
Councillor Morton – In Favour  
Councillor Whitelaw – In Favour  
CARRIED

6.7 Snow Removal Policy #R/S - 002

**MOTION: 2791/17**

**MOVED** by Councillor Morton that Administration amend the Snow Removal Policy #R/S – 002 and bring back the revised Policy to Council for approval.

CARRIED

6.8 Procedural Bylaw #008-17

**MOTION: 2792/17**

**MOVED** by Councillor Morton that Bylaw 008-17, being a Procedural Bylaw, be given second reading.

CARRIED

**MOTION: 2793/17**

**MOVED** by Councillor Makowichuk that Bylaw 008-17, being a Procedural Bylaw, be given third and final reading.

CARRIED

6.9 Access to Administrative Office Policy #A-10-12

**MOTION: 2794/17**

**MOVED** by Councillor Makowichuk that the “staff only” signs be removed and public access to the restrooms must have permission from staff.

CARRIED

Mayor Initials



CAO Initials



6.10 Letter regarding Water and Sewer Connection Fees

**MOTION: 2795/17**

**MOVED** by Mayor Holowaychuk that the Town pay a total of \$5,000.00 for the water and sewer line from the tie-in to the curb cock valve located at 4217-48 Ave East to be funded out of reserves. Further to that, Administration provide a monthly payment plan, not to exceed two (2) years, regarding the water and sewer connection to the property located at 4217-48 Ave East in the amount of \$5,000.00.

CARRIED

6.11 Appointment of Legal Representation

**MOTION: 2796/17**

**MOVED** by Deputy Mayor Kotylak that the 2018 Legal representation for the Town of Smoky Lake be appointed to Brownlee LLP, Barristers and Solicitors, located in Edmonton, AB.

CARRIED

6.12 Appointment of Property Assessor

**MOTION: 2797/17**

**MOVED** by Councillor Morton that the 2018 (Tax Year) Property Assessor for the Town of Smoky Lake be appointed to Tanmar Consulting Inc. located in Sherwood Park, AB.

CARRIED

6.13 Appointment of Auditor for the 2017 Fiscal Year

**MOTION: 2798/17**

**MOVED** by Councillor Whitelaw that Seniuk & Company Chartered Accountants from Edmonton, AB be appointed the Auditor for the Town of Smoky Lake's 2017 fiscal year.

CARRIED

6.14 Commissioner for Oaths

**MOTION: 2799/17**

**MOVED** by Deputy Mayor Kotylak that the Commissioner for Oath booklet from the Alberta Government be filed for information.

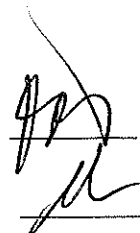
CARRIED

6.15 2018 Interim Operating Budget

**MOTION: 2800/17**

**MOVED** by Councillor Makowichuk that the 2017 Operating Budget in the amount of \$1,500,000.00 be approved as the Interim Operating Budget for 2018.

CARRIED

Handwritten signatures for the Mayor and CAO, each written over a horizontal line.

6.15b Cost of Living Allowance (COLA)

**MOTION: 2801/17**

**MOVED** by Deputy Mayor Kotylak that 1.5% Cost of Living Allowance (COLA) is approved for the 2018 budget year.

CARRIED

6.16 December 19, 2017 Regular Council Meeting Date Change

No motion for Item 6.16.

6.17 MUNIWARE Software Quote

**MOTION: 2802/17**

**MOVED** by Mayor Holowaychuk that Administration prepares a presentation regarding Software options for the 2018 Budget meeting, date to be determined.

CARRIED

6.18 Honorarium, Per Diems and Expenses Policy A14

**MOTION: 2803/17**

**MOVED** by Mayor Holowaychuk that Section 2.0 (a) of the Honorarium, Per Diems and Expenses Policy A14 be amended to increase the honorarium rate for Mayor from \$600.00 to \$650.00 per month and Councillor from \$300.00 to \$350.00 per month for personal expenses, effective December 1, 2017.

CARRIED

6.19 Land Use Bylaw

**MOTION: 2804/17**

**MOVED** by Councillor Morton that Administration arrange a Land Use Planning meeting to be held in executive session on Wednesday, January 24, 2018 at 5:00 p.m. in the Smoky Lake Town Council Chambers.

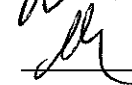
CARRIED

**7. HEALTH AND PROTECTIVE SERVICES**

7.1 Regional Fire and Rescue Committee (RFRC)

**MOTION: 2805/17**

**MOVED** by Councillor Makowichuk that Policy FD-02, being a Regional Fire and Rescue – Firefighter Recruitment Policy, be approved.



CARRIED

**8. RECREATION AND CULTURE**

No items were discussed at the meeting.

**9. FCSS**

**9.1 FCSS Coordinator's Report**

**MOTION: 2806/17**

**MOVED** by Councillor Morton that the presentation given by FCSS Coordinator, Marianne Prockiw-Zaruský be accepted for information.

CARRIED

**10. ECONOMIC DEVELOPMENT**

No items were discussed at the meeting.

**11. LANDS, PLANNING AND DEVELOPMENT**

No items were discussed at the meeting.

**12. CORRESPONDENCE**

**12.1 Transportation Needs Assessment**

**MOTION: 2807/17**

**MOVED** by Councillor Morton that the report conducted by the Medically At-Risk Driver (MARD) Centre of the University of Alberta regarding the transportation needs assessment of seniors and persons with disabilities be filed for information.

CARRIED

**12.2 Municipal Sustainability Initiative (MSI) Capital Project**

**MOTION: 2808/17**

**MOVED** by Councillor Morton that the correspondence dated November 7, 2017 from Alberta Municipal Affairs regarding the Municipal Sustainability Initiative (MSI) Grant "Road Upgrades" project in the amount of \$50,000.00 be accepted for information.

CARRIED

Mayor Initials



CAO Initials



12.3 University of Waterloo Collaborative Opportunity

**MOTION: 2809/17**

**MOVED** by Councillor Morton that the correspondence dated November 2017 from the University of Waterloo regarding the research case study on asset management plans be filed for information.

CARRIED

12.4 Letters of Congrats for Election in Public Office

**MOTION: 2810/17**

**MOVED** by Councillor Morton that the correspondence from the Premier of Alberta, Rachel Notley, MP Shannon Stubbs and MLA David Hanson congratulating the recent election to Council in Smoky Lake be accepted for information.

CARRIED

12.5 Alberta Seniors Communities & Housing Association

**MOTION: 2811/17**

**MOVED** by Councillor Morton that the correspondence dated November 28, 2017 from Alberta Seniors Communities & Housing Association (ASCHA) regarding working together to help Albertans' age well be accepted for information.

CARRIED

12.6 Canadian Oil & Natural Gas Industry Engagement

**MOTION: 2812/17**

**MOVED** by Councillor Morton that the Canadian Oil & Natural Gas Industry Engagement held on December 6, 2017 at the Bonnyville Centennial Centre in Bonnyville, AB from 12:00 p.m. – 1:30 p.m. be filed for information.

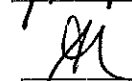
CARRIED

**13. DELEGATIONS**

13.1 Kevin Kisilevich – GO EAST Tourism

**MOTION: 2813/17**

**MOVED** by Councillor Makowichuk that the presentation given by Marketing and Development Consultant, Kevin Kisilevich of GO EAST Edmonton Regional Tourism be accepted for information.





CARRIED

13.2 Patrice Taylor – Concerned Resident

**MOTION: 2814/17**

**MOVED** by Councillor Morton that the oral report given by Patrice Taylor, resident of Smoky Lake, regarding noise from heavy equipment idling for long periods of time and the concern of the snow pile located on the corner of Willow Creek Street and McDougall Avenue be accepted for information.

CARRIED

**14. COUNCIL COMMITTEE REPORTS**

14.1 Mayor Holowaychuk:

No report.

14.2 Deputy Mayor Kotylak:

No report.

14.3 Councillor Makowichuk:

No report.

14.4 Councillor Morton:

No report.

14.5 Councillor Whitelaw:

No report.

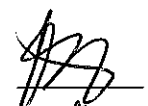
**15. EXECUTIVE SESSION (In-Camera)**

No items were discussed in-camera.

**16. BUSINESS FROM EXECUTIVE SESSION (Out of Camera)**

No items were discussed in-camera.

Mayor Initials



CAO Initials



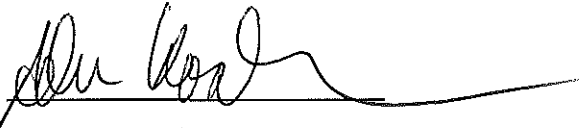
**17. ADJOURNMENT**

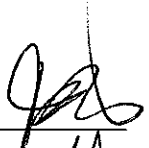

**MOTION: 2815/17**

**MOVED** by Councillor Makowichuk to adjourn the meeting at 10:05 p.m.

CARRIED

  
\_\_\_\_\_  
Hank Holowaychuk  
Mayor

  
\_\_\_\_\_  
Adam Kozakiewicz  
Chief Administrative Officer

Mayor Initials   
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CAO Initials   
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