

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL DISTRICT OF SMOKY RIVER NO. 130, HELD IN THE MUNICIPAL OFFICE, FALHER, ALBERTA, WEDNESDAY, FEBRUARY 14TH, 2018

PRESENT:

Reeve: Robert Brochu
Councillors: Donald Dumont
Donald Gosselin
Raoul Johnson
André Trudeau
Luc Levesque
Chief Administrative Officer: Rita Therriault
Recording Secretary: Karine Picard
Smoky River Express Reporter: Mac Olsen

CALL TO ORDER

Deputy Reeve Dumont called the meeting to order at 10:06 a.m.

Deputy Reeve Dumont reminded Council to turn off their cell phones, or to put them on silent.

CONSIDERATION OF AGENDA

180201

MOVED by Councillor Johnson that the agenda be approved as amended.

- Minutes of the Last Committee of the Whole Meeting – February 13th, 2018
- Bylaw No. 18-898 – Revising the Rates, Fees and Disbursements Bylaw
- Pole Replacements
 - D62640
 - D62644
 - D62812
 - D62638
- Removal/Salvage Poles – SE 13-79-20-W5M
- Addition Correspondence
 - Natural Resources Conservation Board – Application #FA17005

CARRIED

MINUTES OF THE LAST REGULAR MEETING

180202

MOVED by Councillor Trudeau that the minutes of the regular meeting held January 10th, 2018 be approved as presented.

CARRIED


MINUTES OF THE LAST COMMITTEE OF THE WHOLE MEETING

180203

MOVED by Councillor Gosselin that the minutes of the Committee of the Whole meeting held February 13th, 2018 be approved as presented.

CARRIED

Reeve
Initials: 

CAO
Initials: 

COMMITTEE OF THE WHOLE

180204

MOVED by Councillor Johnson that the Federal Gas Tax Fund be utilized for Phase II of Project #56 – Bechard Drainage and BF78724 on Range Road 225 south of Township Road 800, at a cost of \$250,000.

CARRIED

180205

MOVED by Councillor Gosselin that the 2018 MSI Operating funds be distributed as followed ;

- Economic Development \$72,612
- Ski Hill \$27,902
- Libraries \$12,140
- FOR A TOTAL \$112,654**

CARRIED

180206

MOVED by Councillor Trudeau that the following MSI applications be amended in order to finish the 2017 fiscal year;

- CAP 2144 – MSI#47 Fire Hall \$28,838
- CAP 6930 – MSI#46 – Reconstruction Twp 794 \$ 9,124
- CAP 7806 – MSI#49 – RR 232 Rehabilitation \$42,257
- CAP 9649 – MSI#56 – RR225 Culvert Replacement \$189,443
- CAP 6924 – MSI#43 – Bridge Culvert Construction Twp 741A \$74,898
- CAP 7744 – MSI#3 – RR 203 \$ 82,636
- CAP 9190 – MSI#55 – RR 211 Upgrade \$ 68,199
- FOR A TOTAL OF : \$495,395**

CARRIED

180207

MOVED by Councillor Dumont that the following MSI applications be amended in order to complete MSI projects not yet completed;

- CAP 7745 – Calcium in Hamlets \$ 9,000
- CAP 2144 – MSI#47 – Fire Hall \$ 25,000
- CAP 6930 – MSI49 – Reconstruction Twp 794 \$5,000
- CAP 7806 – MSI#49 – RR 232 Rehabilitation \$10,000
- FOR A TOTAL OF : \$49,000**

CARRIED

180208

MOVED by Member Levesque that the following projects be applied for MSI funding;

- Project # 10 – Road Gravelling \$200,000
- BMTG \$757,318
- Twp Rd 742 Between 194 & 195 \$100,000
- FOR A TOTAL OF \$ 1,057,318**

CARRIED
 Reeve
Initials: 

 CAO
Initials: 

COMMITTEE OF THE WHOLE – con't

180209

MOVED by Councillor Dumont that the Range Road 225 reconstruction project be added to the list as a future reconstruction project.

CARRIED

180210

MOVED by Councillor Levesque that the following policies and forms be approved as presented and reviewed by the Committee of the Whole;

- **Policy No.101 – Purpose** as revised,
- **Policy No.102 – Definitions** as revised,
- **Policy No.103 – Safety and Working Conditions** be repealed
- **Policy No.103 – Health, Safety and Risk Policy** as presented,
- **Policy No.104 – Accident and Injury Reporting Procedure** as amended,
- **Policy No. 105 – Communications** as revised,
- **Policy No.106 – Expenditure Control** as amended,
- **Form 1-A Memorandum of Agreement** as amended,
- **Policy No.107 – Meetings and Notice of Meetings** as amended,
- **Policy No.201 – Hours of Work-Administration** as revised,
- **Policy No. 202 – Hours of Work-Operations** as amended.

See attached to these minutes for policy changes.

CARRIEDMINUTES OF VARIOUS COMMITTEES AND ORGANIZATIONS

The following minutes and reports were circulated as information to Council:

- ABMA
 - Notes – February 1 & 5, 2018
- Emergency Management Committee
 - Minutes – February 5, 2018
- Water North Coalition
 - Minutes – January 25, 2018
- Smoky River Regional Physician Recruitment & Retention Committee
 - Minutes – December 4, 2017
- Peace Regional Victim Services
 - Minutes – January 9, 2018
- Smoky River Regional Economic Development Board
 - Minutes – January 30, 2018
 - EDOs Monthly Report for December 2017 & January 2018
- Northern Alberta Elected Leaders
 - Response from Minister Of Municipal Affairs
 - Minutes – August 15, 2017
- Jean Cote Cultural & Community Development Society
 - Minutes – January 17, 2018
- High Prairie School Division No. 48
 - Minutes – January 17, 2018
- Societe Historique et Genealogique de Smoky River
 - Minutes – January 16, 2018
 - Minutes – December 6, 2017
- Smoky River Regional Emergency Services Agency
 - Minutes – January 9, 2018
- Smoky River Adult Learning
 - Minutes – January 8, 2018

 Reeve
 Initials: 

 CAO
 Initials: 

MINUTES OF VARIOUS COMMITTEES AND ORGANIZATIONS –
con't

- Heart River Housing
 - Minutes – December 14, 2017
- Smoky River Community Transportation Committee
 - Minutes – September 12, 2017

MONTHLY AND BUDGET REPORTS

180211

MOVED by Councillor Johnson that the monthly and budget reports for the month of January 2018 be approved as presented.

CARRIED

Reeve Brochu entered the meeting at 10:24 a.m.

SMOKY RIVER REGIONAL GOLF COURSE – COMMUNITY MEMBERSHIP PROGRAM

180212

MOVED by Councillor Gosselin to approve implementing \$5,000 towards the community membership program for M.D. residents, employees and the fire department volunteers to the Smoky River Regional Golf Course.

CARRIED

Deputy Reeve Dumont turn control of the meeting to Reeve Brochu

SUBDIVISION – NW 21-74-21-W5M

180213

MOVED by Councillor Johnson to approve the proposed subdivision in the NW 21-74-21-W5M for a farmstead separation development for Germain & Louise Bastien subject to the following conditions:

- All outstanding property taxes be paid in full;
- A Developer's Agreement be entered into with the Municipal District of Smoky River No. 130;
- A dedicated right of way of 5.03m in width along the roadway frontage of Township Road 744;
- A caveat be placed on the subdivided parcel indicating that the subdivision was approved subject to section 643 (6) of the MGA "If a non-conforming building is damaged or destroyed to the extent of more than 75% of the value of the building above its foundation, the building may not be repaired or rebuilt except in accordance with the land use bylaw".

CARRIED2018 FARM SAFETY CENTRE PAYMENT

180214

MOVED by Councillor Dumont to approve funding to the Farm Safety Centre in the amount of \$1,025.50.

CARRIEDReeve
Initials: CAO
Initials: 

2018 TENDER FOR ASB PICKUP

180215

MOVED by Councillor Gosselin to approve the tender for distribution to the Ford, GM and Dodge truck dealers in High Prairie, Peace River and Grande Prairie.

CARRIED2018 MOWING EQUIPMENT PURCHASE

180216

MOVED by Councillor Johnson to accept the offer from Martin Deerline for the full trade in of the mowers and sidearms for new Degleman REV1500s and SA1820s at a cost of \$82,916.80.

CARRIEDV.S.I. REQUISITION PAYMENT

180217

MOVED by Reeve Brochu to pay the \$24,500 requisition for the contract of Veterinary Service Incorporated (VSI) and decrease the budget to \$24,500.

CARRIEDRELOCATE/CHANGE OUT POLES – VARIOUS LOCATIONS

180218

MOVED by Councillor Levesque to grant approval to ATCO Electric for the relocation and changing out of poles in various locations in the municipality subject to the following conditions:

- D62639 – M99: Relocate asset 469577 (slack span pole) 10m east of its current location.
- D62639 – M260: Approve as submitted.
- D62639 – M245: Relocate asset 476699 (slack span poles) 6m east of its current location.
- D62639 – M280: Relocate asset 477145 (inline pole) 10m north of its current location.
- D62639 – M26: Relocate planned asset 478077 (inline pole) 15m west of its current location. Add slack span pole 15m to the south side of the intersection. New poles 14 & 17 cannot be directly across from each other (at south end) with both being 0.6m on the right of way. Could possibly tie in to pole 478068.
- D62639 – M13: Requesting that this project be done later in June once the road ditches are dry.
- D62639 – M33: Relocate pole 478160 15m east to get it out of the intersection. Install new pole #1 - 15m west of the intersection. Install if necessary slack span pole 15m south of intersection.

CARRIEDAUDITOR FOR 2018 – APPOINTMENT OF

180219

MOVED by Councillor Trudeau to appoint Sylvain & Company CPA as auditor for the Municipal District of Smoky River No. 130 for the 2018 fiscal year.

CARRIEDReeve
Initials: CAO
Initials: 

FIRE GUARDIANS – APPOINTMENT OF

180220

MOVED by Councillor Dumont to appoint the Regional Fire Chief Marcel Maure along with the Fire Captain Kevin Rey and the Development Officer, Dave Gervais as Fire Guardians for the 2018 fire season starting March 1st, 2018.

CARRIEDA/R INVOICE #36650 - CANCELLATION

180221

MOVED by Councillor Johnson to cancel invoice #36650 in the amount of \$483.83.

CARRIEDA/R INVOICE #37487 - CANCELLATION

Council consensus is not to cancel invoice #37487 in the amount of \$184.58 at this time.

A/R CUSTOMER #2085 – CANCELLATION OF PENALTIES

180222

MOVED by Councillor Trudeau to cancel the penalties for customer #2085 in the amount of \$323.61.

CARRIEDPURCHASE OF TRASH COMPACTOR

180223

MOVED by Councillor Trudeau to authorize the purchase the 572 Bomag Trash Compactor from the Whitecourt Regional Waste Authority for a price of \$100,000.

CARRIED

Consensus was to look into the purchase of a trailer to transport the Trash Compactor with the remaining funds in reserves.

RE-NAME ALDER RIDGE ROAD TO OLD HIGH PRAIRIE ROAD

180224

MOVED by Councillor Johnson to approve renaming the "Alder Ridge Road" within its' boundaries to "Old High Prairie Road", connecting to "Alder Ridge Road". Two new signs be placed for this purpose.

CARRIEDSKI HILL MANAGER'S REPORT

The Ski Hill Manager, Clem Bourgeois presented his report to Council with an overview of the following items:

- Opening Date of Tube Park – Opened January 27th
- Skier Visit – up to date
- Season Passes – sold this season
- Staff Update – Will be fully staffed
- Snowmaking/pumps/mower
 - Completed for this year as the river pump has failed and needs to be replaced
 - Would have saved on snowmaking if we would have been able to mow the hill

Reeve
Initials: CAO
Initials: 

SKI HILL MANAGER'S REPORT – con't

- Possibly have a Ventrac mower be demonstrated at the hill this summer
- Runs that are Open – All the runs will be open soon
- New Instructor Jackets – Need new jackets as the ones we currently have are 18 years old
- Kids Zone – possibility of having culverts to create safe tunnels. Cement culverts would be best
- Plant trees along the side of the tube hill
- Looking at different options for the bottom of the tube hill in order to cut back on lots of snowmaking
- Break and Enter – January 29th – more damages than goods stolen

180225

MOVED by Councillor Johnson that the Ski Hill Manager's Report be approved as presented.

CARRIED2016 FINANCIAL INDICATOR GRAPHS

The 2016 Financial Indicator Graphs made available by the Financial Advisory Services of the Local Government Services Division of Alberta Municipal Affairs was presented to Council.

180226

MOVED by Councillor Levesque to approve the 2016 Financial graph as presented.

CARRIEDLUNCH

180227

MOVED by Reeve Brochu that Council recess the meeting for lunch at 11:54 a.m. and reconvened at 12:56 p.m.

CARRIEDBYLAW NO. 18-898 – Rates, Fees & Disbursement Bylaw

A Bylaw of the Municipal District of Smoky River No. 130, in the province of Alberta for the purpose of revising the Rates, Fees and Disbursements Bylaw, and rescind Bylaw No. 17-897. See attached.

180228

MOVED by Councillor Gosselin that Bylaw 18-898 Rates, Fees and Disbursements Bylaw, be given First Reading.

CARRIED

180229

MOVED by Councillor Levesque that Bylaw 18-898 be given Second Reading.

CARRIED

180230

MOVED by Councillor Johnson that Bylaw No. 18-898 proceed to Third and Final Reading at this time.

CARRIED UNANIMOUSLY

180231

MOVED by Councillor Trudeau that Bylaw 18-898 receive Third Reading and be Finally Passed.

CARRIEDReeve
Initials: CAO
Initials: 

POLE REPLACEMENTS – VARIOUS LOCATIONS

180232

MOVED by Councillor Johnson to grant approval to ATCO Electric for the replacement of poles in the Kathleen Rural area for project #D62640.

CARRIED

180233

MOVED by Councillor Gosselin to grant approval to ATCO Electric for the replacement of 7 poles for project #D62644.

CARRIED

180234

MOVED by Councillor Levesque to grant approval to ATCO Electric for the replacement of 23 poles for project #D62812.

CARRIED

180235

MOVED by Councillor Gosselin to grant approval to ATCO Electric for the replacement of 19 poles for project #D62638.

CARRIEDREMOVAL/SALVAGE POLES – SE 13-79-20-W5M

180236

MOVED by Councillor Dumont to grant approval to ATCO Electric for the removal/salvage of poles and structures in SE 13-79-20-W5M for Luc Labrecque.

CARRIEDDELEGATION – SMOKY RIVER ECONOMIC DEVELOPMENT
(1:15 P.M.)

Diane Chiasson, Economic Development Officer for the Smoky River Economic Development and Steve Eppley with ITAdvantage, broadband consultant for Big Lakes County, met with Council to discuss the following topics:

- What is Broadband?
- Community Investment
- Fibre as Utility Infrastructure
- Broadband discovery solution
- Possible funding
- Olds providing their community with High Speed Internet
- Possibility of applying for grant funding to get our own Broadband service
- Economic Development Officer, Diane Chiasson will come back to Council in March to discuss the next step, as well as possible costs associated with the project
- Olds would be a good contact for information on the steps that were taken to provide the service

FARM CREDIT CANADA AGRISPIRIT FUND

Council advised to look into the possibility of applying for the FCC Agrispirit Fund through the SERTS Society or the Fire Department for the purchase of an UTV/hovercraft.

Reeve
Initials: CAO
Initials: 

SMOKY RIVER REGIONAL EMERGENCY RESPONSE PLAN

180237

MOVED by Councillor Dumont to approve the complete Smoky River Regional Emergency Response Plan as presented.

CARRIEDDIRECTOR OF PROTECTIVE SERVICES' REPORT

Director of Protective Services, Marcel Maure presented his report to Council with an overview of the following items:

- Emergency Response for the month of January - 16 in total
- Non-Emergency Fire and Protective Services for the Month of January – 2 in total
- ATV & Hover Craft for Rescue Operations – Funding/Grants
- FCC Agrispirit Fund Grant – Request For Decision
- Purchase Infrared Sauna
- Attended each municipality's council meeting in January
- Participated in Sports Day with Students at School
- Hosted a Smoky River Running Club for a Training Event
- Municipal Emergency Response Plan
- Recruitment and Retention – currently at 37 Volunteers
- Training – updates

180238

MOVED by Councillor Johnson that the Director of Protective Services' Report be approved as presented.

CARRIEDDIRECTOR OF AGRICULTURAL SERVICES' REPORT

In his absence, the Director of Agricultural Services, Normand Boulet's report was presented to Council with an overview of the following items:


- Agronomy Update in Red Deer January 9th and 10th
- Cereals Symposium – Red Deer January 11th
- Provincial ASB Conference
- Clubroot Meetings Around the Peace
- GE Alfalfa Designation Bylaw – Minister denied request
- V.S.I. Agreements Update
- Mower Replacements – Request for decision
- Farm Safety Centre – Request for decision
- Finalized 2017 V.S.I. Costs – Request for decision
- Tender on a Pickup – Request for decision
- Falher Seed Plant – 8 positive DNA test for Fg.
- Correspondence
- Upcoming Meetings

180239

MOVED by Councillor Trudeau that the Director of Agricultural Services' Report be approved as presented.

CARRIEDCOUNCILLOR CONCERNS

- Councillor Dumont – Concerns regarding public perception of the fire department

Reeve
InitialsCAO
Initials

DIRECTOR OF OPERATIONS' REPORT

Director of Operations, Kevin Cymbaluk presented his report to Council with an overview of the following items:

- Trash Compactor – Request for decision
- Alder Ridge Road/Old High Prairie Road – Request for decision
- Triangle Water System Extension – Big Lakes County
- Scissor neck decks for the Trash Compactor
- Little Smoky Ski Hill Water License Update
- Brushing currently being done
- Old High Prairie Bridge Assessment – First meeting was on February 2nd, 2018
- Clean Water Wastewater Fund Lift Station Projects – Tenders Issued
- National Disaster Mitigation Program Water Management Project – Request for Proposals posted on the Alberta Purchasing connection
- MRF presentation February 15th, 2018
- Carillion going through bankruptcy
- Gravel Program for 2018
- Capital Public Works Construction Projects – Updates
- Annual Water and Landfill Report
- Staff Updates - Journeyman Mechanic
- Repeater Tower for 2 Way VHF Radios
- Graders are working full days to manage the snow drifts

180240

MOVED by Councillor Gosselin that the Director of Operations' report be approved as presented.

CARRIEDIN CAMERA

180241

MOVED by Councillor Johnson that Council move to closed session to discuss employment and legal issues as per section 17 and section 27 of the *Freedom of Information and Protection of Privacy Act* at 3:14 p.m.

CARRIED

Chief Administrative Officer, Rita Therriault, was present as support staff to Council.

Recording Secretary, Karine Picard, was present as support to Council.

Director of Operations, Kevin Cymbaluk, was present to discuss employment issues.

Director of Operations, Kevin Cymbaluk left the meeting at 3:22 p.m.

OUT OF CAMERA

180242

MOVED by Councillor Johnson that Council return to open meeting at 3:44 p.m.

CARRIEDReeve
Initials: CAO
Initials: 

EMPLOYEE WAGE INCREASE

180243

MOVED by Councillor Johnson that Employee No. 224 be awarded a 5% increase starting January 1st, 2018.

CARRIEDHYBRID CONTRACT

180244

MOVED by Councillor Dumont that the MD sends a letter to the Minister of Municipal Affairs regarding the concerns surrounding the proposed Hybrid contracts for Designated Industrial Property.

CARRIED

180245

MOVED by Councillor Levesque that the contract with the Province of Alberta for the Assessment of Hybrid Designated Industrial Property be signed.

CARRIEDCHIEF ADMINISTRATIVE OFFICER'S REPORT

Chief Administrative Officer Rita Therriault presented her report to Council, addressing the following matters:

- Committee of the Whole – Grant/Policy Meeting – February 13th
- AAMDC Zone Meeting
- Asset Management Webinar for Council – February 15th
- Financial Audit for 2017
- AAMDC Spring Convention 2018 – March 19th to 21st
- 2018 Transportation Request
- 2018 FCM – May 31st to June 3rd
- Growing the North Conference – February 21st to 22nd
- Law Seminars – February 23rd
- Economic Development for Elected Officials – February 23rd
- Insurance Quotes
- Smoky River Regional Committee – March 13th
- Smoky River Economic Development - update
- Municipal Accreditation into the Building Discipline - update
- Municipal Asset Management Program (MAMP) - update
- Seeding Cleaning Plant – Administration Support
- Alberta Community Partnership Program Grant – ICFs & IDPs - update
- ATCO Electric invoice update
- Little Smoky Recreation Area – Joint Partnership update
- Little Smoky Recreation Area – Partners visit of the Hill
- Land Ownership Map Books – propose sale
- Dugout Water Quality Sampling - update
- Council Reminder for Meetings/Events/etc. – Outlook calendar on phone
- Municipal Jackets – samples presented
- Safety Audit – final report
- Internship – review applicants
- MLA Visit – March 2nd and April 13th in Falher Constituency office
- Assessment of Designated Industrial Property - concerns
- Wage Review – In-Camera
- Vacation Time – In-Camera
- Correspondence

 Reeve
 Initials: 

 CAO
 Initials: 

CHIEF ADMINISTRATIVE OFFICER'S REPORT – con't

- Invitations
- Incident Investigation & Near Misses Report
- On Call Evenings and Weekends
- CAO Meetings other than Council's
- CAO Holidays
- MLA Office – endorsement for French provincial board committee

180246

MOVED by Councillor Levesque that the Chief Administrative Officer's Report be approved as presented.

CARRIEDCORRESPONDENCE

The following correspondence was brought to Council for their consideration:

A) Alberta Association of Municipal Districts & Counties

- Letter to Minister of Municipal Affairs from the President Al Kemmere
- Correspondence from Tom Burton
 - Peace Country Mayors Urge Prime Minister to Intervene in Provincial Trade Dispute
 - Ottawa to Scrap National Energy Board, Overhaul Environment Assessment Process for Major Projects
 - Hang Up, Heads Up!
 - Edmonton is Hosting the Inaugural Cities and Climate Change Science Conference March 5-7
 - We're Complete Laggards: Alberta Recycling Council Criticized Government for Lack of Action
 - Fisheries Act Changes Welcomed by Scientists, While Industry Groups say they'll Wait and See
 - Alberta's Natural Ecosystems Shrinking Faster than Amazon Rainforest: Report
 - Alberta Aims to Repeat Historic Prices at New Renewable Power Auctions & GOA News: Indigenous Partnerships Power Renewable Energy
 - Tesla, Australia to Turn 50,000 Homes into Power Generators
 - Opinion: Vegreville, and Alberta, Suffer from Ottawa's Indifference
 - Alberta Ramps Up Fight Against Pine Beetle
 - Provincial Decision Will Likely Result in County Losing \$2.2 Millions in Taxes
 - Social Engineering SNS Flags
 - We Become Energy Hunters: Bitcoin Miner's Search for Cheap Electricity Lands Him in Drumheller & Why Canada is Poised to Become a Prime Destination for Bitcoin Mining
 - Agriculture Efficiency Programs Expanded
 - New Website Provides Ecological Information to Companies, Municipalities
 - Alberta Recycling Industry Adapts to China's New Policy on Importing Recycle Waste
 - Wireless Emergency Alerts Coming to Alberta April 6
 - Forget about Oil. Alberta is Poised to Become the Province of Marijuana

 Reeve
 Initials:



 CAO
 Initials:



CORRESPONDENCE – con't

- B.C. Creates More Uncertainty for Trans Mountain with Bitumen Restriction & Notley Slams B.C. Proposal to Restrict Shipments of Diluted Bitumen as Unconstitutional
- Alberta Transportation Live Snow Plow Map
- Buying Canadian Could Save Eastern Refineries Millions, Says CERI Study
- Canada Ranked Second-Best Country in the World
- Canada, TPP Members Agree to Revised Deal Without the U.S. & How the TPP Deal Injects a New Dynamic at NAFTA Talks
- Labour Minister Vows to Have Alberta Farm Safety Regulations in Place by Next Election
- Fallout from Klein Government Mismanagement Two Decades Ago Drifts in on the Winds of the Carillon Collapse
- Saskatchewan Drops Ban on Alberta License Plates at Job Sites & Saskatchewan Declares 'Victory' as it Raises White Flag Over License-Plate War with Alberta
- City of Burnaby's Opposition to Kinder Morgan Pipeline Route Highlighted in Video & B.C. Cities, Residents to Argue Against Trans Mountain Pipeline Route at Hearings
- Insurers: Canadian Weather Getting Wetter, Hotter and Weirder
- Alberta Health Scraps Plans to Create Rural Hospital Model
- Alberta to Hold Public Sessions to Gather Information for '60s Scoop Apology
- Alberta Power Prices Expected to Double in 2018
- Improving Alberta's Water and Wastewater Services
- Company's Collapse Leaves Alberta Highway Contracts in Question
- Nobleford Mayor Shares Secret to Alberta Community's Rapid Growth
- Ottawa Explains How Carbon Tax Revenues Would be Used & Proposed Carbon Pricing Plan 'Not a Cash Grab'
- Ottawa Spends \$108M on High-Speed Internet in Rural Areas Even as \$750M Fund Remains Dormant
- Farmers to Address Supreme Court in Fight Against Abandoned Wells
- Junior Energy Company Investing \$90 million to Rebuild Idle Alberta Oil Refinery
- \$120-million Investment to Expand the Network of Electric Vehicle Charging and Alternative Refuelling Stations Across the Nation
- Predator Compensation Program for Ranchers helps Conservation Efforts: Study
- New Research Helps Fight Mountain Pine Beetle
- Trees on Border of Jasper Park Being Burned to Combat Mountain Pine Beetle
- Contact Newsletter – February 8th, February 2nd, January 24th, January 18th, January 11th
- Member Bulletin: Last Chance to Apply for AAMDC Charitable Gaming Model Committee!
- Member Bulletin: District-Endorsed Resolutions Update – District 2 Resolutions

Reeve
Initials: 

CAO
Initials: 

CORRESPONDENCE – con't

- Member Bulletin: Register for the EOEP's Upcoming Courses
- Member Bulletin: Save the Date – Asset Management Workshops for Elected Officials!
- Member Bulletin: FCM Toolkit for First Nations-Municipal Community Economic Development Partnerships
- Member Bulletin: Survey: The Role of Land Use Tools as Part of Long-Term Strategy for Local Development
- Member Bulletin: Lessons for Germany on a Renewable Energy Economy: An Opportunity to Speak with Professor Dr. Manfred Fishedick
- Member Bulletin: Apply for the 2018 Minister's Awards for Municipal Excellence
- Member Bulletin: New AAMDC Report on the Economic Impact of Rural Alberta
- Member Bulletin: District-Endorsed Resolutions Update – District 1 and Individual Resolution
- Member Bulletin: AAMDC Assigns Statuses to Two Fall 2017 Resolutions
- Member Bulletin: Apply to Implement a Rural Regional Alternate Transportation for Seniors Project in your Municipality!
- Member Bulletin: Truth and Reconciliation Commission (TRC) Calls to Action for Municipal Governments
- Member Bulletin: Government of Alberta Seeking Rural Municipal Input on Broadband
- Member Bulletin: FCM Seeking Cost Estimates for Railway Grade Crossing Upgrades
- Member Bulletin: District-Endorsed Resolutions Update – Districts 3 and 5
- Member Bulletin: Alberta Community Partnership – Local Land Use Planning Grants Available
- Member Bulletin: Application Deadline for Charitable Gaming Model Committee Extended
- Member Bulletin: Infrastructure and Asset Management Alberta (IAMA) Workshop on February 7th – Mark your Calendar!
- Member Bulletin: AAMDC Survey on Unpaid Property Taxes
- Member Bulletin: Alberta Community Justice Awards – Nominate Albertans Who Make Our Communities Safer!

B) Alberta Municipal Affairs

- 17th Annual Minister's Awards for Municipal Excellence
- Capital Project (CAP-2144) Amendment – Approved

C) Alberta Agriculture and Forestry

- Bylaw No. 17-891 (Prohibited Noxious Weeds) - Denied

D) Arnold Viersen, MP Peace River - Westlock

- Seeks Feedback on Rural Crime Issues

E) Alberta Ombudsman

- Jurisdiction Expansion

F) Falher Friendship Corner Association

- Requesting Funding to Purchase Other Residence

G) ATCO Electric

- Guy Rural Pole Replacement

Reeve
Initials: CAO
Initials: 

CORRESPONDENCE – con't

- H) McLennan RCMP Detachment
 - Crime Statistics – January –December, 2014 - 2017
- I) High Prairie School Division No. 48
 - Combined Three-Year Education Plan and Annual Education Results Report
- J) Town of Valleyview/Municipal District of Greenview No. 16
 - Greenview Regional Multiplex Opening Day – February 10th, 2018
- K) McLennan RCMP Detachment
 - RCMP Annual Planning
- L) Alberta Provincial Rural Crime Watch Association
 - Promoting Crime Prevention – Looking for Sponsorship
- M) Situate Inc.
 - Countdown to Public Participation: A Policy Building Breakdown for Municipal Officials - Webinar
- N) Rotary Club of Peace River
 - Celebrate the Completion of the Shell Rotary House – March 1st, 2018
- O) County of Grande Prairie
 - Economic Development for Elected Officials
- P) Big Lakes County
 - 5th Annual Big Lakes Charity Golf Tournament – August 16th, 2018
- Q) Mighty Peace Watershed Alliance
 - Respect our Lakes Signage
 - Issue #14 Newsletter
- R) Alberta Municipal Health and Safety Association
 - Certificate of Recognition
- S) Global News
 - Andrew Scheer Orders Probe into Why Rick Dykstra was Allowed to Run Despite Misconduct Allegations
- T) Weekly Economic Briefings
 - Week of January 29, 2018
 - Week of January 8, 2018
- U) Smoky River Family & Community Support Services
 - Community Kitchen
 - Cookbook Fundraiser
- V) Natural Resources Conservation Board
 - Hutterian Brethren of Twilight expansion of poultry layer barn

ADJOURNMENT

180247

MOVED by Reeve Brochu that Council adjourn the meeting at 4:48 p.m.

CARRIED

Reeve

Rita Macossek
Chief Administrative Officer



***M.D. OF SMOKY RIVER NO. 130
POLICY & PROCEDURES MANUAL***

Section: 100

ADMINISTRATION

Policy Number: 101

POLICY TITLE: PURPOSE

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Date Adopted by Council: February 14th, 2018

The purpose of the Policy Handbook of the Municipal District of Smoky River No. 130 is to contribute to an orderly, constructive and beneficial relationship between the employees of the Municipal District of Smoky River No. 130, the Council and the residents of the Municipal District of Smoky River No. 130.

Reeve

Chief Administrative Officer



M.D. OF SMOKY RIVER NO. 130
POLICY & PROCEDURES MANUAL

Section: 100

ADMINISTRATION

Policy Number: 102

POLICY TITLE: DEFINITIONS

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Date Adopted by Council: February 14th, 2018

For the purpose of this handbook:

a)	"anniversary date" means the date of commencement of employment in any given calendar year, to the closest first day of the month,
b)	"area of work" shall be restricted to M.D. boundaries and M.D. owned properties,
c)	"calendar year" means January 1st to December 31st in any calendar year,
d)	"casual" is a person employed by the Municipal District when and if needed
e)	"Chief Administrative Officer" is a person hired by Council in accordance with the Municipal Government Act
f)	"day of rest" in relation to an employee means a day other than a holiday on which that employee is ordinarily not required to perform the duties of his position other than by reason of his being on leave of absence,
g)	"delegate of the employer" shall be an employee of the Municipal District designated as having supervisory capacity: Chief Administrative Officer, Director of Corporate Services, Director of Operations, Shop Foreman, Road Foreman, Director of Agricultural Services, Director of Protective Services and Ski Hill Manager,
h)	"employee" means a person who is on payroll, or a member of the fire department,
i)	"employer" means the Council of the Municipal District of Smoky River No. 130 at majority,
j)	"immediate family" is defined as spouse (including common-law spouse), son, son-in-law, daughter, daughter-in-law, father, mother, step parents, foster parents, legal guardian, grandparents, grandchild, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law and a relative who permanently resides in the employee's household or with whom the employee permanently resides with, or the husband or wife of any of them,
k)	"injury or duty leave" is when an employee is absent from work due to accident or illness incurred while on duty and a claim for Worker's Compensation is pending.
l)	"leave with pay" means authorized leave from duty with regular pay,
m)	"leave without pay" means authorized leave from duty without regular pay,



***M.D. OF SMOKY RIVER NO. 130
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n)	"long term seasonal employee" is a person employed by the Municipal District for work of a seasonal nature, the duration of which is a minimum of 6 to 11 months. Prior to attaining this category of employee, the person may have been a permanent employee or he may have been a seasonal employee for one season and is returning for the following season.
o)	"on-duty status" means in relation to an employee's authorized absence outside of the M.D. boundaries, he will only be considered on duty for his scheduled daily hours of work, unless otherwise authorized, and subject to the employer's travel regulations,
p)	"part time permanent" is a person employed by the Municipal District for work on a part time basis with no fixed end date
q)	"permanent employee"(other than the Chief Administrative Officer) is a person employed by the Municipal District on a yearly basis with full benefits,
r)	"seasonal employee or part time employee" is a person employed by the Municipal District for work of a seasonal nature, the duration of which can be from two to eleven months. This category of employee does not receive benefits other than those specified under the Employment Standards Code.
s)	"full time temporary" is a person employed by the Municipal District for work on a permanent basis with a fixed end date

Reeve

Chief Administrative Officer



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Policy Number: 103

POLICY TITLE: HEALTH, SAFETY AND RISK POLICY

Page 1 of 1

Date Adopted by Council: February 14th, 2018

The Municipal District of Smoky River No. 130 is committed to a health and safety program that protects staff, property, contractors as well as the public who may enter onto our work sites.

Employees at every level are responsible and accountable for the municipality's health and safety performance. Active participation by everyone, every day, in every job is necessary to ensure the health and safety of our employees, and to protect the property of the M.D.

Council will set a Health, Safety and Risk Policy. Management will set an example and provide leadership in the health and safety program. Management will lead in the establishment of hazard identification and assessments and safe work procedures in addition to providing proper equipment and training. Employees are responsible for following all procedures, participating in hazard identification and to report unsafe equipment, situations and workers.

The Health, Safety and Risk Committee will assist Management to fulfil these duties.

The safety information in this policy nor in the Health, Safety and Risk Manual do not supersede the Occupational Health and Safety (O.H. & S.) Act, Codes or Regulations. All employees are expected to be familiar with the O.H. & S. Act, Codes and Regulations and how they relate to their work.

The goal of the M.D. of Smoky River is to minimize risk and to foster a healthy, injury free workplace for all employees.

Reeve

Chief Administrative Officer



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Policy Number: 104

**POLICY TITLE: ACCIDENT AND INJURY
REPORTING PROCEDURES**


Page 1 of 1

Date Adopted by Council: February 14th, 2018

- a) An employee shall report any accident, incident and/or injury to his supervisor immediately, who in turn shall advise the Chief Administrative Officer.
- b) Employees must report any work related injuries for which medical attention or first aid is sought and must report to their supervisor who is required to ensure the proper forms are completed
- c) On any vehicle or equipment accident, a report shall be filled out by the employee as soon as possible. A report shall be submitted to Council by the Chief Administrative Officer with their regular correspondence on the monthly agenda.
- d) All accidents which are major or which could have serious impact on the well-being of the Municipal District, shall be reported immediately to the Reeve and Councillors.

The Chief Administrative Officer shall use his/her discretion when determining if an accident is major or minor.

Reeve


Chief Administrative Officer



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POLICY TITLE: COMMUNICATIONS

Page 1 of 1

Date Adopted by Council: February 14th, 2018

Recognizing that communication with the media and the general public is an important part of the Municipal Government process, and recognizing that the Reeve is the Chief Elected Officer of the Municipal District, it is therefore a duty of the Reeve to be the official spokesperson for Council.

This does not diminish the right of the Department Heads and Chief Administrative Officer to communicate with the public and the news media on matters of a non-political nature.

In accordance with the above statements, requests from the media to Council members or statements from Council to the press should be referred to the Reeve, or his/her designate, for action.

Reeve

Chief Administrative Officer



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Policy Number: 106

POLICY TITLE: EXPENDITURE CONTROL

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Ref: Form 1-A

Date Adopted by Council: February 14th, 2018

Purpose:

The purpose of this policy is to clarify what expenditures are deemed to be included in an operating budget or capital budget, to define a spending emergency and establish procedures to authorize and verify expenditures that are not included in a budget.

To establish procedures for the procurement of goods and services.

Policy:

The annual operating budget, as approved by Council, will be the primary expenditure control document for the M.D. of Smoky River No. 130 (M.D.). The overall responsibility for budget implementation will reside with the Chief Administrative Officer and procedures will be established for purchasing goods and services by way of purchase orders, service agreements, quotations and tender documents.

Section 248 of the Municipal Government Act, Chapter M26-1, states that a municipality may only make an expenditure that is in a budget or is an emergency or is legally required to be paid. Each Council must establish procedures to authorize and verify expenditures that are not included in a budget.

The M.D. will not consider purchasing goods or procuring goods or services from any contractor or supplier who has initiated a litigation process against the M.D. No consideration will be given for a period of two years from the conclusion of the litigation unless otherwise directed by Council.

Definitions:

- **Agreement** means:
Administrative agreements (example attached), will include but are not limited to:
 - a) Joint agreements with municipalities;
 - b) Construction and capital project agreements;
 - c) Professional Services agreements;
 - d) Cost sharing agreements; and
 - e) Awarding of grants



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POLICY TITLE: EXPENDITURE CONTROL

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Operational agreements are agreements that directly relate to the delivery of the operation and/or program areas and may be considered to be ongoing in nature. Form 1-A Memorandum of Agreement may be used. Operational agreements include but are not limited to:

- a) Janitorial agreements;
 - b) Equipment rentals;
 - c) Maintenance agreements;
 - d) Contractual agreement; and
 - e) Service agreement;
 - f) Professional services agreements under \$50,000;
- **Capital** – means items valued over \$5,000 and identified in the Capital Budget as approved by Council.
 - **Goods** – means a manufactured item.
 - **Emergency** is defined as:
 - An emergency or disaster, as declared by the Disaster Services Committee.
 - **Litigation** means the filing of an action in a court law.
 - **Local** – when referring to suppliers or contractors local means any person or business based or operating primarily within the M.D. of Smoky River, including the Towns and Village located in the M.D.
 - **Quote** means the price bid obtained in writing or by phone, from a supplier of goods or services, but does not include a tender.
 - **Service** – means any work or duties performed, including any materials provided.
 - **Tender** – means the process of obtaining price bids from a supplier of goods or services, as outlined under the Tendering of Expenditures Section.



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POLICY & PROCEDURES MANUAL

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Policy Number: 106

POLICY TITLE: EXPENDITURE CONTROL

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I. Goods and Services

1. All expenditures must be authorized in the detailed Operational or Capital budgets of the M.D. The Chief Administrative Officer may authorize expenditures exceeding budgeted amounts for emergency reasons (M.G.A., Sec. 248). Expenditures for a disaster, as declared by the Disaster Services Committee, or an emergency, are to be verified and approved by Council after the disaster or emergency.

An expenditure shall be deemed to be included in an operating budget if its payment does not exceed the bottom line budgeted total for the operating budget of the affected department (by function).

If necessary Council may review the budget in order to authorize a re-allocation of funding within the budget or from any other alternate funding options that may be available.

2. Preferential purchasing may be considered if in the opinion of the Chief Administrative Officer it is economical, efficient or advantageous for the M.D. Local suppliers and contractors will be utilized if the cost of their equivalent goods or services do not exceed 110% of the cost of non-local suppliers and contractors.
3. Purchase orders will be completed and authorized before or as a purchase is made and a copy will be sent to the Accounts Payable Clerk within two days of completion.
 - a) Purchase Orders will be issued for all goods in excess of \$1,000.00, except in the case of credit card purchases.
 - b) Suppliers requesting a purchase order for purchases under \$1,000 will be accommodated.
 - c) Agreements will be entered into for all services provided to the M.D. over \$5,000.
4. Purchase Order numbers may be given over the phone by the signing officer in order to procure goods.
5. The Chief Administrative Officer is authorized to delegate his/her authority as per Table 1 to any subordinate within the M.D. organization.
6. All Purchase Order books will be accounted for and distributed by Accounts Payable.



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Policy Number: 106

POLICY TITLE: EXPENDITURE CONTROL

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7. The Accounts Payable Clerk must be informed within 2 days of all Credit Card purchases or reservations made on M.D. Credit Cards. E-mail is the preferred method of communication and should include the amount, vendor and account code.
8. A record of all authorized signing authorities issued by the Chief Administrative Officer will be retained by the Accounts Payable Clerk for record purposes.

II. Process for Obtaining Quotes and Tenders

1. Verbal or written quotes on expenditures as defined in Table 1 will be obtained prior to the authorization of any purchase order or finalizing agreement. A record is to be retained of all quotes for verification purposes and will form part of the purchase documentation. Fax or e-mail quotes are acceptable provided the supplier is fully aware the M.D. is not responsible for the accuracy, confidentiality or receipt of the quote.
2. Tenders are to be obtained for expenditures as identified in Table 1 by invitation and/or advertising in an appropriate publication or newspaper, with sealed tenders being received in writing. Fax or e-mail tenders are not acceptable unless specified as acceptable in the Tender. A deadline for receiving tenders will be set and the tender opening is open to the public.

An online purchasing information system recognized under:

- a) the New West Partnership Trade Agreement (NWPTA) will be utilized:
 - i) for the procurement of good or services in excess of \$75,000 or
 - ii) \$200,000 or greater for construction.
- b) The Canadian European Trader Agreement (CETA) will be utilized:
 - i) for the procurement of goods or services in excess of \$340,600 or
 - ii) \$8,500,000 or greater for construction
- c) The Agreement on Internal Trade (AIT) or Canadian Free Trade Agreement (CFTA) will be utilized;
 - i) for the procurement of goods or services in excess of \$100,000 or
 - ii) \$250,000 or greater for construction



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POLICY TITLE: EXPENDITURE CONTROL

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3. Should the number of quotes or tenders received be below the levels set in Table 1, the Chief Administrative Officer may decide to accept the quotes or tenders received as sufficient, or to request new quotes or tenders. Documentation of businesses/persons who were contacted for quotes or tenders and who did not provide a bid should be kept with the financial records of the M.D.
4. All suppliers contacted will be made aware **in writing** of the following statements for accepting quotes or tenders:
 - a) The Municipal District of Smoky River No. 130 (M.D.) reserves the right to accept or reject any or all tenders and to waive irregularities and informalities at its discretion. The M.D. reserves the right to accept a tender other than the lowest tender without stating reasons. By the act of submitting its bid, the Bidder waives any right to contest in any legal proceeding or action the right of the M.D. to award the work to whomever it chooses, in its sole and unfettered discretion, and for whatever reasons the M.D. deems appropriate. Without limiting the generality of the foregoing, the M.D. may consider any other factor besides price and capability to perform the work that it deems in its sole discretion to be relevant to its decision including but not limited to the following:
 - i) Any past experience with the Bidder, or lack thereof;
 - ii) The results of any reference check done by the M.D.;
 - iii) Information relating to the financial state of the Bidder, however obtained; and
 - iv) Production rates of equipment to be utilized.
 - b) The information on this Tender form is being collected for the purpose for Tendering an Expenditure under the authority of the Municipal Government Act. The information you provide may become Public Information. If you have any questions about the collection of the information, please contact the Freedom of Information and Protection of Privacy Coordinator at 780-837-2221.
5. Quotes or Tenders that are received after the closing date will be marked late and returned **unopened** to the supplier. Faxes or e-mail quotes and tenders received after the closing date will not be accepted and bidders so notified.
6. Upon acceptance of a quote or tender, a purchase order or an agreement will be issued.
7. All purchases will state whether or not the delivery of the product or service is to be Freight on Board (FOB). and where the location of delivery is to be.
8. If other than the lowest tender is recommended on operational items, approval of the Chief Administrative Officer/Council will be obtained as per Table 1.



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POLICY TITLE: EXPENDITURE CONTROL

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9. If any staff member, or any staff members' immediate family is submitting a tender on an item, the employee will not be involved in any way with the tender process.
10. If an employee or Councillor, or an employee's or Councillor's immediate family member has submitted a tender on any project and they are being considered as the successfully bidder, the tender will be submitted to the Chief Administrative Officer for consideration.

III. Agreements

1. The Chief Administrative Officer will forward all Administrative agreements to Council for ratification.
2. Council may direct the agreement to be reviewed by the municipality's solicitor for opinion.
3. Administrative agreements will include signatures for the elected representatives, and for the appointed representatives, and the corporate seal.
4. The Chief Administrative Officer will have the authority to enter into operational agreements as per Table 1. The Chief Administrative Officer may designate the authority to enter into operational agreements to any individual to the maximum set out in Table 1.
5. All construction and capital project agreements will have a penalty clause written in to protect the municipality from delays, unless the Chief Administrative Officer directs otherwise.
6. For quotes received from A.A.M.D.C. suppliers, the 3% benefit will be taken into consideration when comparing prices.

IV. General

1. In order to keep Council informed of purchases being made on behalf of the M.D.:
 - a) the Chief Administrative Officer will provide Council with a list of all single expenditures on a monthly basis.
 - b) expenditures and agreements made with any staff or Councillor's immediate relations, will be provided to Council as information.



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2. Administration will advise Council of any changes or anticipated changes to budget revenues that may significantly affect the capital and/or operational budget surplus/deficit.

Any action to be taken respecting the change or changes will be at the discretion of Council.

3. Council may, at its discretion, authorize any expenditure not otherwise:

- a) Included in a budget,
- b) For an emergency, or
- c) Legally required to be paid

this is not contrary to the Municipal Government Act or any other enactment if, in the opinion of Council, the said expenditure is of advantage and benefit to the M.D. to immediately act upon and would:

- a) provide good government,
- b) provide services, facilities or other things that, in the opinion of Council, are necessary or desirable for all or a part of the M.D.
- c) develop and maintain safe and viable communities.

Due consideration shall be given to the method by which such an expenditure will be funded.

4. Council may waive any requirements of this Policy as necessary when it is deemed of benefit to the operations of the M.D.



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POLICY TITLE: EXPENDITURE CONTROL

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Table 1: Expenditure Authorization Limits

Type of Purchase	Purchase/ Contract (ii)	Process (i)	Approval Level Required (iii)	Notes
Goods and Services – Operating	Up to \$1,000	Direct purchase	Authorized Staff (i)	
Goods and Services – Operating	\$1,001 to \$2,000	Direct purchase or at discretion of Dept Head or Manager	Department Head or Manager	Purchase order required over \$1,000
Goods and Services – Operating	\$2,001 to \$15,000	Minimum of two quotes (RFQ)	Director	PO Required, Agreement required over \$5,000
Goods and Services – Operating	\$15,001 to \$50,000	RFQ with minimum 3 quotes or Tender/RFP, at CAO's discretion	CAO if within budget, Council motion if exceeds budget	Council motion provides funds from current year contingency or reserves
Goods and Services – Operating	\$50,001 to \$150,000	Tender/Request for Proposal	CAO if within budget, Council motion if exceeds budget	Council motion provides funds from current year contingency or reserves Over \$75,000 must follow NWPTA Over \$100,000 must follow AIT/CFTA
Goods and Services – Operating	Over \$150,000	Tender/RFP	Council	Over \$75,000 must follow NWPTA Over \$100,000 must follow AIT/CFTA Over \$340,600 must follow CETA
Capital (includes vehicles and heavy equipment)	\$5,001 to \$25,000	Minimum three quotes (RFQ)	Council	Council motion provides funds from current year, contingency or reserves
Construction projects and capital (includes vehicles and heavy equipment)	\$25,001 to \$50,000	Minimum of three quotes (RFQ) or Tender/Request for Proposal, at CAO's discretion	Council	Council motion provides funds from current year, contingency or reserves



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POLICY TITLE: EXPENDITURE CONTROL

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Table 1: Expenditure Authorization Limits (con't)

Type of Purchase	Purchase/ Contract (ii)	Process (i)	Approval Level Required (iii)	Notes
Construction projects and capital (includes vehicles and heavy equipment)	Over \$50,001	Tender/Request for Proposal	Council	Council motion provides funds from current year contingency or reserves Over \$200,000 must follow NWPTA Over \$100,000 must follow AIT/CFTA Over \$340,600 must follow CETA

- a. The Chief Administrative Officer may approve variations to the process when warranted for purchases within his/her expenditure authority. Variation is also allowed when purchase by negotiation applies.
- b. Where practical, purchases will be collectively grouped to obtain best purchase price. If a quote, RFP or tender is being issued collectively for the purchase of several goods or services, the estimated value of the total purchase will prevail in applying these guidelines versus individual cost estimates. These guidelines refer to non-emergency purchases within budget. **Notwithstanding, any quote, RFP or tender bid for a purchase exceeding \$50,000 and which is over the budgeted amount, will be presented to Council for approval.**
- c. Approval of items may be given at a higher authority level. The guidelines listed are the minimum approval authority required and refers to purchases within budget.

Reeve

Chief Administrative Officer



M.D. OF SMOKY RIVER NO. 130
POLICY & PROCEDURES MANUAL

Section: 1000

FORMS

Form: 1-A

POLICY TITLE: MEMORANDUM OF AGREEMENT

Page 1 of 2

Ref: Policy No. 106

Date Adopted by Council: February 14th, 2018

BETWEEN:

The Municipal District of Smoky River No.130 (called the M.D.)
– and –

(called the "contractor" in this Agreement)

THE MD AND THE CONTRACTOR AGREE AS FOLLOWS:

1. The Contractor undertakes to perform the following work:

2. The MD will pay to the Contractor for the provision of services under this Agreement a sum not to exceed \$ _____ GST _____, inclusive of all expenses and disbursements. Payment will be calculated as follows:
As Attached

(NOTE: If insufficient room, attach a separate schedule)

3. The Contractor will commence work on _____ and will complete work by _____.

4. The representatives of the parties for this Agreement are:

a) for the MD: _____

b) for the Contractor: _____

Any notice required to be given by one party to the other can be given to the parties' representatives at the addresses set out above.

5. This Agreement incorporates the terms and conditions set out on the reverse side of this form.

The parties have signed the Agreement on this _____ day of _____, A.D., _____.

SIGNED IN THE PRESENCE OF:

THE MUNICIPAL DISTRICT OF SMOKY RIVER NO.130:

PER: _____

Signature

Signature

Please Print Name

Please Print Name

SIGNED IN THE PRESENCE OF:

THE CONTRACTOR:

PER: _____

Signature

Signature

Please Print Name

Please Print Name

Amendment: The parties have signed the Agreement on this _____ day of _____, A.D., 20____.

Reason for amendment: _____

SIGNED IN THE PRESENCE OF:

THE MUNICIPAL DISTRICT OF SMOKY RIVER NO.130:

PER: _____

Signature

Signature

Please Print Name

Please Print Name

SIGNED IN THE PRESENCE OF:

THE CONTRACTOR:

PER: _____

Signature

Signature

Please Print Name

Please Print Name

Agreement No. _____



M.D. OF SMOKY RIVER NO. 130
POLICY & PROCEDURES MANUAL

Section: 1000

FORMS

Form: 1-A

POLICY TITLE: MEMORANDUM OF AGREEMENT

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TERMS AND CONDITIONS OF AGREEMENT

1. The services of the Contractor shall be performed to the specifications and satisfaction of the MD.
2. This Agreement shall not come into effect until signed by both parties.
3. Failure to complete the Agreement within the specified time shall entitle the MD to employ other persons to complete the work at the Contractor's expense.
4. The MD may terminate this Agreement at any time upon 30 days written notice to the Contractor. Following receipt of such notice, the Contractor shall submit an invoice to the MD for services completed up to the date of termination.
5. The parties by mutual agreement in writing may terminate this Agreement in whole or in part at any time.
6. The Contractor is an independent contractor and shall not be deemed a servant, employee or agent of the MD.
7. This Agreement may be amended by mutual agreement in writing by the parties.
8. The MD may in its sole discretion delegate any duties, power and functions relating to the provisions of this Agreement to any employee or employees of the MD.
9. This Agreement shall not be assigned.
10. The Contractor shall indemnify and hold harmless the MD, their employees and agents from any and all claims, demands, actions and costs that may arise, directly or indirectly, out of any act or omission of the Contractor, his employees or agents, in the performance by the Contractor to this Agreement.
Such indemnification shall survive termination of this Agreement.
The MD shall not be liable nor responsible for any bodily injury or property damage of any nature that may be suffered or sustained by the Contractor, his employees or agents, in the performance of this Agreement.
11. The Contractor shall, at his own expense:
 - (a) maintain Comprehensive General Liability Insurance in the amount of not less than \$2,000,000. Inclusive per occurrence against bodily injury, personal injury, and property damage including loss of use of the property. Such insurance shall extend to include insurance again liability assumed under written contract on the terms sufficient to cover the indemnification clause of this Agreement;
 - (b) where such risk exists, have the Comprehensive General Liability Insurance amended to include a broad Form Property Damage endorsement for coverage of existing property in the Contractor's care, custody and control;
 - (c) where applicable, maintain an "All Risks" builder's risk, installation floater or other property policy adequate to repair or replace the work in the event of loss or damage. Where materials are being provided by the M.D., the policy shall extend to cover the Contractor's legal liability for property of the MD;
 - (d) maintain Automobile Liability Insurance including owned and on-owned vehicles in the amount of not less than \$2,000,000 inclusive.
12. The Contractor shall comply with the Worker's Compensation Act when the Act applies and shall upon demand therefore by the MD deliver to the MD a certificate from the Worker's Compensation Board showing the Contractor is registered and is in good standing with the Board, and that the Contractor has personal WCB coverage.
13. The Contractor acknowledges that it is an employer as defined in the Occupational Health and Safety Act and that it will, as condition of this Agreement, comply with the provisions of the Occupational Health and Safety Act, and the regulations made under the Act.
14. The Contractor shall comply with any and all safety standards set by the MD:
 - (a) any Act of the Legislature of the Province and of the Parliament of Canada now in force or enacted after this time and any regulations enforced from time to time under any such Acts, and
 - (b) any by-law or resolution of any Government in the Province, which the Contractor is lawfully subject to, that applies to the Contractor in respect of this Agreement.
15. It is agreed that this written document contains the entire Agreement of the parties in regard to the matters dealt with, and that no understandings or Agreements, verbal or otherwise, exist between the parties except as expressly set out.
16. The validity and interpretation of the Agreement and of each clause or part thereof is to be governed by the law of the Province of Alberta.

W.C.B. Account #: _____

Liability Insurance Carrier: _____

Policy #: _____



M.D. OF SMOKY RIVER NO. 130
POLICY & PROCEDURES MANUAL

Section: 100

ADMINISTRATION

Policy Number: 107

POLICY TITLE: MEETINGS AND NOTICE OF MEETINGS

Page 1 of 2

Date Adopted by Council: February 14th, 2018

1. Interpretation:

"ADVISORY COMMITTEE" means a committee established by Resolution of Council that is only a recommending committee to Council, e.g.:

- Personnel Committee
- Corporate, Operational and Community Development Service Committee
- Policy Development Committee

"COUNCIL COMMITTEE" means a committee, board or other body established by Bylaw or resolution of Council under The Provincial Statutes of Alberta, e.g.:

- Regional Assessment Review Board (Court of Revision)
- Subdivision and Development Appeal Board
- Weed Control & Agricultural Pest Act Appeal Committee
- Public Works and Road Weight Committee
- Smoky River Agricultural Service Board

"REGIONAL COMMITTEE" means a committee, board or other bodies established by Bylaw or resolution of Council e.g.:

- Smoky River Regional Economic Development Board
- Smoky River Airport Commission
- Smoky River Regional Physician Recruitment and Retention Committee

"CONFIDENTIAL" refers to any matter identified or interpreted by Council to be contained within the context of the FOIP Act except for Section 217 of the Municipal Government Act. Such business will be discussed in camera.

"REGULAR MEETING" means a meeting of Council that is regularly scheduled and is called in accordance with the Municipal Government Act.

The "ORGANIZATIONAL MEETING" shall be called in accordance with the MGA no later than 2 weeks after the 3rd Monday in October.

"SPECIAL MEETING" means a meeting of Council called in accordance with the MGA section 194 that can only be called by the Chief Elected Official.

"Committee of the Whole Meeting" means a meeting of members of Council at which no Resolutions or Bylaws may be passed except for a Resolution to go into or come out of in-camera and to adjourn the meeting. The Chairman will call the meeting to order and declare any recesses.



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Section: 100

ADMINISTRATION

Policy Number: 107

POLICY TITLE: MEETINGS AND NOTICE OF MEETINGS

Page 2 of 2

2. Meetings:

Meetings of Council shall be held as follows:

- a) The second Wednesday of each month, as established by the Organizational Meeting shall be Regular Council Meetings at which a full agenda will be presented including all business arising, all new business and all reports from employees and associated boards and committees.

Unless otherwise authorized by Resolution of Council, all Council meetings will commence at 10:00 A.M.

Whenever feasible and practical to do so, the discussion of confidential business will be scheduled at the end of the Regular or Special Meeting.

All meetings of the Council shall take place in the Council chambers at the Municipal District Administration Building in the Town of Falher, except when Council has resolved to conduct a meeting at an alternate location.

Regular, Special and Committee of the Whole Meetings of the Council shall be open to the public and no person shall be excluded except for improper conduct. If, in the opinion of the Council, an item or items of business are of a confidential nature, the Council may hold a meeting in camera, excluding any person or persons from the meeting, except any member of Council. The Council has no power in such a meeting to pass any Resolution or Bylaw apart from the Resolution necessary to revert back to an open meeting.

Advisory Committee meetings will be held in private and closed to the public, due to the preliminary and confidential nature of issues before it, its inability to make independent decisions and the requirements for subsequent reporting to Council.

3. Notice of Meeting:

Notice of a meeting to a Councillor must be given in accordance with the Municipal Government Act. Notice to the public of a meeting at which the public is entitled to attend will be deemed sufficient if the time, date and location of the meeting is posted at a publicly conspicuous place within the Municipal office at least twenty-four (24) hours in advance of the meeting.

Reeve


Chief Administrative Officer



M.D. OF SMOKY RIVER NO. 130
POLICY & PROCEDURES MANUAL

Section: 200

HOURS OF WORK

Policy Number: 201

POLICY TITLE: HOURS OF WORK - ADMINISTRATION

Page 1 of 1

Date Adopted by Council: February 14th, 2018

The following applies to all full time regular employees classified as office staff

1. The normal hours of work shall be thirty-five (35) hours per week.
2. When operational requirements permit, work shall be scheduled over five (5) consecutive days per week; Monday through Friday from 8:30 a.m. to 4:30 p.m.
3. An employee's daily hours of work shall be scheduled in two (2) parts within the seven (7) hour period.
4. An employee shall be entitled to a minimum of a paid 30-minute break within every 5 hours of consecutive employment. If agreed to by the employer and employees, an employee may take two (2) fifteen (15) minute rest periods without loss of pay; one (1) during the first half and one (1) during the second half of each full shift.
5. An employee shall be entitled to an unpaid meal period of at least one (1) hour as close to the middle of each shift.
6. Those office employees taking only a one-half (1/2) hour unpaid meal period shall be entitled to one (1) day off in lieu for every seven (7) hours accumulated.

CHIEF ADMINISTRATIVE OFFICER AND DIRECTORS

While it is recognized that management employees are required to work the necessary hours to fulfill their responsibilities, management employees are entitled to receive time-in-lieu for extra work that is determined to be beyond the scope of regular management duties.

With the prior approval of the Chief Administrative Officer, management employees will be compensated for work in excess of their regularly scheduled work hours under the following circumstances:

1. Emergency situations which require an immediate response and are determined to be beyond the normal operations of the department, or
2. Work performed on a designated project or negotiation where time constraints are significant, or
3. Increased work demands, over a prolonged period of time, due to the cyclical nature of a department's work.

The accountability will be through Timesheets signed by the Chief Administrative Officer.

The Chief Administrative Officer's time in lieu will be approved by Council.

Reeve


Chief Administrative Officer



M.D. OF SMOKY RIVER NO. 130
POLICY & PROCEDURES MANUAL

Section: 200

HOURS OF WORK

Policy Number: 202

POLICY TITLE: HOURS OF WORK - OPERATIONS

Page 1 of 3

Date Adopted by Council: February 14th, 2018

All full-time regular public works staff shall be subject to the following:

1. Shop Employees:

- a. Eight (8) hours per day, five (5) days per week as determined by Director of Operations/Shop Foreman.
- b. Overtime shall be paid at the rate of one and one half (1 1/2) times the regular rate of pay after eight (8) hours per day or forty (40) hours per week.
- c. Regular rate of pay shall be paid on statutory holidays falling during the regular work week.

2. Construction and Maintenance Employees:

- a. Nine (9) hours per day, for five (5) days per week or as required.
- b. Overtime shall be paid after nine (9) hours per day or one hundred and ninety-one (191) hours per month only if prior approval for granting overtime to employee is obtained from Director of Operations/Road Foreman.
- c. Holiday pay shall be paid on regular wages at a rate set per Alberta Standards Regulations.

3. Mower Operators

- a. One Crew
 - Ten (10) hours per day from Monday to Friday with weekends off, during the months of May, September and October
 - Twelve (12) hours per day from Monday to Friday with weekends off, during the months of June, July and August
- b. Two Crews
 - Ten (10) hours per day on a schedule of four (4) days on, four (4) days off, during the months of May, September and October
 - Twelve (12) hours per day on a schedule of four (4) days on, four (4) days off, during the months of June, July and August



M.D. OF SMOKY RIVER NO. 130
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HOURS OF WORK

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Page 2 of 3

- c. Overtime shall be paid after ten (10) hours per day or one hundred and ninety-one (191) hours per month only if prior approval for granting overtime to employee is obtained from Director of Agricultural Services. Overtime shall be paid at a rate of one and one half (1 ½) times the regular rate of pay.
- d. Holidays falling during regular work shift shall be paid at a rate of time and one half (1 ½) times the regular rate of pay
- e. A minimum of two (2) shifts per month will be paid in months which due to inclement weather, less than the equivalent of two (2) shifts were able to be worked as per above mentioned rates.

4. Call Back or Reporting pay:

- a. When an employee is called back to work on a regular work day after having completed his scheduled shift for that day or on a day of rest, he shall be guaranteed a minimum of two (2) hours pay. In certain instances, duties will have to be performed when the employee is called by the supervisor, i.e. forest fires, snow storms, floods. If the employee refuses with no valid reason, he will be reprimanded as per Policy Number 612.
- b. Operators must be available for work within 24 hours of callback.
- c. If operators are not available for work for longer than 24 hours, they must notify the Director of Operations
- d. If operators report for work prior to supervisor's direction, they will be paid two (2) hours. Operators who report for work after being informed they are not required, will not be paid for any hours of work.

5. Others:

- a. A minimum wage per month as set by Council will be paid to all truck and grader operators.



M.D. OF SMOKY RIVER NO. 130
POLICY & PROCEDURES MANUAL

Section: 200

HOURS OF WORK

Policy Number: 202

POLICY TITLE: HOURS OF WORK - OPERATIONS

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6. General:

- a. An employee shall be entitled to a minimum of a paid 30-minute break within every 5 hours of consecutive employment. If agreed to by the employer and employees, and employee may take two (2) fifteen (15) minute rest periods without loss of pay, one (1) during the first half and one (1) during the second half of each full shift.
- b. In the event there is a discrepancy between the Alberta Employment Standards and this policy, the standards set by Alberta Employment Standards will take precedence.

Reeve

Chief Administrative Officer

**MUNICIPAL DISTRICT OF SMOKY RIVER
FEE SCHEDULE
SCHEDULE A**

Administration:

Tax certificates (By-Law 671)	\$25.00/parcel (No GST)
Tax Notice Reprint	\$5.00/Tax Notice (No GST)
Tax Recovery Notification	\$50.00 (No GST)
Photocopies:	
8 1/2 x 11	\$0.25 each (GST Included)
8 1/2 x 14	\$0.50 each (GST Included)
11 x 17	\$0.75 each (GST Included)
Colored Photocopies:	
8 1/2 x 11	\$0.50 each (GST Included)
8 1/2 x 14	\$1.00 each (GST Included)
11 x 17	\$1.50 each (GST Included)
Fax copies:	
(both with calling card)	\$1.00 each (GST Included)
Receive	\$1.00 each (GST Included)
Send	\$2.00 each (GST Included)
Laminating:	
Business Card	\$0.50 each (GST Included)
Badge	\$0.50 each (GST Included)
Letter	\$1.25 each (GST Included)
Legal	\$1.50 each (GST Included)
Menu	\$2.00 each (GST Included)
Maps	
Maps (36"X36")	\$15.00 each + GST
Maps (small laminated)	\$25.00 each + GST
Wall Maps	\$50.00 each + GST
Ownership Map Book (Binder)	\$50.00 each + GST
Ownership Map Book (Paper)	\$40.00 each + GST
Plotting Cost	
Color	\$3.00 + GST /square ft
Land Use Bylaw copy	\$25.00 each (GST Exempt)
Municipal Development Plan	\$25.00 each
Formal FOIP Request	\$25.00/application
Certificate of Compliance	\$50.00/parcel
Land Use Bylaw Amendment	\$300.00
Development and Subdivision Appeals (8.3-By-law 679)	\$500.00/appeal
Assessment Review Board complaints	\$50.00/parcel
Penalty on Accounts Receivable	1.5%/month
Council Chambers Rental Fee (CAO Discretion)	

MUNICIPAL DISTRICT OF SMOKY RIVER
FEE SCHEDULE
SCHEDULE B

Employee:

Cell Phones	\$25.00/month
Travel:	
Mileage	\$0.60/km
Confirmed Accommodation	100%
Unconfirmed Accommodation	\$90.00/night
Meals:	
Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$25.00
Transportation (With Receipts)	100%
Overnight Allowance	\$40.00
Clothing Allowance Policy No. 616	\$150.00
Promotional Items	20% off cost

MUNICIPAL DISTRICT OF SMOKY RIVER
FEE SCHEDULE
SCHEDULE C

Council:

Cell Phones	\$25.00/month
Technology Allowance	\$20.00/month
Travel:	
Mileage	\$0.60/km
Confirmed Accommodation	100%
Unconfirmed Accommodation	\$90.00/night
Meals:	
Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$25.00
Transportation (With Receipts)	100%
Overnight Allowance	\$40.00

MUNICIPAL DISTRICT OF SMOKY RIVER
FEE SCHEDULE
SCHEDULE D

A.S.B.:

Livestock Equipment:	
Loading chute + 10 panels	\$20.00/day
Cattle Squeeze	\$20.00/day
Corral Panels (10)	\$1.00/day/panel
Calf Table	\$20.00/day
Hay Probe	\$10.00/day
RFID Tag Reader	\$0.00 (3 day maximum)
Dugout Pump:	
Pump	\$200.00/day
AB AG 1 mile of pipes	\$150.00/day
AB AG ½ mile of pipes	\$150.00/day
M.D. Pipes	\$5.00/pipe/day (max of \$100/day)
Sprayers:	
Back pack sprayer	\$5.00/day
Meter miser	\$5.00/day
Wick Applicator	\$5.00/day
Estate Sprayer	\$10.00/day
A.T.V. Sprayer	\$10.00/day
Landscape Equipment:	
Tree Shovel	\$5.00/day
Tree planter	\$20.00/day
Mulch Applicator	\$20.00/day
Grass Seeder – both hand & ATV Mount	\$5.00/day
Fertilizer Spreader (hand spreader)	\$5.00/day
Fertilizer Spreader (tow behind)	\$10.00/day
EcoBran Spreader	\$20.00/day
Traps:	
Skunk	\$5.00/use
Muskrat or Squirrel/rat	\$5.00/use
Scare Cannon	\$10/day or \$15/weekend
Seedlings:	
White Spruce, Lodge Pole Pine, Blue Spruce, Lilac	\$4.00/bundle of 15
Siberian Larch	\$3.00/bundle of 10
Golden Willow, Northwest Poplar, Green Ash	\$5.00/bundle of 10

**MUNICIPAL DISTRICT OF SMOKY RIVER
FEE SCHEDULE
SCHEDULE E**

Public Works:

Snowplow flag		\$25.00 + GST
Used Grader Blades	5'	\$3.25 + GST
	6'	\$3.75 + GST
	8'	\$5.00 + GST
Fence (Policy 816)		
Removal of Fence by owner		\$1,000 per mile
Replacement of old fence by landowner with MD supplying the material		\$2,000 per mile (\$1,250 per km)
Replacement of old fence by landowner including labor and materials		\$4,000 per mile (\$2,500 per km)
Replacement/removal of old fence by MD		No Compensation
Borrow Pit		\$0.50 per cubic metre
Purchase of Land		\$2,800 per acre
Development Permit (no GST): (4.4.3 By-Law 865)		
Residential Developments		\$25.00 each
Commercial/Industrial – First \$100,000		\$100.00
Commercial/Industrial – Every additional \$100,000		\$25.00
Commercial/Industrial – Maximum		\$25,000.00
Permits if Construction has already commenced		Double the fees
Industrial Inspection Fees:		
Rig moves, pre-inspection and post-inspection		\$500.00/inspection + GST
Service rig moves, well completions (pre/pro-inspection)		\$500.00/inspection + GST
LSD wellsite lease approvals		\$150.00/lease + GST
Seismic notification approval		\$150.00 + GST
Seismic pre-inspection and post-inspection		\$500.00 + GST
Underground Facilities/Cable (Policy No.803)		
Road Crossing Agreement		\$500.00 /project + GST
Miscellaneous Signs Policy No.809		None
Road Allowance Licensing Fee		\$10.00 for 10 years
Aggregate Payment Levy		\$0.25/tonne
Culverts (Policy No.801)		
Used Culverts 50% of the current tendered price or less (Discretion of the Director of Operations)		
New Culverts		Tendered price plus 10%

MUNICIPAL DISTRICT OF SMOKY RIVER
FEE SCHEDULE
SCHEDULE F

Fire Services:

Fire Fighting Apparatus	
Engines	\$400.00/hour*
Rescues	\$400.00/hour*
Tenders	\$400.00/hour*
Equipment Unit	\$400.00/hour*
Rapid Attack	\$400.00/hour*
Wild Land	\$400.00/hour*
All-Terrain Vehicles	\$ 50.00/hour*
Fire Fighters	\$ 25.00/hour/firefighter
Squad or Utility	\$ 75.00/hour*
Command Unit	\$100.00/hour*
	*Includes Fire Fighters
Apparatus used for personnel transport	\$100.00/call
Fire Fighting on Public Roadways	
As per Provincial Highway rates	
False Alarm	\$500.00
Allied Agencies – On Public Roadways	
Support Unit – with 4 firefighters	\$100.00/hour
Personnel – if responding in MD apparatus	\$20.00/hour
Engines	\$615.00/hour
Rescues	\$615.00/hour
Allied Agencies	
In accordance with Northwest Alberta Emergency Resources Agreement	

MUNICIPAL DISTRICT OF SMOKY RIVER
FEE SCHEDULE
SCHEDULE G

Utilities:

Distribution/Maintenance	\$30.00/billing
Water Consumption (Hamlets)	\$5.15/cubic meter
Sewage Services	\$25.00/billing
Truck fill rates:	
Treated water	\$5.65/cubic meter
Raw water	\$3.00/cubic meter
Re-activate Bulk Water Account	\$20.00
Reset Access/Pin Number	\$10.00

**MUNICIPAL DISTRICT OF SMOKY RIVER
FEE SCHEDULE
SCHEDULE H**

Ski Hill:

	Adult (18+)	Youth (6-17)	Senior (65+)	Preschool (5 & under)	Family
Lift Tickets:					
Full Day	\$25.00	\$21.00	Free	Free*	\$100.00
Half Day	\$20.00	\$17.00	Free	Free*	-
Tube Park Pass:					
Full Day	\$20.00	\$15.00	Free	Free*	\$60.00
Half Day	\$15.00	\$10.00	Free	Free*	-
<i>Includes Helmet & Tube pass</i>					
Rental:					
Full Rental Package	\$20.00	\$18.00	-	Free*	-
Skis/Board/Blades	\$15.00	\$14.00	-	Free*	-
Boots	\$8.00	\$8.00	-	Free*	-
Helmet	\$5.00	\$5.00	-	Free*	-
Poles	Free	Free	-	Free*	-
<i>*With the Purchase of an adult lift ticket</i>					
Lift Ticket & Full Rental Packages	\$40.00	\$35.00	-	-	\$120.00
All Access Pass	\$45.00	\$40.00	-	-	\$135.00
<i>Includes – Lift Ticket, Tube Pass & Full Rentals</i>					

Group Rates:	10 – 25 People	26+ People
Lift Passes Only	\$15.00	\$15.00
Lift Pass & Full Rental	\$25.00	\$23.00
<i>Prices are per person</i>		

Tubing Group Rates:	
10+People	\$15.00
<i>Prices are per person</i>	

Other:	
Group Lessons	\$20.00/person
Semi-Private Lessons	\$27.00/person
Private Lessons	\$40.00/person
Hot Wax	\$10.00
Hot Wax & Sharpen Edges	\$20.00
Full Tune/w/P-texed	\$35.00

MUNICIPAL DISTRICT OF SMOKY RIVER
FEE SCHEDULE
SCHEDULE H

Ski Hill - Season Passes

	Before December 20 th	After December 20 th
Season Lift Passes		
Adult	\$240.00	\$275.00
Youth	\$200.00	\$235.00
Family	\$510.00	\$585.00
Season Lift & Rental Passes		
Adult	\$365.00	\$440.00
Youth	\$320.00	\$384.00
Family	\$816.00	\$930.00
Season Tubing Passes		
Adult	\$190.00	\$220.00
Youth	\$140.00	\$160.00
Family	\$420.00	\$480.00
Season Lift & Tube Passes		
Adult	\$335.00	\$385.00
Youth	\$270.00	\$315.00
Family	\$720.00	\$825.00
Season All Access Pass		
Adult	\$479.00	\$550.00
Youth	\$390.00	\$445.00
Family	\$899.00	\$999.00
Corporate All Access Family Passes – (10 + People) per family	\$400.00	\$500.00