



TOWN OF SMOKY LAKE
Minutes of the Organizational Meeting
Held on Tuesday, October 26, 2021, at 5:00 p.m.
at the Town Council Chambers in Smoky Lake
and virtually at <https://www.gotomeet.me/SmokyLake>

Present:	Amy Cherniwchan	Mayor	Present
	Melody Morton	Deputy Mayor	Present
	Evelynne Kobes	Councillor	Present
	Terry Makowichuk	Councillor	Present
	Marianne Prockiw-Zarusky	Councillor	Present
	Adam Kozakiewicz	Chief Administrative Officer (CAO)	Present
	Crystal Letwin	Assistant CAO/Rec. Secretary	Virtually Present
	Billy McMullen	Public Works Foreman	Present

Delegations: Nil.

Observers in Attendance Upon Call to Order:

- 4 members of the public virtually attended the meeting.

1. CALL TO ORDER.

Adam Kozakiewicz, Chief Administrative Officer called the October 26, 2021, Organizational Meeting to order at 5:00 p.m.

Amy Cherniwchan was sworn in by D.J Elzinga, Constable, Smoky Lake RCMP Detachment and executed the official Oath of Office for Mayor of the Town of Smoky Lake for the term of Year 2021 – 2025, signed and dated October 26, 2021.

Evelynne Kobes, Terry Makowichuk, Melody Morton and Marianne Prockiw-Zarusky were sworn in by D.J Elzinga, Constable, Smoky Lake RCMP Detachment and executed the official Oath of Office for Councillor for the Town of Smoky Lake for the term of Year 2021 – 2025, signed and dated October 26, 2021.

Mayor Cherniwchan assumed the Chair of the meeting.

2. ADOPTION OF THE AGENDA.

MOTION: 694-2021

MOVED by Councillor Makowichuk that Town of Smoky Lake adopt the October 26, 2021, Organizational Meeting Agenda with the following deletions for the purpose of allowing more time to review each item and administration add to the next Regular Council Meeting:

- ✓ 7.4 Appointment of Engineering Firm.
- ✓ 7.5 Appointment of Auditor.
- ✓ 7.6 Appointment of Property Assessor.
- ✓ 7.7 Appointment of Solicitor.
- ✓ 7.8 Appointment of Subdivision Authority.
- ✓ 7.9 Appointment of Development Authority Officer.

CARRIED

3. ELECTION OF DEPUTY MAYOR.

3.1 Election of Deputy Mayor.

Mayor Cherniwchan invited nominations for the position of Deputy Mayor.

Councillor Prockiwi-Zarusky nominated Councillor Morton as Deputy Mayor for the Town of Smoky Lake.

Further nominations were invited from the floor for a second time.

Further nominations were invited from the floor for a third time.

No further nominations were received.

MOTION: 695-2021

MOVED by Councillor Makowichuk that Town of Smoky Lake cease nominations for Deputy Mayor.

CARRIED

Melody Morton was declared elected by acclamation by Councillor Prockiwi-Zarusky for the position of Deputy Mayor for the Town of Smoky Lake for the ensuing year and executed the Oath of Office for Deputy Mayor, signed, and dated October 26, 2021.

4. QUESTION PERIOD.

No questions were brought forward at the meeting.

5. POLICY/BYLAW REVIEW.

5.1 Review of Bylaw No. 004-18: Code of Conduct.

MOTION: 696-2021

MOVED by Deputy Mayor Morton that Town of Smoky Lake accept Bylaw No. 004-18: Code of Conduct; and request Administration to revise the following errors and present at a future council meeting:

- Section 2.7 – includes section 2.8 in error, and
- Section 2.9 to replace Manager of Legislative Services with Assistant CAO

2.7 “Councillor” is any member of Council duly elected pursuant to the Local Authorities Election Act, RSA 2000, Chapter L-21 and any amendments thereto; **2.8 “In-camera” means 'in private' meeting. It involves a confidential meeting, or a portion of a meeting, taking place with only Councillors, the Town Manager, or any other person invited by Council, present;**

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2.9 “Investigator” means the Chief Administrative Officer **and/or Manager of Legislative Services** for the Town of Smoky Lake, or any person designated by Council as an investigator;

CARRIED

5.2 Proposed Bylaw No. 013-2021: Procedural Bylaw.

MOTION: 697-2021

MOVED by Councillor Makowichuk that Town of Smoky Lake give FIRST READING of Bylaw No.013-2021 with the following revision:

- Remove the wording in 6.2 “of business (not including breaks) in the following sentence: Meetings of Council shall be adjourned not more than four (4) hours ~~of business (not including recess)~~ after the Call to Order unless a motion to continue receives unanimous consent of Council. Such a motion may extend the meeting.

CARRIED

5.3 Review of Policy A-14 – Honorariums, Per Diems and Expenses.

MOTION: 698-2021

MOVED by Councillor Makowichuk that Town of Smoky Lake defer Policy A-14 – Honorariums, Per Diems, and Expenses for the purpose of researching the gas mileage allowance rates for Year-2021; and present at the next Regular Council Meeting.

CARRIED

6. APPOINTMENT OF COUNCIL COMMITTEES, BOARDS, COMMISSIONS.

Mayor Cherniwchan called a recess at 6:54 p.m. and reconvened at 7:09 p.m.

6.1 Appointment of Council Committees, Boards, and Commissions.

MOTION: 699-2021

MOVED by Councillor Makowichuk that Town of Smoky Lake appoint the Council Representatives, Council Alternates and Members at Large to the following Committees, Boards and Commissions, as presented:

Alberta Bilingual Municipalities Association (ABMA)

- Mayor Cherniwchan
- Councillor Kobes (Alternate)

Alberta Healthy Communities Initiative (“Elevate Wellness” Regional Team)

- Councillor Prockiwi-Zarusky
- Mayor Cherniwchan (Alternate)

Alberta Hub

- Councillor Makowichuk
- Councillor Prockiwi-Zarusky (Alternate)

Alberta's Lakeland Tourism Marketing Association

- Councillor Kobes
- Councillor Prockiwi-Zarusky (Alternate)

Buffalo Lake Working Group

- Chief Administrative Officer

Community Futures

- Deputy Mayor Morton
- Councillor Kobes

Composite Assessment Review Board

- Mayor Cherniwchan
- Councillor Kobes
- Councillor Prockiwi-Zarusky

Doctor Recruitment and Retention Committee

- Mayor Cherniwchan
- Deputy Mayor Morton
- Councillor Prockiwi-Zarusky (Alternate)

Economic Developers Alberta (EDA)

- Councillor Prockiwi-Zarusky

Evergreen Waste Management Commission***

- Councillor Makowichuk
- Councillor Kobes (Alternate)

Family and Community Support Services (FCSS)

- Councillor Prockiw-Zarusky
- Deputy Mayor Morton (Alternate)

Gas Federation

- All council

GO EAST Tourism

- Deputy Mayor Morton
- Councillor Prockiw-Zarusky (Alternate)

Highway 28/63 Water Service Commission * (2 Seats)**

- Councillor Makowichuk
- Councillor Kobes
- Councillor Prockiw-Zarusky (Alternate)

Intermunicipal Collaboration Committee (ICC) ***

- Mayor Cherniwchan
- Councillor Kobes
- Deputy Mayor Morton (Alternate)

Intermunicipal Development Plan (IDP) Committee

- Deputy Mayor Morton
- Mayor Cherniwchan (Alternate)

Joint Municipalities

- All council

Joint Use and Planning Agreements (School Site)

- Deputy Mayor Morton
- Councillor Prockiw-Zarusky
- Councillor Kobes (Alternate)

Local Assessment Review Board

- Mayor Cherniwchan
- Councillor Kobes
- Councillor Prockiw-Zarusky

Municipal Planning Commission

- Deputy Mayor Morton
- Councillor Makowichuk
- Public Member at Large, Maurice Lalonde (Alternate)

North-East Muni-Corr Corporation

- Councillor Makowichuk
- Councillor Kobes (Alternate)

Northern Lights Regional Library

- Mayor Cherniwchan
- Deputy Mayor Morton (Alternate)

North Saskatchewan Watershed Alliance

- Kyle Schole, Town Planner
- Mayor Cherniwchan (Alternate)

Regional Community Development Committee (RCDC) ***

- Councillor Kobes
- Councillor Prockiw-Zarusky
- Councillor Makowichuk (Alternate)

Regional Emergency Advisory

- Mayor Cherniwchan
- Deputy Mayor Morton (Alternate)

Regional Fire Services

- Councillor Kobes
- Councillor Makowichuk
- Mayor Cherniwchan (Alternate)

Smoky Lake Agricultural Society ***

- Deputy Mayor Morton
- Mayor Cherniwchan (Alternate)

Smoky Lake Foundation * (1 Seat)**

- Councillor Makowichuk
- Councillor Prockiw-Zarusky (Alternate)

Smoky Lake Community Daycare Co-op

- Deputy Mayor Morton
- Councillor Prockiw-Zarusky (Alternate)

Smoky Lake Mineral Rights Development Company

- All council

Smoky Lake Municipal Library Board

- Deputy Mayor Morton

Smoky Lake Regional Heritage Board

- Councilor Prockiw-Zarusky

Subdivision and Development Appeal Board

- Mayor Cherniwchan
- Councillor Kobes
- Councillor Prockiw-Zarusky (Alternate)

Ukrainian Twinning Working Group (soon to become a committee)

- Deputy Mayor Morton
- Councillor Prockiwi-Zarusky

Voluntary Community Committees

Algonquin Shooting Club

- Councillor Kobes

Flower Power

- All council

Smoky Lake Curling Club

- Deputy Mayor Morton
- Mayor Cherniwchan (Alternate)

Smoky Lake & District Chamber of Commerce

- Councillor Kobes

Smoky Lake Pumpkin Growers Association

- Councillor Prockiwi-Zarusky
- Deputy Mayor Morton (Alternate)

Smoky Lake Riding Club

- Councillor Makowichuk

Smoky Lake Rural Crime Watch

- Mayor Cherniwchan

Smoky Lake Senior Citizen Club

- Councillor Kobes
- Councillor Makowichuk

Smoky Lake Golf Club

- Mayor Cherniwchan

Smoky Lake Trail Twisters

- Deputy Mayor Morton
- Councillor Makowichuk

CARRIED

7. APPOINTMENTS.

7.1 Establishment of Council Meeting Dates and Times.

MOTION: 700-2021

MOVED by Councillor Makowichuk that Town of Smoky Lake schedule Regular Town Council Meetings on the first and third Tuesdays of each month in the Town Council Chambers in Smoky Lake and virtually via gotomeeting, with the exception: no council meeting will be scheduled for January 4, 2022; and schedule the next Organizational Meeting on October 25, 2022.

CARRIED

7.2 Appointment of Financial Institution.

MOTION: 701-2021

MOVED by Councillor Makowichuk that Town of Smoky Lake continue to designate the Alberta Treasury Branch (ATB) Financial in Smoky Lake to be the financial institution for the Town of Smoky Lake.

CARRIED

7.3 Appointment of Signing Authorities.

MOTION: 702-2021

MOVED by Councillor Makowichuk that Town of Smoky Lake appoint Amy Cherniwchan, Mayor; Melody Morton, Deputy Mayor; Adam Kozakiewicz, Chief Administrative Officer; and Crystal Letwin, Assistant Chief Administrative Officer to have signing authority on behalf of the Town of Smoky Lake, effective October 26, 2021; and remove Hank Holowaychuk (former Mayor) and Terry Makowichuk (former Deputy Mayor) as a signing authority, effective October 26, 2021.

CARRIED

7.4 Appointment of Engineering Firm.

Deferred to the November 2, 2021, Regular Council Meeting.

7.5 Appointment of Auditor.

Deferred to the November 2, 2021, Regular Council Meeting.

7.6 Appointment of Property Assessor.

Deferred to the November 2, 2021, Regular Council Meeting.

7.7 Appointment of Solicitor.

Deferred to the November 2, 2021, Regular Council Meeting.

7.8 Appointment of Subdivision Authority.

Deferred to the November 2, 2021, Regular Council Meeting.

7.9 Appointment of Development Authority Officer.

Deferred to the November 2, 2021, Regular Council Meeting.

8. UPCOMING CONFERENCES/TRAINING/TOWN HALL.

8.1 2021 Council Orientation Joint Municipal Training for Newly Elected Officials virtually held on November 4, 2021.

MOTION: 703-2021

MOVED by Deputy Mayor Morton that Town of Smoky Lake accept the 2021 Council Orientation Joint Municipal Training for Newly Elected Officials presented by Brownlee LLP virtually held on November 4, 2021, as a council approved event.

CARRIED

8.2 2021 Alberta Urban Municipalities Association (AUMA) Convention held on November 15 – 19, 2021 in Edmonton, AB.

MOTION: 704-2021

MOVED by Councillor Makowichuk that Town of Smoky Lake accept the 2021 Alberta Urban Municipalities Association (AUMA) Convention held on November 15 – 19, 2021 in Edmonton, AB., as a council approved event.

CARRIED

8.3 2021 Rural Municipalities of Alberta (RMA) Convention held on November 22 – 26, 2021 in Edmonton, AB.

MOTION: 705-2021

MOVED by Deputy Mayor Morton that Town of Smoky Lake accept the 2021 Rural Municipalities of Alberta (RMA) Convention held on November 22 – 26, 2021 in Edmonton, AB., as a council approved event up to two (2) council members.

CARRIED

8.4 CANCELLED – 2021 Federation of Alberta Gas Co-ops Ltd. Convention.

MOTION: 706-2021

MOVED by Councillor Makowichuk that Town of Smoky Lake accepts the cancellation of the 2021 Federation of Alberta Gas Co-ops Ltd. Convention, for information.

CARRIED

8.5 Municipal Elected Officials Course.

MOTION: 707-2021

MOVED by Mayor Cherniwchan that Town of Smoky Lake schedule the Municipal Elected Officials (MEO) course on Thursday, January 27, 2022 at 5:00 p.m. and will be facilitated in-person at the Town Council Chambers in Smoky Lake; and approve the said course as a Council approved event.

CARRIED

8.6 Town Hall Meeting.

MOTION: 708-2021

MOVED by Deputy Mayor Morton that Town of Smoky Lake defer the scheduling of the Annual Town Hall Meeting to the January 18, 2022, Regular Council Meeting.

CARRIED

9. CLOSED SESSION.

Nil.

10. LAST MINUTE ADDITIONS (New and Old Business).

Nil.

11. ADJOURNMENT.

MOTION: 709-2021

MOVED by Mayor Cherniwchan to adjourn the Regular Council meeting at 8:24 p.m.

CARRIED

Original signed.

Amy Cherniwchan
Mayor

Original signed.

Adam Kozakiewicz
Chief Administrative Officer