

**TOWN OF SMOKY LAKE  
REGULAR COUNCIL MEETING  
TOWN COUNCIL CHAMBERS  
November 19, 2019 5:00 p.m.**

<b>PRESENT:</b>	Hank Holowaychuk Ross Whitelaw Daniel Kotylak Melody Morton	Mayor Deputy Mayor Councillor Councillor
<b>STAFF IN ATTENDANCE:</b>	Adam Kozakiewicz Crystal Letwin Billy McMullen Marianne Prockiw-Zarusky	Chief Administrative Officer Finance Assistant / Legislative Services Public Works Foreman FCSS Program Coordinator
<b>REGRETS:</b>	Terry Makowichuk	Councillor

**1. CALL TO ORDER**

Mayor Holowaychuk called the November 19, 2019 Regular Town Council Meeting to order at 5:00 p.m.

**2. APPROVAL OF THE AGENDA**

**MOTION: 784-19**      **MOVED** by Councillor Kotylak to approve the November 19, 2019 Regular Town Council Meeting Agenda with the following additions:

- 6.2 Family Resource Network (FRN) - Expression of Interest (2019)
- 11.1 Smoky Lake Agricultural Society Complex and RV Park Update

CARRIED

**3. ADOPTION OF PREVIOUS MINUTES**

**3.1 November 4, 2019 Regular Council Meeting (Budget)**

**MOTION: 785-19**      **MOVED** by Councillor Morton to adopt the Minutes of the November 4, 2019 Regular Council Meeting, as presented.

CARRIED

**3.2 November 5, 2019 Regular Council Meeting**

**MOTION: 786-19**      **MOVED** by Councillor Morton to adopt the Minutes of the November 5, 2019 Regular Council Meeting as with the following correction:

Motion #777-19 - Add the words "not to exceed" and delete "as presented".



**Amended motion - MOVED** by Councillor Morton that the Town of Smoky Lake approve the Northern Lights Library System's 2020 Operating Budget, not to exceed 1.5%.

CARRIED

**4. DELEGATIONS**

No delegations attended the meeting.

**5. QUESTION PERIOD**

No questions from the public were brought forward at the meeting (no public were in attendance).

**6. FAMILY AND COMMUNITY SUPPORT SERVICES (FCSS)**

**6.1 Early Childhood Coalition Grant Ending March 31, 2020**

**MOTION: 787-19**

**MOVED** by Councillor Kotylak that the Town of Smoky Lake acknowledge receipt of the formal letter dated November 5, 2019 from Family and Community Support Services Association of Alberta's Executive Director, Mellissa Kraft regarding the notification that the Early Childhood Coalition grant will not be renewed on March 31, 2020.

CARRIED

**6.2 Family Resource Network (FRN) - Expression of Interest**

**MOTION: 788-19**

**MOVED** by Mayor Holowaychuk that the Town of Smoky Lake submit an application for the Family Resource Network (FRN) Expression of Interest to advise the province how their resources, expertise and experience fit within the future network model; and Marianne Prockiw-Zarusky engage with a professional grant writer to assist with the lengthy application, not to exceed \$2,000.00; and be funded from Town Reserves.

CARRIED

**MOTION: 789-19**

**MOVED** by Councillor Morton that Marianne Prockiw-Zarusky, Town of Smoky Lake FCSS Program Coordinator request a letter of support from Smoky Lake County in regard to the Family Resource Network (FRN) Expression of Interest application submitted from the Town of Smoky Lake; and request the letter address agency strengths which could include the following:

- Proponent's alignment to the Well-Being and Resiliency Framework

Mayor Initials

CAO Initials

- Experiences and expertise in delivering prevention and early intervention services
- Strengths as a collaborative partner
- History of partnerships
- Community engagement
- Capacity building strengths

CARRIED

**7. PUBLIC WORKS**

**7.1 Public Works Foreman’s Report**

Public Works Report Nov 5 - Nov 19, 2019

- Cleaned sidewalks of snow [one pass sat Nov 9<sup>th</sup>]
- Snow removal on priority streets [sun Nov 10<sup>th</sup>]
- Snow removal of complex parking lot [sun Nov 10<sup>th</sup>]
- Salted sidewalks [sat nov 16<sup>th</sup>]
- Salted/sanded streets [sat nov 16<sup>th</sup>]
- Salted/sanded streets/complex parking lot [rained]
- Brought Christmas decorations to main shop
- Installed Christmas decorations
- One remaining water tattle tail [to be installed downstream of water meter]
- Two water meters installed at the school
- Touched up patch at 4-way stop [south to soft EMCON plows would dig in]
- Ordered brushes for sidewalk broom [their at main shop]
- Ordered two tires for broom [their at main shop]
- Cut trees/bushes at 4326 McDougal Dr. [hanging onto street]
- Fixed furnace at Tina Gazebo [buffed flame sensing rod]
- Ordered cutting edge for loader [installed]
- Took down Canadian flags for winter
- Took down inflatable pumpkin [dried before storing]
- Replaced battery on unit 13 [basket truck]
- Replaced battery on unit 26 [dump truck]
- Releasing underway at finishing pond [level high] 94 MUSH. 135 [towns lagoon license also put ad in Smoky-Redwater review paper]
- Morning rounds
- Picked garbage
- Installed steel braided 2” inch hose on riser at Town’s South Gate [tearing and stress on riser]

**MOTION: 790-19**

**MOVED** by Councillor Morton that the oral and written report presented by Public Works Foreman, McMullen be accepted for information.

CARRIED

**7.2 Spectre Systems Paving Contract Quotes #19-01-251E1, #19-01-251E2 and #19-01-251G**

**MOTION: 791-19**

**MOVED** by Councillor Morton that the Town of Smoky Lake engage with Spectre Systems regarding Asphalt Patching Repairs Paving Contract Quote #19-01-251E2 in the total amount of \$87,685.00; and add it to the Town of Smoky Lake’s 2020 Capital Budget.

Mayor Initials

CAO Initials

SPECTRE SYSTEMS (A DIVISION OF 1932275 AB LTD)  
**SPECTRE SYSTEMS**  
 A DIVISION OF 1932275 AB LTD

PO BOX 12  
 78 DENARE, AB T0B 2H0  
 PH: 780.239.4321  
 WEB: 8332873 EMAIL: info@spectresystems.ca CST: 780.330.098

Date: **SEPTEMBER 10, 2019** CONTRACT: #19-01-251E2  
 Owner: **TOWN OF SMOKY LAKE**  
 Project: **2019 ASPHALT PATCHING REPAIRS**

Item Description	Quantity	Unit	Unit Value	Contract Value
<b>1.0 MOBILIZATION</b>	1	Lump	80.00	80.00
<b>2.0 ASPHALT PATCHING- HD</b>				
2.1 Excavate and patch perimeter of repair area (if applicable)				
2.2 Excavate & dispose 400mm of current field material				
2.3 Subgrade preparation (if required)				
2.4 Rough & place new concrete (Miner 200, or equivalent)				
2.5 100mm GFC (Alberta Transportation P-2022 spec, or equivalent)				
2.6 100mm ACPC (City of Edmonton H1 spec, or equivalent)				
2.7 100mm ACPC (City of Edmonton H1 spec, or equivalent)				
A. 1 Railway Drive	16	m <sup>2</sup>	\$ 125.00	\$ 2,000.00
B. 145 Ave (Overhead Street)	161	m <sup>2</sup>	\$ 105.00	\$ 16,905.00
C. 1 Harvest Court Drive (Driveway to entrance)	150	m <sup>2</sup>	\$ 125.00	\$ 18,750.00
D. 1 4509 Harvest Court Drive	24	m <sup>2</sup>	\$ 105.00	\$ 2,520.00
E. 1 Bar-V-Hawk NW entrance	41	m <sup>2</sup>	\$ 80.00	\$ 3,280.00
F. 1 45 St. & 53 Ave (Bar-V-Hawk back alley to entrance)	210	m <sup>2</sup>	\$ 80.00	\$ 16,800.00
G. 1 Bar-V-Hawk back alley area (entrance)	118	m <sup>2</sup>	\$ 125.00	\$ 14,750.00
H. 1 4509 53 Ave (back alley)	19	m <sup>2</sup>	\$ 125.00	\$ 2,375.00
I. 1 Entrance to back alley entrance	36	m <sup>2</sup>	\$ 125.00	\$ 4,500.00
J. 1 Back alley off Railway Drive under value notice	6	m <sup>2</sup>	\$ 125.00	\$ 750.00
<b>3.0 CONTRACT TOTAL</b>				<b>\$37,680.00</b>

CARRIED

MOTION: 792-19

**MOVED** by Mayor Holowaychuk that the Town of Smoky Lake engage with Spectre Systems regarding Paving Contract Quote #19-01-251G Item #2.0 for the Fire Hall located at 246 West Railway Drive in the total amount of \$19,680.00; and add it to the Town of Smoky Lake's 2020 Capital Budget.

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 WEB: 8332873 EMAIL: info@spectresystems.ca CST: 780.330.098

Date: **SEPTEMBER 10, 2019** CONTRACT: #19-01-251G  
 Owner: **TOWN OF SMOKY LAKE**  
 Project: **2019 FIRE HALL & MAINTENANCE SHOP ASPHALT PAVING**

Item Description	Quantity	Unit	Unit Value	Contract Value
<b>1.0 MOBILIZATION</b>	1	Lump	50.00	50.00
<b>2.0 ASPHALT PAVING- HD</b>				
2.1 Excavate & remove current asphalt pavement	320	m <sup>2</sup>	\$ 63.00	\$ 19,800.00
2.2 Import backfill to base (50-1 crushed)				
2.3 100mm ACPC (City of Edmonton H1 spec, or equivalent)				
<b>3.0 WATER FILL LANE PAVING- HD</b>				
3.1 Excavate & remove 150mm current base material	161	m <sup>2</sup>	\$ 75.00	\$ 12,075.00
3.2 Import backfill to base (50-1 crushed)				
3.3 150mm ACPC (City of Edmonton H1 spec, or equivalent)				
<b>4.0 CONTRACT TOTAL</b>				<b>\$31,875.00</b>

CARRIED

Mayor Holowaychuk called a recess at 6:08 p.m. and reconvened at 6:20 p.m.

7.3 Town of Smoky Lake Sidewalk Report by MPE Engineering Ltd.

MOTION: 793-19

**MOVED** by Councillor Kotylak that the Town of Smoky Lake acknowledge the email dated November 4, 2019 from Murray Macza from Safesidewalks Canada regarding the Town of Smoky Lake's sidewalk repair quote; and Administration gather two additional quotes for sidewalk repairs and present the quotes at a future meeting of Council.

CARRIED

Mayor Initials



CAO Initials





8.3 Phase One Environmental Site Assessment for Town of Smoky Lake Gas Well Sites 10-26-60-16 W4M

**MOTION: 796-19**

**MOVED** by Mayor Holowaychuk that the Town of Smoky Lake acknowledge the letter dated November 7, 2019 from Richardson Environmental Consultant, Sally Ells regarding the completion of Phase 1 Environmental Site Assessments (ESA) for EDWAND NO. 1 Wellsite located at 10-26-060-16 W4M operated by the Town of Smoky Lake and recommends Phase 2 ESAs be completed; and the Richardson Environmental Consulting Services Phase 1 Environmental Site Assessment Report be filed for information.

CARRIED

**MOTION: 797-19**

**MOVED** by Mayor Holowaychuk that the Town of Smoky Lake approve to increase the Town's Gas Well - Phase Two Site Assessment located at 8-26-59-16 W4 and 10-26-59-16 W4 in the amount of \$5,000.00 for a total cost of \$30,000.00; and be allocated from the Town Gas Reserve.

**Smoky Lake Mineral Rights Development Company Motion: MR 014/19**

*MOVED by Director Makowichuk that the Town of Smoky Lake approve \$25,000.00 for the Town's Gas Well - Phase Two Site Assessment located at 8-26-59-16 W4 and 10-26-59-16 W4; and be allocated from the Town Gas Reserve.*

CARRIED

**9. ADMINISTRATION**

**9.1 Chief Administrative Officer's Report**

- Attended the Rural Municipalities of Alberta (RMA) Conference.
- Spoke on the Smoky Lake Signal article regarding the Honourable Jason Kenney's speech made at the Rural Municipalities of Alberta Conference.

**MOTION: 798-19**

**MOVED** by Mayor Holowaychuk that the oral report presented by CAO, Kozakiewicz be accepted for information.

CARRIED

**9.2 Town of Smoky Lake Proposed 2020 Cost of Living Allowance (COLA)**

**MOTION: 799-19**

**MOVED** by Councillor Morton that the Town of Smoky Lake's 2020 Cost of Living Allowance (COLA) be approved in the amount of 1.5% effective January 1, 2020.

CARRIED



9.3 Town of Smoky Lake Bylaw 015-19 – Operating Expenditure Borrowing

Councillor Kotylak declared a pecuniary interest with the Town of Smoky Lake Bylaw 015-19 – Operating Expenditure Borrowing Bylaw, as per the Municipal Government Act, Section 170(1)(a) “the matter could monetarily affect the councillor or an employer of the councillor.”

Councillor Kotylak did not participate in discussion or voting on related matters.

**MOTION: 800-19**                    **MOVED** by Councillor Morton that the Town of Smoky Lake Bylaw 015-19, being an Operating Expenditure Borrowing Bylaw, be given first reading.

CARRIED

**MOTION: 801-19**                    **MOVED** by Deputy Mayor Whitelaw that the Town of Smoky Lake Bylaw 015-19, being an Operating Expenditure Borrowing Bylaw, be given second reading.

CARRIED

**MOTION: 802-19**                    **MOVED** by Mayor Holowaychuk that the Town of Smoky Lake Bylaw 015-19, being an Operating Expenditure Borrowing Bylaw, be given permission for third reading.

CARRIED UNANIMOUSLY

**MOTION: 803-19**                    **MOVED** by Councillor Morton that the Town of Smoky Lake Bylaw 015-19, being an Operating Expenditure Borrowing Bylaw, be given third and final reading.

CARRIED

Councillor Kotylak returned at 7:15 p.m.

Mayor Holowaychuk called a recess at 7:15 p.m. and reconvened at 7:26 p.m.

9.4 Smoky Lake Public Library’s 2020 Operating Budget

**MOTION: 804-19**                    **MOVED** by Councillor Morton that the Town of Smoky Lake approve the Smoky Lake Public Library’s 2020 Operating Budget including the annual contribution from the Town in the amount of \$29,500.00; and be allocated from the Town’s 2020 Operating Budget entitled “Library – Town Subsidy”.

CARRIED

Mayor Initials   
CAO Initials 

9.5 Town of Smoky Lake Policy A-19 Workplace Violence and Harassment Policy

**MOTION: 805-19**

**MOVED** by Councillor Kotylak that the Town of Smoky Lake Policy A-19, being a Workplace Violence and Harassment Policy, be approved as presented.

CARRIED

9.6 Town of Smoky Lake Policy A-20 Employment Equity Policy

**MOTION: 806-19**

**MOVED** by Councillor Morton that the Town of Smoky Lake Policy A-20, being an Employment Equity Policy, be approved as presented.

CARRIED

9.7 Smoky Lake Region MuniSight Ltd. Contract for January 1, 2020 to December 31, 2024

**MOTION: 807-19**

**MOVED** by Mayor Holowaychuk that the Town of Smoky Lake approve Smoky Lake County to execute a contract with MuniSight Ltd. on behalf of the Smoky Lake Region encompassing the municipalities of Smoky Lake County, Town of Smoky Lake, Village of Waskatenau, and the Village of Vilna, for the purpose of providing Geographic Information System (GIS) Software Products and Services for a Five-Year Term commencing January 1, 2020 and ending December 31, 2024, as per the MuniSight Ltd. quotes #191123 and #191124, dated November 13, 2019, in the total amounts of:

<u>Quote #191123 - Software</u>	
Year-2020	\$68,000.00
Year-2021	\$60,981.00
Year-2022	\$61,897.00
Year-2023	\$62,825.00
Year-2024	\$63,767.00

<u>Quote #191124 - Services</u>	
Year-2020	\$47,435.00
Year-2021	\$48,056.00
Year-2022	\$48,777.00
Year-2023	\$49,507.00
Year-2024	\$50,250.00

CARRIED

**10. HEALTH AND PROTECTIVE SERVICES**

10.1 Town of Smoky Lake Fire Chief's Report

**MOTION: 808-19**

**MOVED** by Deputy Mayor Whitelaw that the oral and written report for October 2019 given by Town of Smoky Lake Fire Chief, Juanita Cozicar be accepted for information.

Mayor Initials

CAO Initials





**OCTOBER 2019 FIRE CHIEF REPORT**

**Operational Data:**

- 1 - Fire Calls
- Motor Vehicle Collision
- 1 - Medical Assist
- Fire Alarm
- Calls total for September
- 63 - TOTAL for the year

**Training:**

- October 15 - Detailed Compartment Checks and Check Lists (4 members) \$150.00
- October 23 - Business Meeting Canceled
- October 19 - 24 - Federation of Fire Chaplains Conference (1 member)
- October 28 - Working with Jaws and Sirens (8 members) \$225.00
- October 30 - RFD Meeting Smoky Lake (2 members) \$175.00

Total Cost for Training for October \$112.00

TOTAL COST FOR THE MONTH \$547.00

**Costs:**

- October 12 - Burnline Fee (paid source) (4 Members) \$118.85
- October 24 - Lift Assist (5113-45 Sirens) (3 Members) \$72.75
- October 26 - ARCC Fire (Smoky Lake) (20 members) \$376.00

TOTAL Cost for Calls for October \$567.60

**Other:**

- October 3- Deprievment associated with the Annual Car Show, Pumpkin Drop, and Traffic Control after event (1 hour total)

**Equipment:**

- Units 425 and 423 had annual pump tests and inspections done

**Mail:**

- Burling to report at the time

**Upcoming:**

- November 11 - Remembrance Day
- November 13 - Regs or Practice (Annual ice hockey)
- November 25 - Regular Practice
- November 28 - Tire Drive with the Smoky Lake Country Club
- November 29 - Light up

CARRIED

**10.2 Town of Smoky Lake Bylaw 011-19 – Regional Emergency Management**

**MOTION: 809-19**

**MOVED** by Councillor Morton that the Town of Smoky Lake’s Bylaw 011-19, being a Regional Emergency Management Bylaw, be given second reading.

CARRIED

**MOTION: 810-19**

**MOVED** by Deputy Mayor Whitelaw that the Town of Smoky Lake’s Bylaw 011-19, being a Regional Emergency Management Bylaw, be given third and final reading.

CARRIED

**10.3 Core Competencies in the Fire Service**

**MOTION: 811-19**

**MOVED** by Councillor Kotylak that the Municipal World article in the October 2019 edition regarding “Core competencies in the fire service”, be forwarded to the Regional Fire Services Committee.

CARRIED

**11. RECREATION AND CULTURE**

**11.1 Smoky Lake Agricultural Society Complex and RV Park Update**

**MOTION: 812-19**

**MOVED** by Deputy Mayor Whitelaw that the oral report given by Councillor Morton regarding the Smoky Lake Agricultural Society Complex’s involvement with the Town’s Christmas Light-up and RV Park highway signage update, be accepted for information.

CARRIED

Mayor Initials



CAO Initials

**12. ECONOMIC DEVELOPMENT**

No items were discussed at the meeting.

**13. LANDS, PLANNING AND DEVELOPMENT**

**13.1 Eagle River Planning Services – Gateway Outline Plan**

**MOTION: 813-19**

**MOVED** by Councillor Kotylak that the Town of Smoky Lake approve the Smoky Lake Gateway Commercial Outline Plan drafted by Eagle River Planning Services, as presented.

CARRIED

**14. CORRESPONDENCE**

**14.1 File for information items:**

**MOTION: 814-19**

**MOVED** by Councillor Morton that the following items be filed for information:

- a) **Community Planning Association of Alberta 2020 Annual Conference**
- b) **Minister of Service Alberta re: Broadband Internet**
- c) **Smoky Lake County Regional Heritage Board re: Request to Approach Landowner of Ruthenia School**
- d) **Smoky Lake County re: North Saskatchewan Watershed Alliance Alberta**
- e) **T.L.C Dart Tournament in Warspite, AB.**
- f) **Smoky Lake Chamber of Commerce Meeting Date**
- g) **Smoky Lake District and Chamber of Commerce re: Christmas Light Up Donation Request**

CARRIED

**14.2 4J Mechanical re: Property Tax Concession Request**

**MOTION: 815-19**

**MOVED** by Mayor Holowaychuk that Administration research tax concession options, as per the Municipal Government Act (MGA), in regard to the email from Josh Jarema, owner of 4J Mechanical, dated October 11, 2019; and present the information at the next regular Council meeting.

CARRIED

Mayor Initials



CAO Initials



**15. EXECUTIVE SESSION (Closed Session)**

**MOTION: 816-19**

**MOVED** by Councillor Kotylak to go into Closed Session to discuss the following matter at 8:18 p.m.:

- Land issue – Town of Smoky Lake legal description

CARRIED

**MOTION: 817-19**

**MOVED** by Deputy Mayor Whitelaw to come out of Closed Session at 8:36 p.m.

CARRIED

**16. BUSINESS FROM EXECUTIVE SESSION (Out of Closed Session)**

No motions resulted from the Closed Session.

**17. ADJOURNMENT**


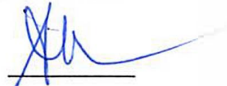
**MOTION: 818-19**

**MOVED** by Councillor Kotylak to adjourn the meeting at 8:37 p.m.

CARRIED

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

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

Mayor Initials   
\_\_\_\_\_  
CAO Initials   
\_\_\_\_\_