

SMOKY LAKE COUNTY

Minutes of the **County Council Meeting for the purpose of Departmental Operations** held on Thursday, **March 30, 2017**, at 1:05 P.M. in the County Council Chambers.

The meeting was called to Order by the Reeve, Mr. Craig Lukinuk, in the presence of the following persons:

<u>Div. No.</u>	<u>Councillor(s)</u>	<u>ATTENDANCE</u> <u>March 30, 2017</u>
1	Dareld Cholak	Present
2	Ron Bobocel	Present
3	Craig Lukinuk	Present
4	Cary Smigerowsky	Absent
5	Randy Orichowski	Present
CAO	Cory Ollikka	Present
Assist. CAO	Lydia Cielin	Present
Finance Manager	Brenda Adamson	Present
Leg. Svcs Clerk/RS	Patti Priest	Present

Members of Administrative Staff in attendance:

Doug Ponich – Public Works Manager	Present
Dave Kully – Public Works Shop Foreman	Present
Bob Novosiwsky - Public Works Foreman	Present
Ed English – Peace Officer/Rec. Manager	Present
Jordan Ruegg, Planning & Dev. Manager	Absent
Trevor Tychkowsky – Safety Officer	Present
Tori Cherniawsky – Agricultural Fieldman	Present
John Malysh – Natural Gas Manager	Present
Thomas Ponich – Assist. Nat. Gas Manager	Present
Scott Franchuk – Fire Chief	Present
Dave Franchuk – Env. Operations Manager	Present
Paul Miranda – GIS/Comm Director	Absent

2. Agenda:

Agenda
584-17: Cholak

That the Agenda for Thursday, March 30, 2017 County Council Meeting for the purpose of Departmental Operations, be adopted as amended:

Addition(s):

1. 2017 Road Gravel
2. Meeting Topics for Minister of Municipal Affairs.
3. Additional Name Insured Application.

Carried Unanimously.

3. Minutes:

No Minutes.

Additions to the Agenda:

2017 Three-Year Road Plan
585-17: Bobocel

That Smoky Lake County **amend** the **2017 Three-Year Road Plan** to adjust the 2017 Gravelling Project Budget of \$800,932.00, by an increase in the amount of \$994,418.00, for a **Total 2017 Gravelling Project Budget** in the amount of **\$1,795,350.00**, for the purpose of additional road gravelling throughout all divisions due to above average moister last fall, and poor road conditions this spring; and that funds for the adjustment be allocated from: the Operating Reserve in the amount of \$500,000.00, the Gravel Contingency Budget in the amount of \$163,134.00, and the Operations Budget for the remainder.

Carried.

2. Issues for Information

**Public Works Department: Manager – 2017 Work Plan
Management Policy Statement No. 03M-06-08**

586-17: Orichowski That County Council accept the received Work Plan for 2017 as a Management Policy: 03M-06-08 entitled “Public Works Department - Manager Work Plan”, for information.

Title: Public Works Department: Public Works Manager – Work Plan		Policy No.: 06-08 E
Section: 3 - M	Code: P - A	Page No.: 1 of 6

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

SCHEDULE “A”: PUBLIC WORKS DEPARTMENT WORK PLAN 2017

Section 03-M

Policy: 06-08



SCHEDULE “A”

PUBLIC WORKS DEPARTMENT: WORK PLAN 2017

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
DAILY				
2-3 Hours	Communication: Phone calls from ratepayers, councilors, office.	Address issues.	After conversation: Inspect and Access.	Document and if necessary send out work force.
1 Hour	Organize Work Force.	Communicate Plan.	As per assigned work.	Time Sheets.
2 Hours	Time sheets Daily journal E-Mail communication.	Verify time sheets Document activities Check e-mails.	Respond to e-mails and keep a control on Public Works Departments.	Check and Sign Document all that took place.
WEEKLY				
½ Hour	Safety Meeting	List on Board and verbally communicate.	Discuss past week incidents and how to solve issues.	Communication Tool. Monitor.
½ Hour	List Work Schedule.			
1 Hour	Invoicing.	Verify invoices to projects and check paper work.	Authorize for Payment.	Submit to Central Office.
10-20 Hours	Road Inspections.	Drive Roads and list conditions.	Complete road improvements.	Document as per Policy.
1 ½ Hours	Management Meetings.	Meet with all Management Departments.	Update departments on Public Works activities for the week.	Monitor and complete tasks.
1 Hour	List tasks that can be improved upon.	Weekly review of programs occurring.	Compile a listing for improvements.	Monitor and communicate.
1 Hour	Truck Cleaning.	Maintain a professional vehicle appearance.	Clean County Vehicle.	Adhere to County Policy.
½ Hour	Communication.	Speak with Managers.	Discuss projects inside and outside of shop.	Communicate. Become more efficient.
2 Hours	Work Place Inspection.	View Work Areas.	Identify hazards; check for signage.	Safe Work Plan.
MONTHLY				
	Safety Meeting; Managers, Representation from each Department, including Council. Attend monthly Council meetings.	Report from each Department.	Discussion and Recommendations.	Safe Work Environment.
	Monthly reports to Council.	Manager Report Form.	Complete a manager's report for each meeting.	Information for discussion with Council and management.
April-October	Culvert Maintenance Program.	Replacing, installing and repairing.	Inspection and prioritize.	Proper drainage. Report update to Council.

PUBLIC WORKS DEPARTMENT: WORK PLAN 2017- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
MONTHLY - Continued				
April-September	Gravelling Projects.	Annual gravel haul.	Organize and schedule areas to be graveled.	Improved quality of roads. Monitor.
Mid May to October	Rehabilitation.	Shoulder Pulls.	Schedule and direct Work Force.	Improve quality of roads. Document.
March to November	De-Watering.	Rock extraction from beneath water table.	Schedule and direct work force.	Stock pile suitable material for crushing.
May to August	Oil Treatment of Roads.	Hauling of Gravel and Mixing Oil.	Schedule and direct Work Force.	Improve quality of roads. Document.
May to September	Base Stabilization.	Hauling of Gravel and mixing MG30.	Schedule and direct Work Force.	Improve quality of roads. Document and Monitor.
June to October	Construction.	Backsloping, create ditches, raise road surface.	Schedule and direct Work Force.	Improve quality of roads. Document.
May to August	Private Dust Control.	Haul gravel, mix oil, MG-30 and pack.	Schedule and direct Work Force.	Create dust control in front of private residence.
October	Snow Retention	Snow fence installation.	Schedule Warspite snow fence installation.	Hold back drifting onto main street.
October	Replenish Salt Supply.	Contact Salt Supplier.	Research best value.	Fill salt bin.
October	Winter Road Sand Supply.	Screening and Hauling Sand. Co-ordinate calcium blending with sand.	County trucks haul screened sand from White Earth Pit to County Shop yards.	Sand in place for winter icy conditions.
QUARTERLY				
	G.I.S.	Data Updates	Provide information on assets to be installed into the system; updates on gravel and oil based roads, culverts, signage, dust controls, winter flag driveways, fencing, hydro-axe progress, construction and any other pertinent infrastructure.	Monitor assets, location and costs.
PERIODIC				
NEW	Gravel Crushing Tender	Create Crushing Tender.	Complete a new gravel crushing Tender as the old contract is being completed.	Assure a contractor is in place for future gravel crushing.
	Bridge Maintenance.	Major Repairs or Replacement.	Communicate with Associated Engineering, Alberta Transportation and Contractor.	Safe Passage over creeks. Monitor and Document.
	Bridge Maintenance.	Minor repairs as directed by Associated Engineering.	Work requirements completed by Public Works staff.	Bridge quality improvement.
	Job interviews.	Interviewing Staff.	Advertise and arrange interviews.	Advise.

PUBLIC WORKS DEPARTMENT: WORK PLAN 2017- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC - Continued				
	Conventions.	Attend Conventions.	Incorporate material into Public Works activities.	Education and Communicate.
	Strategic Plan	Quarterly Reports	Document actions taken to fulfill the plan.	Progression of Smoky Lake County.
	Backsloping Program	Control of brush and noxious weeds along county roadways.	Inspect road prior to and after completion.	Create proper drainage and reduce road maintenance costs.
	Three-Year Road Plan. Goal 5.1	Document Information.	Study roads, determine which roads will need attention and schedule construction.	Budgeting Preparations.
	Fires.	Emergency Services Responses.	Assist Fire Department as required. Debriefing.	Monitor Roster for Emergency Services.
	Meeting with Council and Ratepayers.	Address Issues.	Investigate situations.	Document Activities.
	Personnel Communication.	Workers Issues.	Improve job execution. Address Complaints. Wages.	Quality Control.
	Employee Evaluations.	Evaluate Staff.	Complete Evaluation Forms.	Improve quality of working relationship and communication
	Beaver Dam Situations	Removal	Track-hoe or back-hoe to break apart structures. Dynamite where necessary.	Ensure proper water flow and drainage.
	Public Works: Work Plan	Plan for the upcoming year – 2017.	Review all Work Plans, and Programs – make appropriate changes.	Submit to Council-Annually.
	Budget Meetings.	Budget Meetings for Public Works and Capital Assets.	Evaluate Programs and capital needs, price out items and prepare budget.	Meet with the Finance Manager.
	Policy Statement and Guidelines.	Review County Policies.	Make amendments to existing policies and create new policies when required.	Governance.
	Heavy Equipment Cross Training.	Public Works staff training.	Training staff on equipment including grader, back hoe, reclaimer, track hoe and cat.	Having the flexibility to place staff on various pieces of equipment in case of illness, injury or holiday time by existing employees.
NEW	Custom Grader Maintenance and Sanding Smoky Lake Complex, Vilna Cultural Center, H.A.K. School parking lot and Waskatenau Hall.	Parking lot maintenance.	Winter snow removal and summer gravel blading.	Quality Control.

PUBLIC WORKS DEPARTMENT: WORK PLAN 2017 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
SEASONAL				
	Road Maintenance.	Snow Removal. Grade Roads. Repair Washouts and control flooding issues. Patch oiled roads.	Maintain Crown. Trim shoulders and bring to centre line. Assure proper slope and drainage.	Road Quality Improvement. Document.
	Chipping.	Clearing for drainage and Visibility.	Assign proper Work Force.	Safety. Inspect and Document.
	Hydroaxe.	Mulch brush and trees.	Assign proper Work Force.	Improve site lines and drainage. Inspect and Document.
	Steam Culverts.	Clean out ice, insure proper drainage.	Assign proper Work Force.	Eliminate washout and flooding. Inspect and Document.
	Replenish Oil Supply.	Contact Oil Suppliers.	Research for best oil available.	Fill tanks at best price.
	Oil Tank Maintenance.	Contact Gas Department.	Service burners.	Oil remains hot.
	Project Analysis.	Study procedures, time spent, quantities, cost of previous years work.	Investigate. Research. Monitor.	Budget process. Improve upon past performance.
	Work schedule	After adoption of the three-year road plan, schedule projects.	Organize road projects. Create calendars.	Document. Monitor. Report.
	Smoky Lake County Annual Booklet	Annual Report	Document Public Works previous year Projects, maintenance and activities.	Public Awareness.
	Dust Control Advertisement.	Create advertisement.	Submit to local news papers and County Grapevine.	Accept applications and schedule seasonal dust control applications.
NEW	Flag Driveway Snow Removal Advertisement.	Create advertisement.	Submit to local newspaper and County Grapevine.	Accept applications and document locations for snow removal.
	Register contract trucks and equipment.	Create advertisement.	Submit to local news papers and County Grapevine.	County has access to acquiring additional trucks and equipment to perform needed services.
	Sign Inspection	Spring and Fall sign inspection and documentation.	Ensure signs are in place and in good condition, note areas that may require additional signage.	Safety awareness.
	Haul Road Inspection	Weekly inspections during gravel hauling periods.	Document any damage that was a direct result of gravel hauling.	Schedule road repairs and determine cost per gravel hauler.
NEW	Grader Operator Meeting	Seasonal road maintenance discussion.	Winter and summer road maintenance practices. Gravel recommendations.	Road quality improvement.
NEW	Plow/Sand Truck Meeting	Winter road maintenance discussion.	Repetition of proper snow removal techniques. Discussion and awareness of rough road surfaces inspected and documented prior to the winter season	Road quality improvement.

PUBLIC WORKS DEPARTMENT: WORK PLAN 2017 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
SEASONAL -Continued				
NEW	Pre-Snow Removal Road Inspections	Inspection of roadways after a winter event.	Determine when snow removal equipment will begin.	Improvement of driving conditions.
NEW	Pre-Snow Removal Driveway Inspections	Inspection of roadways after a winter event.	Determine when snow removal equipment will begin.	Improvement of driving conditions.
	Operational Budget	Equipment Costs and Wages	Analyze actual costs as compared to projections made each season.	Efficiency and Quality Control.
2017 ASSIGNMENTS				
	Gravel Sources.	Exploration for gravel: a. Crown Land b. Private Land	Application for S.M.E.'s on County Land. Obtain permission to explore and dig test holes.	Strategic Priorities Operational: 2 Secure alternate sources of pitrun for crushing purposes.
	Dust Control.	New methods of Dust Control.	Research and inspect new methods of dust control.	Strategic Plan Goal 5.1i
	Gravel Crushing	2017 Crushing Contract.	Create the Contract to be verified and signed by R Bee Crushing.	Continue with the 3-Year Crushing Contract.
April 2017	Metis Crossing Canoe Landing	Construction of Canoe Landing.	Excavate and provide gravel along river bank at Pakan Ferry Crossing.	Suitable canoe launching and landing area.
May 2017	Village of Waskatenau Drainage Ditch.	Drainage Improvement - Ditch south of Providence property.	Excavate material at ditch bottom holding back water flow.	Drainage improvement.
March 2017	Spedden Catholic Cemetery	Cemetery improvement.	Hydro-axing and brushing the perimeter of cemetery.	Space for fence installation.
May 2017	4-H Draw	Gravel donation.	Load and haul 1" gravel to winner of the 4-H Draw.	Donation.

Carried.

3. Issues for Information

**Public Works: Shop Foreman – 2017 Work Plan
Management Policy Statement No. 03M-07-08**

587-17: Bobocel

That County Council accept the received Work Plan for 2017 as a Management Policy: 03M-07-08 entitled “Public Works Department: Shop Foreman Work Plan”, for information.

Title: Public Works Department: Shop Foreman Work Plan		Policy No.: 07-08
Section: 3 - M	Code: P - A	Page No.: 1 of 4

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

SCHEDULE “A”: PUBLIC WORKS DEPARTMENT: SHOP FOREMAN WORK PLAN 2017


Section 03-M
Policy: 07-08
SCHEDULE “A”
PUBLIC WORKS DEPARTMENT: SHOP FOREMAN WORK PLAN 2017

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
DAILY				
1 Hour	Five employees Time Sheets to sign and verify.	Payroll	Verify work done in Shop.	Sent to main office for payroll department.
1 - 8 Hours	Rap and Work experience.	Supervisor Roll	Ensure work done properly	To train properly. Strategic Plan 1.2(e)
1 Hour	98 Vehicle Check Lists to review. 40 Equipment check lists to review.	To be checked promptly and monitored for mileages and hours that are used for warranties and parts.	To check for problems, to ensure proper repairs are scheduled to be done.	To get equipment and vehicle on the road as fast as possible. Follow National Safety Code Requirements.
1 - 8 Hours	Repairs to Equipment and Vehicles.	Whatever may have broken down.	Prioritize repairs to have most important equipment or vehicles running first.	Strategic Plan 1.2(a)
WEEKLY				
2 - 3 Hours	Review Purchase Orders and Invoices.	Sign and verify prices.	Make sure that we are charged for only items purchased, companies are paid on time to avoid interest charges.	To keep equipment and vehicles mobile for projects.
½ - 1 Hour	Monday Morning Tool Box Meeting.	Discuss with employees daily procedures and equipment or vehicles being worked.	Designate equipment or vehicles to be worked on.	To keep equipment and vehicles mobile for projects.
1 ½ Hours	Management Meetings	Meet with all Management Departments	Update departments on Public Works Shop activities for the week.	Monitor and complete tasks. Communicate. Strategic Plan 1.1(g)
MONTHLY				
1 - 8 Hours	285 Pieces of equipment and Vehicles to service and repair. 150 Services to vehicles and equipment.	Repair items that require attention. Change engine oils in pickups every 5000 kms. Change engine oils in Class 8 trucks every 250 hrs. Check over units (brakes, steering, suspensions). Change oil in engines on graders: 500 hours. Other oils as per OEM spec. Construction equipment: – every 250 hours.	Make sure all equipment is safe for use. Be sure items are done so that warranties are not voided. Monitor oil samples for problems that may arise.	Minimize down time. To keep equipment and vehicles mobile for projects.

PUBLIC WORKS DEPARTMENT: SHOP FOREMAN WORK PLAN 2017 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
MONTHLY - Continued				
		Service and repair chainsaws, weed eaters, riding mowers and push mowers.		
1-3 Hours	Report to Council	Type out report.	Maintenance on vehicles completed during previous month.	Deliver for Agenda Package. Strategic Plan 1.1(f)
1-3 Hours	Safety Committee Meeting	Attend and discuss safety issues.	Implement safety procedures.	Keep work place safe.
Occasional	Budget	Review Budget numbers	Monitor Progress	Document.
PERIODIC				
1 - 3 Days	31 - Annual 3 - Semi-Annually x 2 37 in Total CVIP's on Trucks, Trailers, Vans and Buses. Trailers are done from December to February. Trucks are done from March to April.	Remove all wheels and brake drums, measure drums and shoes, replace any worn items, do all repairs required at this time. CVIP's and repairs may take from 1 to 2 weeks to complete depending on amount of work to be done and parts availability.	Commercial inspections according to government specs. Organize Staff.	Keep equipment and vehicles mobile and repaired in a timely fashion.
Scheduled by the Company	Warranty repairs.	Repairs as required.	Coordinate with dealers to have repairs done. Be sure items are covered under warranty to avoid extra charges.	Document.
As per Budget.	Spec out vehicles and equipment to be purchased for all departments.	As per Five-Year Capital Asset Budget.	Obtain spec.	Communicate. Supply budget numbers for year.
SEASONAL				
1 - 2 days	8 - Graders ready for winter October 1 st . 2-3 Graders at a time.	Change hydraulic, transmission and engine oil, install snow equipment.	Make sure maintenance is done according to manufacturers' specs.	Keep equipment mobile.
1 - 2 days	4 - Tractors	Install snowblade.	Prepare for winter snowplowing.	Keep equipment mobile.
1 - 2 days	3- Sand Trucks ready for October.	Install sanders and snowplows.	Prepare for winter season.	Keep equipment mobile.
1 - 2 days	8 - Graders ready for summer - April 2-3 Graders at a time.	Remove wings	Prepare for spring season.	Keep equipment mobile.
1 - 2 days	3 - Trucks ready for summer - April	Remove sanders and plows.	Prepare for gravel season.	Keep equipment mobile.

PUBLIC WORKS DEPARTMENT: SHOP FOREMAN WORK PLAN 2017 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
SEASONAL - Continued				
1 - 2 days	4 - Tractors	Remove snowblades	Get tractors ready for mowing and construction.	Keep equipment mobile.
1 day	Unit 616: Caterpillar Buggy when required.	V-Plow install for winter. V-Plow removed for summer.	Prepare for Winter snowfall and summer projects.	Keep equipment mobile.
As required.	15-20 Units: Fire Equipment for fire season at all times and water trucks and tanks filled with water and fuel at all times for emergency.	Change oil in proper time.	Get equipment repaired in shortest time possible.	Keep equipment mobile.
1 - 2 days	1- H.A. Kostash School Bus's. 1 - Vilna School Bus. 1 - Senior Bus.	Oil changes and repairs. \$200.00 Special Certificate required.	Keeping their equipment serviced.	Keep equipment mobile.
1 - 2 days	4 - 5 vehicles or equipment for Aspen View.	Oil changes and repairs.	Keeping their equipment serviced.	Keep equipment mobile.
3 days	RUSA Convention	Attend seminars.	To get new information on products and services and new regulations.	Change with times.
CVIP's	111: January 112: November 112S: August 112S: August 136: May 138: April 141: September 155: April 158: August 159: March 170: May 180: May 181: January 183: June	188: February 189: January 190: June 194: February 195: October 196: January 197: February 198: March 199: February 199: April 208: March 217: March 308: May & November 322: March & September	401: December 403: March 404: March 405: March 445: March 447: February & August 451: October 459: August	

Carried.

**Natural Gas: Manager – 2017 Work Plan
Management Policy Statement No. 09M-01-06**

588-17: Orichowski That County Council accept the received Work Plan for 2017, as amended, as a Management Policy: 09M-01-06 entitled “Natural Gas Department: Natural Gas Manager Work Plan”, for information.

Title: Natural Gas Department: Natural Gas Manager Work Plan		Policy No.: 01-06	E
Section: 9 - M	Code: P - A	Page No.: 1 of 5	

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

SCHEDULE “A”: NATURAL GAS DEPARTMENT: NATURAL GAS MANAGER WORK PLAN 2017



Section 09-M

SCHEDULE “A”

Policy: 01-06

**NATURAL GAS DEPARTMENT: NATURAL GAS MANAGER
WORK PLAN 2017**

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
DAILY				
2-8 Hours	Line locates.	Locate and mark County gas lines for construction, seismic, and whoever is working by County gas lines.	Insure gas lines are located and properly marked. Manpower of 2 to 3 men.	Eliminate the possibility of disrupted gas service due to damage lines.
2-6 Hours	Customer complaints.	Gas odor calls, on-off readings of meters, listen to general complaints.	Answer customer questions, delegate duties, going out to customer residents.	Document and monitor service for improvements.
1-2 Hours	Documentation of jobs.	Complete necessary documentation work completed.	Address and monitor tasks.	Accountability.
1 Hour	Pre job meetings	Complete necessary paper work	Identify and record hazards and control measures	Safety at job site
After Office Hours	On-Call.	Man emergency phone.	Take after hour's emergency calls.	Continuance of gas service.
WEEKLY				
8 Hours	RMO Checks.	Check RMO stations.	Record station operations, metering, meter oil levels, odorant, glycol, heaters, and line heaters.	Insure gas quality and operation of the station to insure continuous gas flow.
1.5 Hours	Management meeting.	Meet with all management departments.	Update all departments of Natural Gas Department activities for the week.	Discuss and work with all departments. Help each other.
1-3 hrs.	Invoicing	Check Customer Service Requests	Invoice for third party work	Provides income for gas department
1 hr.	Clean truck	Maintain a professional appearance	Keep County vehicle clean	Adhere to County Policy
1 Hour	Utility Personnel Meeting.	Communicate projects and tasks.	Work schedules reviewed for the week and month.	Education and monitoring.
1 Hour	Vehicle inspection.	Keep County vehicle clean.	Clean inside and outside of the vehicle.	Adhere to Policy. Portrays good image.
2 Hour	Tool Box meeting	Communicate with all departments	Review and incidents and report weekly activities	Learn from past experiences
MONTHLY				
3-4 Days	Meter readings.	Physically read all gas meters.	Go to every County gas customer and read their meter and record.	Have accurate readings to keep profit margin up due to constant price changes.
1 Hour	Magazine check.	Explosive inventory.	Check and record inventory.	Legal requirement.

NATURAL GAS DEPARTMENT: NATURAL GAS MANAGER WORK PLAN 2017 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
MONTHLY-Continued				
12 Hours	Odor sample.	Checking for gas quality.	Take sniff tests at different locations from each RMO and record.	Insures sufficient odor in gas line for customer safety and address legal requirements.
4 hrs.	Gas balancing	Check differences between bought gas and sold gas	Document gas purchase verses gas sold	Gives an indication of possible gas loss problems
32 hrs NEW	AMR meters	Reading meters	Download AMR meter to reader and read all installed AMR meters	Takes 1 person approximately 4 days to read app. 900 meters
80 Hrs. NEW	Meter readings	Reading meters	Manually reading meters not on AMR	4 people approximately 2.5 days
2 hrs.	Monthly managers reports	Manager report form	Complete a manager's report for monthly council meeting	Provide information for council and management
8-24 Hours	Delinquent accounts.	Collect arrears.	Collect overdue accounts or leave notice. Lock off if necessary for no payments.	Generate income.
10 to 12 Days	Odorant.	Deliver Odorant.	Deliver odorant to approximately 250 RMO's in 23 different Gas Co-ops.	Safety and income generating for the County.
PERIODIC				
2-3 Hours	Vehicle maintenance.	Oil changes and general truck maintenance.	Assist in oil change and general repair when necessary.	Safe and well maintained vehicle.
48 hrs	Conventions	Attend conventions	Incorporate materials into Natural gas activities	Education and communication
8 hrs	Auditor documentation	Have documentation available for auditor	Prepare spreadsheets and invoices for auditor	Present council with end of year financial report
16 hrs	Strategic plan	Quarterly report	Document actions taken to fulfill the plan	Communicate and educate
80 hrs.	Equipment maintenance.	Change oil, general repair and replacement.	Complete oil changes and lubrication.	Well maintained equipment works longer
40 hrs	Utility meetings	Manager report	Prepare request for decisions, agendas,	Communicate with council on activities happening in the department and natural gas industry
40 hrs. NEW	Budget meetings	Research information	Prepare budgets for operating and capital purchases	Long term financial stability
20 hrs. NEW	Departmental meetings	Compile all information	Prepare departmental work plan	For all to know what the department does
250 Hours	Leak detection.	Underground leaks.	Find and repair leaks.	Prevent gas loss.
10 Hrs.	Job interviews	Interviewing for new staff	Advertise and arrange interviews	advise
5 hrs.	Employee evaluations	Evaluate staff	Complete documentation of evaluation	Improve working relation and communication
4 hrs.	Work plan	Plan for the upcoming year .2017	Review work plans and make appropriate changes	Submit to council annually

NATURAL GAS DEPARTMENT: NATURAL GAS MANAGER WORK PLAN 2017 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC-Continued				
40 hrs.	Prepare budgets	Budget meeting for Gas Department needs	Evaluate capital and operational budget	Meet with finance manager and council for approval
8 Hours	Safety	Annual safety meeting	Attend county wide safety meeting	Review incidents, find remedies, communicate with all county staff on working safely
20 to 40 Days	PFM check.	Pressure meter factoring. Required legally.	Go to all PFM sets and make sure that proper pressure is going through the meter.	Insures accurate measurement of gas to customers.
5 to 10 Days	Public building inspections.	Check public building where large groups of people gather.	Check churches, schools, halls, lodges, etc. for gas leaks within the buildings and appliance condition.	Safety to places where large groups of people may gather.
16 to 40 Hours	Cathodic protection.	Perform test.	Test cathodic beds and sacrificial anodes. Replacing when necessary.	Protect metal gas lines from getting pin hole due to electrolysis.
16 Hours	Tetler bag samples.	Collect sample bags of gas.	Take samples for each RMO at different locations, send away for a lab analysis.	Required legally. Provide documentation of gas quality.
151 hrs.	Compressed natural gas trailer.	Provide compressed natural gas in emergency situations.	Travel to various locations with CNG trailer.	Provide emergency gas for other Gas Co-ops and Third party jobs
30 Hours	Appliance sales and installation.	Sell and deliver appliances.	Install stove, inferred heaters, barbeques, and clothes dryers. Install gas lines to said appliances.	Some income generated and customer services.
4 to 8 days	Budget	Capital and operating budget	Work with finance and management to prepare budgets	Approval by council for natural as department day to day operational finances and capital purchases
8 to 40 Hours	Hydro Axing.	Communicate with Public Works.	Check for grown in right-of- ways and give direction to Pubic Works on what needs to be trimmed.	Clean right of way for line walking, line locating and line repair.
80 to 800 Hours	Meter Recalls.	Replace outdated meters. Legally required.	Replace outdated meter with a current sealed meter. Repair leaks.	Less gas loss and eliminates the yearly PFM checks.
20 to 25 Hours	End Pressure Test.	Check pressures at various locations at end of lines.	Insert gauges at various locations and occasionally get readings.	Check if lines are delivering sufficient gas to customers.

NATURAL GAS DEPARTMENT: NATURAL GAS MANAGER WORK PLAN 2017 - *Continued*:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC- <i>Continued</i>				
24 to 40	GPS	New service's	GPS all new services	Used for GIS system and future use for line locating if tracer wire deteriorates.
4 hrs.	Glycol sampling	Collect samples	Drive to RMO stations with line heaters and collect samples	Samples are analyzed for PH and or acidic levels. Adjust to neutral with inhibitors
25 to 30 days	Other duties	Office	Do bank deposits, take mail out, help with stuffing gas bills	Make for good working relationship with office staff
40 Hours	O & M Policy.	Check if we are complying with the O & M Policies.	Fix, install or replace necessary equipment.	Comply with O & M Policy Manual Operations.
25 to 40 Hours	Inventory.	Take inventory at shop.	Physical count all inventory in our shop.	Monitoring for year-end.
SEASONAL				
May to November	Construction.	Install gas lines.	Construct new gas services.	New customers.
May to November	Construction.	Install underground lines.	Install underground power lines, phone lines, temporary water and secondary gas lines.	Generates an income and helps County customers.
May to November	Construction	Wash and bleach all equipment	Wash and bleach equipment used in construction prior to crossing property lines	Prevent the spread of Club Root by this department
May to November	Sign installation.	Replace and install new signs.	Install new sign at new construction crossings and replace old unreadable or damaged ones.	Make people aware of gas lines crossing roads, etc.
8 to 80 Hours	Cut and Caps.	Terminate released lines.	Dig up gas lines that have been released, cut and cap the service.	Remove unwanted gas lines.
May to November	Maintenance.	Maintain facilities.	Do maintenance on above ground facilities (Reg Stations, RMO's, etc).	Tighten the system, less leaks more profit.
ASSIGNMENTS				
800+ Hrs.	Automatic Meter Readings.	Work on replacing all gas meters with AMR ones	Replace old existing meters with AMR meters having the ability to read gas meters using drive by or ultimately by fixed network (internet)	Strategic Plan
15 Hrs.	Automatic Meter Readings.	Group AMR meter customers	Group AMR customers to Taps and individual regulating stations	Use for gas loss and balancing
80 Hrs.??	Town of Smoky Lake	Collect data, collaborate with management to complete a viable contract	Negotiate Operation and Maintenance contract with the Town of Smoky Lake	Regional collaboration and Smoky Lake County gas system sustainability

Carried.

Environmental Operation: Manager – 2017 Work Plan Management Policy Statement No. 04M-01-07

589-17: Bobocel

That County Council accept, as amended, the received Management Policy Statement No. 04M-01-07 entitled “Environmental Operations Management 2017 Work Plan”, for information.

Title: Environmental Operations Management Work Plan	Policy No.: 01-07
Section: 04 – M	Code: P – A
	Page No.: 1 of 9

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

SCHEDULE "A": ENVIRONMENTAL OPERATIONS MANAGER WORK PLAN 2017



SCHEDULE "A"

Environmental Operations Management: WORK PLAN 2017

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
DAILY				
½ Hour	Communication: Phone calls or emails from ratepayers, councilors and office.	Address issues regarding complaints or billing inquiries.	Inspect and Access provide reply if required.	Rectify and Document the issue.
¼ Hour	Organize daily projects.	Communicate plan, and safety concerns.	As per assigned work.	Time sheets.
¼ Hour	Morning mail	Collect County mail.	Collect and or mail if required and pick up parcels.	Provide mail to front desk.
2 Hours	Check Warspite potable Water system.	Monitor Chlorine content at plant and distribution system.	Collect samples from the plant and distribution system and test for total chlorine content. Calculate all chemical consumption. Monitor all chemical pumps, and visual inspection to assure all equipment is working properly.	Record all results on daily logs. Level 2 water distribution certification required.
1 Hour	Check Regional equipment at the Warspite system.	Monitor pressures and chloramine residuals. If results are not efficient the operator will troubleshoot system.	Tend to adjustments required.	Record all results on daily logs. Level 2 water distribution certification required.
1 Hour	Monitor Warspite sewage lift station.	Monitor pump operation and ensure level sensing electronics are in good operation.	Manually work pumps and have a visual check on water levels while pump is in operation. Clean out bucket traps, daily.	Record all results on the daily logs. Level 1 water sewer certification required.
2 Hours	Check Spedden Water system.	Monitor Chloramine content at plant and distribution system.	Collect samples from the plant and distribution system and test for chlorine content. Calculate all chemical consumption. Monitor all chemical pumps.	Record all results on daily logs. Level 2 water treatment required.
1.5 Hours New	Check regional equipment, at the Spedden facility.	Monitor pressures and chloramine residuals. Tend to booster station. If results are not satisfactory the operator will trouble shoot system.	Tend to adjustments required. Communicate with St.Paul County and assist and rectify if any issues come up.	Record all results on daily logs. Level 2 water distribution certification required.
1 Hour	Check regional and distribution system at the Bellis Potable Truck fill.	Monitor pressures and chloramine residuals. If results are not efficient the operator will troubleshoot the system.	Tend to adjustments required.	Record all results on daily logs. Level 2 water distribution certification required.

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
DAILY- Continued				
½ Hour	Check on pumps and Booster station at the Smoky Lake regional station.	Monitor pressure and chloramine residuals. Tend to the booster station. If results are not satisfactory the operator will trouble shoot the system.	Tend to adjustments required.	Record results on daily logs. Level 2 water distribution certification required.
½ Hour	Check regional equipment and testing at the Vilna and Waskatenau water facilities.	Collect water samples and testing for mono and free chloramine.	Tend to adjustments if required.	Record results on daily logs. Level 2 Water Treatment certification required.
WEEKLY				
½ Hour	Safety Meeting	Report Verbally.	Listen to the safety issues that caused concern in the previous week and how to resolve, and report our department's plans for the week.	Communication tool Monitor.
1 Hour	Managers Meeting	Verbally report to Management team of weekly direction and concerns.	Communicate with the other managers of weekly events. An opportunity to plan tasks with other departments and notice of events that may affect each department's weekly activities.	Management Communication
½ Hour	Invoicing	Verify invoice to specific water or waste site.	Code, date and authorize.	Submit to appropriate office personnel.
10 Hours	Water Testing and equipment calibration of Regional sites within the Smoky Lake County	A sample is collected at each site and is tested regarding Mono Chlorine, Free Chlorine, and Free Ammonia. Each site Chloramine Analyzer must be calibrated weekly.	We would collect 3 samples at every site. Each sample will take 15 minutes to complete. Sites to be collected from are: Spedden, Vilna, Bellis, Smoky Lake, Warspite, and Waskatenau. Beakers, and test tubes are to be cleaned and Chloramine analyzers are to be recalibrated reflecting results. Time allocated reflects travel time.	Record results on weekly logs. Level 2 water distribution certification required.
9 Hours	Enzyme substrate tests (Bac-T samples)	Collect water samples, and deliver to aspen health authority. Record all results on weekly log. Also collect coins in coin operated truck fill in Warspite	Collect water samples throughout the county, Waskatenau truck fill, Warspite potable and raw, Smoky Lake truck fill, Bellis potable and raw, Vilna Truck fill, Spedden potable, Spedden raw, and lakes with swimming facilities.	These samples are couriered to the Provincial Laboratory for public health, with the results sent back to the county. If results fail we would redo this process, and rectify the problem found immediately followed with a report to Alberta Environment.

Environmental Operations Management: WORK PLAN 2017 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
WEEKLY - Continued				
½ Hour	Flush Warspite distribution lines.	Monitor chloramine residual at end of distribution line. If results are less than 0.5 mg/l we flush in order to bring the residual to an acceptable level.	Open hydrant and test for total chloramine, when the water reaches the desired level the valve is shut slowly and caps are replaced.	Record result on daily log sheet.
2 Hours	Maintenance and calibrate testing equipment.	Inspect, clean and follow manufacture guidelines for calibrating chlorine content meters, PH meters, and alkalinity meters.	Replace reference electrolyte cartridge in PH meter, mix a standards solution used to compare results.	Record all results on weekly logs.
2 Hours	Wash and tidy service trucks.	Maintain professional appearance of utility department.	Wash outside, inside, tidy service box, clean tools and restock supplies as needed.	Service truck is safe and maintains clean appearance.
½ Hour	In house courier.	We are asked to deliver packages to other municipal offices.	Since we must check the plants though out the county or attend meetings we will deliver packages to Waskatenau, Smoky Lake Vilna, Thorhild or St Paul	Deliver and Drive safe.
2 Hours	Shock truck fill wells.	If Alberta Health notifies us of a sample that has contained Bacteria or E Coli the well is shocked and flushed.	If Bacteria is detected approximately a gallon of Hypochloral Chlorine is poured down the well and then tested the next week. If E Coli is detected the reservoir is flushed and drained and treated with bluestone. We retest and send off to the Alberta health lab that same day.	Follow up on resamples repeat if necessary. And document in the daily logs.
MONTHLY				
1 Hour	Attend in house safety meetings.	A monthly meeting is arranged for the department to provide input.	Communication of safety issues that have occurred and provide input of options to prevent these occurrences to happen in the future.	Discuss the outcome of the safety meeting with the Environmental Operations staff and bring forward any concerns they may have regarding safe work practice.
1 Hour	Read meters.	Meters are read monthly at Warspite.	Set up Itron auto reader, drive down the streets and verify the readings. We download the information at the office and review bills before they are sent out. Install meter if required.	Bill water usage.

Environmental Operations Management: WORK PLAN 2017- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
MONTHLY- Continued				
1 Hour	Service distribution pumps.	Proactive approach on general maintenance.	Grease, check propellers for wear and housing for signs of cavitation wear, and add or replace packing as needed.	Record all results on monthly log.
1 Hour	Order supplies.	Order chemicals, repair parts and tools necessary to effectively operate facilities.	Distribute to facility where required.	Record inventory, and prices to assist in annual budget.
4 Hours	Report to council	Monthly report required by council.	Prepare and deliver briefing or debriefing for Supervisor and council, monthly, and as required individual request of council, environment, health officials and the CAO.	File all for future reference.
On call	On call duties	Required for emergencies and weekend system checks.	Treatment facilities require the plant to be monitored on weekends during the high consumption seasons, sometimes small repairs are required throughout the system.	Report and monitor, the same as regular plant checks.
4 Hours	Inspect Waste Transfer Stations	Go through each Transfer Station with designated waste operator.	Discuss operational issues, if cat work is necessary, burn pits cleaned, road maintenance, and when recycle contractors are to be notified for pick-up or maintenance.	Follow up by contacting desired county equipment or contractors needed.
2 Hours	Check truck fill stations	Proactive approach: Check for leaks, line stress, station in proper working order, and maintain clean and tidy site.	Visual inspection of site as well as inside building. Assure receipt printer is working, unplug or change paper role when required. Assure all lights are working, and mechanical components are in proper working order.	On site record of what was done, how long it took, supplies needed, and date of visit.
3 Hours	Attend Evergreen Meetings	Regional Waste Commission meeting communication of Evergreens activities.	Provide input when required. Learn of valuable information regarding our own sites, compare ideas and networking.	The agenda package is forwarded to the utility meeting agenda.
2 Hours	Attend meetings regarding regional water line.	Provide assistance when necessary.	Alterations to the existing facilities. Attend meetings to provide input.	Maintain records of the projects.

Environmental Operations Management: WORK PLAN 2017- *Continued*:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
MONTHLY- <i>Continued</i>				
20 hours Varies on amount of recyclables.	Arrange for recyclable waste to be picked up.	This includes wastes such as, propane bottles, Tires, metals, agriculture chemical containers, batteries, paints, and electronics.	Arrange for Freon to be removed from refrigeration units and mercury from microwaves, prior to bailing. Collect all propane bottles and stored at one site for pick up. Notify recycle contractors when areas are almost full.	Record the weights or totals of materials taken as a small revenue is collected for some materials.
PERIODIC				
1 Hour	Tend to overdue accounts.	Review bills and provide notice when the account is in arrears.	Notice is provided in the customer's bill, if there is still no payment we physically go to the customer and provide them with a written shut off notice.	If payment is not made we will inform the customer that the service will be shut off till the full payment is made.
1 ½ Hours per call with travel	Line locates	Mark out underground utility upon Alberta One Call Request	Mark outline of the site in question, meet on site with contractors if possible. Assure the line is exposed before digging takes place, and supervise.	Record all events that take place, location and date. And do a site check to assure the reclamation is sufficient.
10 Hours	Arrange for regular maintenance at Transfer Stations	Maintenance on burn pits, cutting grass, snow removal, toilets, and cat work at dry fill pits.	Ashes removed from pits and hauled to Evergreen site, have Ag department cut grass, have public works have snow plowed and cat level dry fill sites, and vac truck to clean toilets.	Record when these duties were performed and code contractor's invoices.
20 Hours per Operator	Water operator training	Continuing education is required by the Alberta Water and Waste Water Association	Level 2 operators must maintain the required (CEU's) Continuous Education Units.	Send attendance records in to the Alberta Water and Waste Water Association.
5 Hours/ week	Operator relief	Tend to water operations when Waskatenau of Vilna operators require time off.	Complete daily checks and maintenance of water treatment facilities and sewage lift stations at Vilna/Waskatenau.	Record on daily logs of activities and invoice the municipality.
20 Hours	Maintain Lagoons	Expose manholes and valves, and repair access roads.	Visual inspection, prevent weeds growth, and rodents from burrowing on slopes to prevent erosion from occurring.	Record the date maintenance occurred and the costs of the project.
16 Hours	Flushing sewer lines.	Have a Vac truck flush sewer with high velocity and clean sewage lift station settling chamber.	Organize for contractor, assist and supervise. Reassure all manholes are in place.	Monitor and record all results.

Environmental Operations Management: WORK PLAN 2017- *Continued*:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC-<i>Continued</i>				
4 Hours	Flush regional line	Collect data from daily logs to determine which portion of the line has a low chloramines residual and flush accordingly.	When portion of the line is determined, assure each municipality has a sufficient amount of water, notify all regional members and open valve, monitor by randomly testing Chloramine residual. When the residual is at the desired levels (1.0 >) close valve and monitor the entire system.	Record all results in the daily logs and notify the commission of the metered amount of water that was flushed.
Depends on nature of job approximately 8 to 24 hours.	Emergency repairs.	Repair leaks throughout distribution and sewage systems, and repairs on treatment facilities.	Notify all customers who are affected, dig up line, locate all underground utilities. Inspect and repair. Clean up and reclamation of site.	Record site information, and notify Alberta Environment if required.
Varies on number of meetings.	Attend required meetings.	Departmental operations, Strategic plan, budget, and meetings with the Town or Villages.	Provide input regarding the Environmental Operations Department.	Prepare information, record information and carry out requests.
8 Hours New	Install awning.	The roof at the Spedden water facility tends to accumulate snow at times the snow/ice falls and could become a safety hazard for water customers a small awning would resolve this issue.	Measure then purchase the required material and safely construct.	Collect feedback from customers if any issues arise.
1 month approximately 1 hour per day. New	Monitor alterations to Spedden Water Facility regarding supplying water to Ashmont.	In 2016 a waterline to Ashmont had been constructed. Instrumentation and chemical pumps have been installed at the Spedden Water Facility. We are monitoring the work and confirm the equipment is in perfect working order to consider the project complete	Meeting with Engineers and contractors on site Documenting all work done, taking pictures of deficiencies, invoicing water being used, and assuring the site is in excellent condition before the project is signed off. Become familiar and trained on all parts of the system.	Notify Alberta Environment when the project is complete and file all as built and records for future reference.
1 month approximately 2 hours per day. New	Monitor installation of Warspite Reservoir.	The Warspite Raw water truck fill is being converted to a Potable truckfill and a new underground reservoir will be installed with new instrumentation.	Regular meetings and inspections of work performed, provide feedback in order for the facility to be operator friendly. And document work performed and collect pictures of the installation. Become familiar and trained on all parts of the system.	Notify Alberta Environment when the project is complete and file all as built and records for future reference

Environmental Operations Management: WORK PLAN 2017- *Continued*:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC-Continued				
1 month approximately 2 hours per day. New	Monitor installation of Spedden Reservoir.	The Spedden Raw water truck fill requires more water storage. An underground reservoir is being installed with the instrumentation required.	Regular meeting and inspections of work performed, provide feedback in order for the facility to be operator friendly. And document work performed and collect pictures of the work performed. Become familiar and trained on all parts of the system.	Notify Alberta Environment when the project is complete a file all the as built and records for the future.
SEASONAL				
Every spring 8 hours.	Annual safety meeting.	All day meeting to discuss and interact with all employees on safe work practices.	Provide an update of past and upcoming events of the Environmental Operations Department as well as being informed of what other departments have to report. Acknowledge input from guest speakers informing us of issues that may arise.	Ensure all safety equipment and PPE is in proper order and maintain a safe working environment throughout the year.
Spring and Fall 8 hours	Exercise distribution main valves	8 main valves throughout Warspite distribution system, will take approximately 1 hour per valve. Proactive approach to see if these valves are in good working order.	Basically the valves are closed and opened. This process is repeated till the valve moves easily.	Record the results and date when this was done.
Spring and Fall 12 hours	Exercise all hydrants	12 Fire hydrants throughout Warspite, this is a proactive approach to assure all the hydrants are in proper operating order for emergency purposes. This would include a visual inspection as well, and would take about 1 hour per hydrant.	Each hydrant is flushed, and inspected for corrosion, and valve wear.	Record the results and date when this was done.
Spring and Fall 8 hours	Exercise all CC valves	At the present time, there is 46 service CC valves. As well as regular maintenance we would be able to tell which ones are in need of repair.	Each CC is closed and opened, and we verify with customer if these valves are in proper working order.	Record the results and date when this is done.
Spring and Fall 24 hours	Inspect and exercise regional line valves.	Assure all valves and blow offs are working properly	Open and close valves, run water through blow offs assure proper drainage. Inspect man holes maintain sites for easy access.	Record results and rectify any problems. Record the dates when this was done.
Summer 8 hours	Weed control at lagoon sites	Both lagoons should have weed control for both appearance and to provide rodent prevention.	Spray each facility and inspect for rodent burrowing activity mow grass 2 times in summer	We would record the date this was done as well as the amount of chemical used.

Environmental Operations Management: WORK PLAN 2017- *Continued*:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
SEASONAL				
12 Hours	Clean and repair paper incinerators.	These are the incinerators at the waste transfer stations for county residents to burn private letters/information. We have 5 incinerators throughout the county that must have the ashes removed.	Lift the unit with the backhoe in order to remove the ash. Inspect the units and replace top screen when required.	Place incinerator back into position and assure that it is in safe working order.
3 Hours	Weed control at Spedden Water Treatment Plant.	Weed control for appearance and safety.	Cut down existing weeds and spray to prevent.	Record the date this was done as well as the amount of chemical used.
30 Hours New	Freon Removal.	Remove the Freon from every discarded refrigeration unit at every transfer station.	With the recovery unit tend to every discarded refrigeration unit by piercing the copper piping containing Freon. During this procedure weigh the amount of product collected and document. Send product for recycling.	A CFC/HCFC/HFC Control in the Refrigeration and Air Conditioning Industry certification is required.
8 Hours	Provide budget.	Review the costs that have occurred and forecast the capital and operation budget for the upcoming year.	Look into capital items that are required and provide council with costs.	Prepare budget for Council and when passed follow diligently.

Carried.

Agricultural Service Board: Agricultural Fieldman – 2017 Work Plan Management Policy Statement No. 62M-01-10

590-17: Orichowski

That County Council accept, as amended, the received Management Policy Statement No. 62M-01-10 entitled “Agricultural Service Board Work Plan”, for information.

Title: Agricultural Service Board – Agricultural Fieldman Work Plan	Policy No.: 01-10
Section: 62 – M	Code: P– A
	Page No.: 1 of 7

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

SCHEDULE "A": AGRICULTURAL SERVICE BOARD: AGRICULTURAL FIELDMAN WORK PLAN 2017

Section 62-M

Policy: 01-10



SCHEDULE "A"

AGRICULTURAL SERVICE BOARD: WORK PLAN 2017

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcome
DAILY				
	General Administration	Approve staff time sheets, code ASB invoices, maintain records (spraying, weed inspection, mowing, complaints), order parts, chemical, toxicants and maintain staff records, assist office staff with various duties	Assign duties to crews. Inspect work being done. Complete ASB Duties. Keep up to date on emails, data entry, timely coding of invoices as per accounts payable requests.	Detailed and organized ASB records, Admin staff satisfied with flow of information. Required ASB duties under the Acts completed.
	Phone Calls	County residents concerns. Agricultural Information on Invasive species, chemicals, toxicants, trees, soils, land and custom rates.	Address and handle concerns in a timely fashion.	Document complaints and maintain records. Follow up to confirm problems were investigated and rectified. Document calls and requests
	Bank Deposits	County deposits.	Deliver bank deposits.	Help out office staff.
WEEKLY				
	Manager Meetings	Meet with all department heads to ensure open communication between departments.	Assist other departments as required.	Communication tool.
	ASB Staff Meetings	Meet with ASB Staff.	Discuss work plans for the week. Address safety concerns and other issues.	Communication tool to address timelines.
	Safety Meetings	Attend weekly safety meeting.	Discuss safety issues and incidents. Discuss workers concerns.	Staff use meeting to address concerns and issues that take place in the work week.
	Code Invoices	Code to specific account number	Review current budget in codes	Proper coding
	ASB Staff Timesheets	Review and sign ASB staff timesheets	Ensure timesheets are being completed and handed in on time to payroll	All timesheets are handed in and completed properly and on time.
MONTHLY				
	Monthly Reports to Council	Manager report form.	Fill out report.	Maintain record of reports.
	Prepare ASB Agenda packages and write RFD's	Research topics. Prepare packages.	Prepare Agenda's and Request of Decisions Photocopy and distribute packages.	Complete action list from the meeting.
	Monthly Time Sheets	Summary sheet of work, vacation and sick days.	Fill out and hand in.	Monitor ASB issues.
	In-House Safety Meetings	Attend monthly	Discuss safety issues and incidents. Discuss workers concerns.	Staff use meeting to address concerns and issues to take place in the work week.

AGRICULTURAL SERVICE BOARD: WORK PLAN 2017- *Continued*:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC				
	Job Interviews	Interviewing staff.	Advertise and arrange interviews.	Hire staff as required.
	AAAF Regional Meeting	Attend meetings.	Meet with NE AAAF members to discuss agricultural issues of mutual concern.	Bring back issues to Council.
	Issue Form 8's (Permit to use Coyote and Skunk Control Material on Own Land) to landowners.	Inspecting all locations and then Issuing 1080 tablets for coyote control where predation is deemed a problem	Inspect complaints to confirm predation. Issue 1080 tablets to producers.	Issue 1080 tablets to qualified producers. Reduction of coyote predation in livestock.
NEW	Wild Boar On-Farm Inspections	Complete Inspections on Farm of the Wild Boar Containment Standards put in place by Alberta Agriculture	Carry out require duties under the Agricultural Pest Act of Alberta	Ensure wild boars are not at large in Alberta or Smoky Lake County
	Agriculture Awareness	Set up seminars and workshops.	Arrange guest speakers, prepare presentations and advertise.	Document.
	ASB Policy Review	Read over policies.	Amend old policies and/or create new ones.	Update policies to ensure they are current within 5 years
	Environmental Farm Plans	Meet with producers to assist them in completing their EFP's.	Help producers complete their EFP's and attend peer review sessions to review binders.	Issue completion letters. Maintain records.
	Growing Forward 2	Help producers complete grant applications.	Aid producers in filling out grant application forms.	Document.
	LARA	LARA Projects within Smoky Lake County	Monitor LARA programs that take place within Smoky Lake County	Report on measurable outcomes from LARA and report to Council and to Alberta Agriculture.
SEASONAL: Yearly Outline				
January	Agricultural Service Board Conference	Attend conference.	Book rooms. Complete registration packages.	Advise.
February	ASB Resolutions	Present new resolutions annually	ASB to discuss new resolutions to come to a group consensus	Consensus reached as only two members can vote at provincial conference
NEW	ASB Grant Application	Report ASB Activities to Alberta Ag	Submit activities in detail and ASB expenditures	ASB will receive funding for legislative and environmental activities
	ASB year end	Ensure all invoices are paid and bills coded to proper accounts.	Go through the ledger.	Verify with the Finance Department.
	Renew Licenses	Renew explosives and damage control licenses	Complete the paperwork and submit.	Maintain records.
	ASB Work Plan	Plan for the upcoming year-2017 Work Plan	Submit to Council for approval.	Submit to Council - Annually.

AGRICULTURAL SERVICE BOARD: WORK PLAN 2017 - *Continued*:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
NEW	Various Ag Conferences	Attend conferences.	Attend conference and learn about projects or information.	Bring information to ASB or apply new information and skills to ASB programs.
	ASB Strategic Plan	Review all ASB data from previous year	Develop measurable outcomes for reporting	ASB Strategic plan is submitted to Alberta Agriculture annually on time.
	ASB Equipment Tenders	Develop Equipment tender requirement specifications with shop foreman	Send out equipment requests to multiple dealers	Have Equipment ready to be utilized before Mowing season
March	Preparations for 2017 Summer Season	Order supplies. Review work plans and polices and prepare as required. Obtain easements as required.	Order chemical, dynamite, grass seed, strychnine.	Monitor Budget. Maintain Records.
April	Hire summer staff	Hire summer staff for the Ag Department.	Advertise and interview if necessary.	County orientation.
	Equipment Preparations	Prepare spraying and mowing equipment.	Mount sprayer and calibrate. Inspect equipment and maintain as needed.	Maintain records. Equipment ready for work.
	Farmer Appreciation Event	Plan and host event in conjunction with Bellis 4-H	Plan and book speakers	Ensure many local producers attend.
	Problem Wildlife	Beaver Control.	Removal (trapping) of problem beavers.	Maintain record. Develop site plan.
	GIS Program	Record all locations where dam removals occur	Submit to GIS department	Develop detail maps of problem beaver areas for future reference.
	Problem Wildlife	"1080" Tablets	Distribute 1080 to livestock producers who are experiencing high levels of predation	Reduction in livestock predation.
	Seasonal Trapper	Coordinate problem locations for Beaver Removal with Transportation Department	Coordinate blasting with trapping locations	Reduction in beaver problems affecting county infrastructure.
	Strychnine Program	Richardson Ground Squirrel Control Program.	Distribute Strychnine to producers with high infestation levels.	Maintain records and reports.
NEW	Seed Cleaning Plant Inspections	Inspect all seed cleaning plant stationary or mobile and license them accordingly	Inspections are done based on cross-contamination and final turned out product.	Ensure weed seeds are not present in cleaned grain
May	Problem Wildlife	Beaver Control.	Removal of Beaver Dams.	Maintain records. Develop site plan.
	Tansy Reduction Program	Education and Awareness	Distribute Tansy information to landowners with infestations on tansy	Allowing landowners to realize why Tansy is such a problem and start reducing infestation levels within their own land.
	Spraying Program	All of Zone 1 is to be Sprayed and problem areas in Zone 2 and 3 will be sprayed.	Spray Hamlets and Resorts.	Document map records.

AGRICULTURAL SERVICE BOARD: WORK PLAN 2017 - *Continued:*

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
SEASONAL: Yearly Outline				
	Spraying Data Tracking	GIS program submit spraying data	Creation of maps and stored map layers for future reference	Ability to compare years of spraying in different layers on maps for the evaluation of programs
NEW	Weed Inspections	Complete Weed inspections on private land	Issue weed letters and notices to achieve compliance	Reduction of noxious within the county
NEW	Weed Inspector Training	Train staff on how to conduct and track weed inspections	AIMS Training and Weed Identification	More Weed inspections and better quality inspections
	Roadside Mowing	Begin mowing program and orientation with staff.	Mow resorts, hamlets, and main arteries.	Document map records.
	Farmer Appreciation Dinner and Show Planning	Work with Ag Societies to host the Farmer Appreciation Event.	Advertise, coordinate with hall, Ag Society, order food, make work schedule, and all other arrangements.	Document.
	ASB Grant Reporting	Submit ASB year-end final report for 2016.	Send in audited financial statements. Approved budget. Application agreement forms.	Maintain records.
	Shelterbelt Program	Advertise Shelterbelt program Tree Time which is a local nursery within Smoky Lake County.	Promote Shelterbelts	Document.
	Hay Permit Program	Advertise hay permit program. Ensure hay permit binder is ready develop maps of hay permit locations for spraying and mowing	Develop News article for papers	Producers fill out a hay permit prior to cutting hay within municipal right-of-way
June July August September	Roadside Spraying	Blanket spraying of road allowances. All of Zone 1 is to be Sprayed and problem areas in Zone 2 and 3 will be sprayed.	Spray road allowances with noxious weeds as priority, then brush control. As per policy.	Proper documentation of spraying.
	Roadside Mowing	Grass Cutting Program.	Mow all County ROW's, as per policy. Transition into a 3 Zone rotation.	Document map records.
	Keep weekly records of Mowing progress and submit to GIS department for data input and creating of maps	Keep weekly records for GIS data	Ensure records are submitted weekly to GIS department	Maps and Data readily available for Ag Service Board meetings
	Pest Monitoring	Insect inspections and other.	Inspect fields for insects and diseases.	Maintain records.
	Clubroot Inspections	Inspect known Clubroot Fields to ensure best management practices are being followed as per guidelines under the Alberta Clubroot Management Plan	Inspect all current 31 Clubroot positive fields	All Clubroot positive fields are acting in good agricultural faith and following best management practices
	GIS pest data input	Submit monitoring data for GIS department to create maps and layers of pest infestation levels	Submit samples diligently	All data collected will be formed in to maps and later use to evaluate infestation levels of pests and diseases.

AGRICULTURAL SERVICE BOARD: WORK PLAN 2017 - *Continued:*

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
	Spot Spraying Program	Zone 2 and 3	Target small infestations of noxious weeds. (Tansy)	As per Vegetation Management Policy (62-15) and Tansy Reduction Policy (62-23)
	Grasshopper Survey Program	Grasshopper survey inspections.	Inspect ditches and fields for grasshoppers.	Maintain records.
	Problem Wildlife	Beaver dam control.	Install gizmos and remove dams to alleviate water issues for farmers and county infrastructure.	Maintain record. Develop site plan.
	Weed Survey Program	Participate in Weed Survey inspections.	Inspect fields for weeds.	Maintain records and report to Alberta Agriculture
	Tansy Reduction Program	Collect locations of tansy infestations throughout smoky lake county	Submit collected data for the creation of maps	Maintains yearly infestation level maps to help monitor tansy populations
	Grazing school for Women	Co-host the Grazing School for Women.	Work with committee to plan and host the event.	Document.
	ASB Summer Tour	Attend tour.	Book rooms and register.	Document.
NEW	Wetland Management Inventory	Inventory Wetlands	Document and record Input into GIS (Enviro streamline work)	Develop a municipal Wetland inventory of Smoky Lake County that will be used for future referencing in Planning and development
	Clubroot Program	Clubroot inspections.	Inspect fields for clubroot.	As per Policy; development and awareness.
October	Problem Wildlife	Beaver dam control.	Install gizmos and remove dams to alleviate water issues for farmers and county infrastructure	Maintain records. Develop site plan.
	Spraying Equipment	Winterize spraying equipment and put away for winter.	Take small sprayers off truck and Polaris. Flush and winterize with RV antifreeze.	Maintain records.
	Problem Wildlife Program	Blast Beaver Dams	Blast Beaver dams that are affecting infrastructure	Help minimize flooding on county roads during spring thaw.
	Appoint LARA Board Members for Smoky Lake County	Include in Organizational Meeting	Appoint members to sit on the LARA Board at annual Organizational meeting	Smoky Lake County is well represented in LARA decisions
	Budget Meeting for ASB and Capital Assets	Meet with Finance Manager regarding budget.	Evaluate programs and capital needs, price out items, and prepare budget.	Meet with Finance Department.
	Policy and Program Review	Adjust and a budget to co-exist with policy change.	Evaluate policy and programs to match our budget.	Update policies.
November and December	Training – AAAF IST	Annual In Service Training.	Attend IST, other relevant training opportunities.	Report to council.
	Budget Review/ Meeting	Review Budget.	Review ledger; make sure all purchases are properly coded and all purchases are complete.	Communicate with Finance Department.

AGRICULTURAL SERVICE BOARD: WORK PLAN 2017 - *Continued:*

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
	LARA Contract	Have contract signed by both Smoky Lake County and LARA representatives	Sign and send off to LARA and return for Filing	Both Parties agree to terms and conditions of contract
	Inventory	Take chemical, poison, explosives supply inventory.	Count supplies.	Maintain records.
SEASONAL: 2017 PROJECTS				
	Blasting Project to mitigate spring flooding	Continue blasting program on White Earth Creek and other creeks affecting infrastructure.	Notify landowners, organize equipment and labor.	Maintain records. Develop site plan.
	Provide relevant agricultural information to landowners	Host Workshops.	Organize Workshops – Livestock Predation, Pest Identification, Crop Scouting, and Relevant Summer Plot Tours.	Producer Participation.
	Reverse Fenceline Program	Spray municipal ROW from ratepayer's property outwards.	Take applications, create forms, spray.	Maintain Records. Reduction in noxious weeds on fencelines and field margins.
	Corner Brush Program	Spray and mow brushed corners.	Get easements signed. Conduct spray program	Maintain Records.
	Tansy Reduction Program	Implement phase 3 of tansy reduction program	Spray required areas	Maintain records and monitor progress

Carried.

Planning and Development: Manager - 2017 Work Plan Management Policy Statement No. 61M-01-06

591-17: Orichowski That County Council accept, as amended, the received Management Policy Statement No. 61M-01-06 entitled “Planning and Development Manager Work Plan”, for information.

Title: Planning & Development Manager: Work Plan		Policy No.: 01-06	E
Section: 61 - M	Code: P - A	Page No.: 1 of 13	

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

SCHEDULE "A": PLANNING AND DEVELOPMENT DEPARTMENT MANAGER: WORK PLAN 2017



Policy: 01-06

**SCHEDULE "A"
PLANNING AND DEVELOPMENT: WORK PLAN 2017**

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	VERIFIED OUTCOME
DAILY			
1-2 hours	Emails	<ul style="list-style-type: none"> Review and respond to emails from the general public regarding Planning & Development related inquiries, permits and land issues. Approach and follow-up with consultants/contractors/surveyors regarding specific projects/files. Review and respond to emails from other County staff/Councillors related to Planning & Development issues. 	<ul style="list-style-type: none"> Ensure that customer inquiries are acknowledged promptly (within 1-3 days). Ensure effective communication between departments.
1-2 hours	In-Person & Telephone Inquiries	<ul style="list-style-type: none"> Receive and respond to telephone and counter inquiries related to Planning & Development. Approach and follow-up with consultants/contractors/surveyors regarding specific projects/files. Supply appropriate application forms for Development Permits, Subdivisions, Safety Codes, Roadway Licensing Agreements, Land Purchases, Road Closures and Heritage Intervention Permits to applicants. Provide appropriate contact information for County contractors (i.e. The Inspections Group Inc., Municipal Planning Services, surveyors, Accurate Assessment Group, Government of Alberta contacts, etc.). 	<ul style="list-style-type: none"> Ensure that customer inquiries are acknowledged promptly (within 1-3 days). Ensure that cross training is completed so there is an individual in the office able to assist customers with basic P&D inquiries when P&D Manager is unavailable.
.5 hour	Organization	<ul style="list-style-type: none"> Organize and prioritize daily work tasks as per discussions at the weekly Manager's Meeting and any other emergent issues that may arise. 	<ul style="list-style-type: none"> At the end of the week, ensure all tasks are completed as set out at the beginning of the week. If not completed, add the tasks to complete the following week.
1 hour	Meetings	<ul style="list-style-type: none"> Meet with staff, external agencies, and consultants as required for current and proposed files/projects. 	<ul style="list-style-type: none"> Ensure that all projects are proceeding in a timely manner and that updates on important issues are communicated to Council through the monthly Manager's Report.
15-30 mins	Administrative Tasks	<ul style="list-style-type: none"> Update timesheet, update calendar with upcoming meetings, write task list for the day, organize work space and file completed paperwork. 	<ul style="list-style-type: none"> Ensure that department is organized and tidy to promote efficient work.
TOTAL DAILY HOURS = 4-6 HOURS			

PLANNING AND DEVELOPMENT: WORK PLAN 2017 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	VERIFIED OUTCOME
WEEKLY			
4-6 hours/ application	Development Permits: Permitted Use or Variances under 25%	<ul style="list-style-type: none"> Meet with applicant to discuss the proposed development. Refer/discuss development proposals with other department heads as necessary. Review application to ensure that it is in compliance with the County's planning documents (LUB, MDP, ASP where applicable). Collect Development Permit fees as per County Policy 61-11-04 – Planning and Development Fees. Prepare and send external agency referrals as necessary. Input application into eSITE (Electronic Safety Information Tracking Environment) for coordination with The Inspections Group. Draft Development Permit (including conditions) and send to applicant. Forward a copy of the issued Development Permit to the County's Assessor, Safety Codes Agency, Gas Department and Peace Officer. Update Development Permit Listing. Update Development Permit GIS Database. 	<ul style="list-style-type: none"> <u>Legislative requirement:</u> Issue decision for Development Permits within the 40 day timeframe prescribed under the MGA. Development Permit applications will be processed in a timely and consistent manner.
9-11 hours/ application	Development Permits: Discretionary Use or Variances above 25%	<ul style="list-style-type: none"> Meet with applicant to discuss the proposed development. Refer/discuss development proposals with other department heads as necessary. Review application to ensure that it is in compliance with the County's planning documents (LUB, MDP, ASP where applicable). Collect Development Permit fees as per County Policy 61-11-04 – Planning and Development Fees. Prepare and send external agency referrals as required. Prepare Development Report for MPC (Municipal Planning Commission) review and consideration. Prepare Public Notice for County website and newspapers. Prepare Notice of Decision in follow-up to MPC decision and mail to applicant. Prepare Adjacent Landowner Notification package (includes letter to adjacent landowner, FOIP Notice of Decision, FOIP Development Permit Application, Location Map) and mail to adjacent landowners. If no appeals are received during the 14-day appeal period, draft and issue Development Permit to the applicant. Forward a copy of the issued Development Permit to the County's Assessor, Safety Codes Agency, Gas Department and Peace Officer. Update Development Permit Listing. Update Development Permit GIS Database. 	<ul style="list-style-type: none"> <u>Legislative requirement:</u> Issue decision for Development Permits with the 40 day timeframe prescribed under the MGA. (The 40 day timeframe does not include the advertising period).

PLANNING AND DEVELOPMENT: WORK PLAN 2017 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	VERIFIED OUTCOME
WEEKLY - CONTINUED			
3.5-5 hours	Field Work/Research	<ul style="list-style-type: none"> Conduct site inspections, capture photos and research background documents as required on newly received applications. <ul style="list-style-type: none"> Development: Review is completed to ensure: lands aren't subject to flooding, proposed development is setback appropriately from steep slopes, approaches meet County standards (confer with Public Works), rural addresses are assigned as necessary (confer with Peace Officer), availability of sufficient gas to meet the needs of the proposed development (if insufficient, place a condition on the Development Permit that any servicing costs shall be borne by the developer). Subdivision: Review is completed to ensure: lands aren't subject to flooding, any undevelopable areas in the tentative plan for subdivision are dedicated as Environmental Reserve, any lands to be dedicated as Municipal Reserve are able to be developed as parks, playgrounds or schools, approaches meet County standards, availability of sufficient gas to meet the future needs of a multi-lot subdivision (if insufficient, place a condition on subdivision approval that any gas-servicing costs shall be borne by the developer). 	<ul style="list-style-type: none"> Investigate and identify potential problems with a site before a Development Permit has been issued. Advise landowner before conducting a site inspection on their property. Follow-up on whether or not conditions of a Development Permit are being met.
1 hour	Accounting	<ul style="list-style-type: none"> Coding of Purchased Goods/ Advertising/ Invoices. 	<ul style="list-style-type: none"> Monitor and control expenditures of funds in accordance with the approved budget set by County Council.
1-2 hours	Manager's Meetings	<ul style="list-style-type: none"> Prepare report and attend weekly Manager's Meeting Report. 	<ul style="list-style-type: none"> Keep informed on current initiatives and coordinate activities with other departments when necessary.
1-2 hours	Strategic Plan	<ul style="list-style-type: none"> Review tasks assigned to the Planning and Development Department and ensure that follow up is completed. 	<ul style="list-style-type: none"> Monitor tasks and report updates to CAO.
1-2 hours	Heritage	<ul style="list-style-type: none"> Meet and/or respond to inquiries relating to heritage/historic resources. Attend Heritage Board Meetings 	<ul style="list-style-type: none"> Ensure inquiries are responded to in a timely manner.

PLANNING AND DEVELOPMENT: WORK PLAN 2017 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	VERIFIED OUTCOME
WEEKLY - CONTINUED			
6-8 hours/ application	Subdivision Application referrals from Subdivision Authority (Municipal Planning Services)	<ul style="list-style-type: none"> Review application and provide comments to ensure compliance with Statutory and Non-Statutory Plans. Discuss files with applicable department heads as needed. Compile adjacent landowners list for referral of subdivision application. Complete referral documents, scan to computer and send to Subdivision Authority. Coordinate approach inspections with the County Road Foreman once subdivisions have received conditional approval. Draft and print a Development Agreement for each subdivision file and meet with applicants to execute the Agreement. Follow-up meeting, letters and phone calls with the applicant as required to aid with the facilitation of completing conditions of subdivision approval. Conduct final review of subdivision file to ensure that all conditions have been completed by the applicant. Collect Subdivision Fees as per County Policy 61-11-04 – Planning and Development Fees. Prepare a letter of endorsement and send to the Subdivision Authority once satisfied that all conditions of the approval have been met. 	<ul style="list-style-type: none"> Ensure subdivision applications are being processed within the 60 day timeframe as mandated by the MGA. Ensure that all approaches are inspected and approved by the Road Foreman prior to endorsement of subdivision. Track received securities on a spreadsheet. Ensure each Development Agreement is scanned and saved in the electronic subdivision file folder. File a copy with subdivision file.
1 hour	Safety Codes Permits	<ul style="list-style-type: none"> Make copies of applications available to customers. Serve as a liaison between The Inspections Group Inc., office staff and safety codes officers for processing of safety codes permits with ratepayers and natural gas department. As contract manager, ensure the contract with The Inspections Group Inc. (Safety Codes Agency) is monitored and adhered to. The contract ends on December 31, 2017 with Village of Vilna, Village of Waskatenau, and Town of Smoky Lake. 	<ul style="list-style-type: none"> Ensure that the safety codes agency is fulfilling their contractual obligations in accordance with our UQMP (Uniform Quality Management Plan).
1 hour	Enforcement	<ul style="list-style-type: none"> Work with CAO/Peace Officer on any enforcement actions necessary to achieve compliance with the Land Use Bylaw or the conditions of a development approval or subdivision approval. Review previously issued Development Permits to ensure compliance. 	<ul style="list-style-type: none"> Ensure appropriate documentation is tracked and filed appropriately for any enforcement related issue or issued Stop Order.
TOTAL WEEKLY HOURS = 28-40 DEPENDING ON # OF DEVELOPMENT/SUBDIVISION APPLICATIONS IN PROGRESS			

PLANNING AND DEVELOPMENT: WORK PLAN 2017 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	VERIFIED OUTCOME
MONTHLY			
1-2 days	Heritage	<ul style="list-style-type: none"> ▪ Attend SLCRHB (Smoky Lake County Regional Heritage Board) Meeting as required to provide updates. ▪ Review and process applications for Heritage Resource Intervention Permits. ▪ Preparation of Municipal Heritage Designation bylaws and development of Heritage Policies. ▪ Liaison with Provincial Heritage Branch and SLCRHB regarding heritage issues. ▪ Record management of Municipal Heritage Designation Bylaws into the Provincial HERMIS (Heritage Resource Management Information System). ▪ Carry out any initiatives as required on the 20 Year Action List – Heritage Management Plan in conjunction with SLCRHB. ▪ Advertise and seek new membership for SLCRHB as required. ▪ Ensure board is adhering to Smoky Lake County Bylaw No. 1236-11. 	<ul style="list-style-type: none"> ▪ Ensure that all SLCRHB members are informed in a timely manner of ongoing projects. ▪ Ensure that all ratepayers are informed on the process of designating Municipal Historic Resources. ▪ Ensure heritage records are kept up to date and recorded as a caveat at the Land Titles Office on title once a property is designated.
2-3 days/meeting	Municipal Planning Commission	<ul style="list-style-type: none"> ▪ Prepare and photocopy packages for MPC review and consideration. ▪ Notify appropriate members when agenda package is released and deliver as necessary. ▪ Attend MPC meetings and make presentations as required. ▪ Send follow up letter to applicant regarding MPC's (Development Authority) decision. ▪ Prepare Adjacent Landowner Notification package. 	<ul style="list-style-type: none"> ▪ Ensure packages are released to appropriate Council members in a timely manner to allow sufficient time to review.
2 hours	Office Supplies	<ul style="list-style-type: none"> ▪ Review and order office supplies as needed for department. Research best quality and prices. 	<ul style="list-style-type: none"> ▪ Ensure the appropriate tools are available for use.
3-5 hours	Safety Codes Permits	<ul style="list-style-type: none"> ▪ Monitor and update UQMP (Uniform Quality Management Plan). Ensure agency under contract is completing their obligations. ▪ Code invoices as permits are closed by agency. ▪ File closed permits in order to prepare for Safety Codes Audit. (Conduct Internal Audit: Yearly and Municipal Affairs Audit: Every 3 years. ▪ File closed permits every 3 years in the land file. ▪ Draft Request for Proposals for Safety Codes Act Services when contract expires. 	<ul style="list-style-type: none"> ▪ Ensure audits are performed to ensure compliance monitoring is being conducted according to the Municipal Affairs/Safety Codes Council standards.
4-5 hours	Monthly Council Report	<ul style="list-style-type: none"> ▪ Prepare Monthly Council Report. 	<ul style="list-style-type: none"> ▪ Maintain record of each Council Report.
1 hour	Council Action List	<ul style="list-style-type: none"> ▪ Update Action List as required. 	<ul style="list-style-type: none"> ▪ Maintain electronic record of each P&D Action List.

PLANNING AND DEVELOPMENT: WORK PLAN 2017 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	VERIFIED OUTCOME
MONTHLY - CONTINUED			
3 hours/file	Compliance Certificates	<ul style="list-style-type: none"> ▪ Obtain 2 originals of the Real Property Report as per County Policy 61-12. ▪ Verify the zoning of the property. ▪ Review Land Use Bylaw setbacks to ensure the existing building meet the LUB. Prepare compliance certificate or letter. ▪ Ensure that a signed copy is filed in the land file and uploaded into Webmap. 	<ul style="list-style-type: none"> ▪ Main electronic record of each signed Compliance Certificate.
1 day	Monthly Council Meeting	<ul style="list-style-type: none"> ▪ Attend Council meeting and update Council on Planning and Development Matters 	<ul style="list-style-type: none"> ▪ Ensure that Council is kept informed on Planning and Development matters.
TOTAL MONTHLY HOURS = 40-50 DEPENDING ON # OF DEVELOPMENTS/SUBDIVISION/REZONING/COMPLIANCE CERTIFICATE APPLICATIONS IN PROGRESS			
ANNUALLY			
7-10 hours	Accounting	<ul style="list-style-type: none"> ▪ Ensure that all Planning & Development invoices are received and coded prior to the County's year end. ▪ Ensure that Smoky Lake County Regional Heritage Board (SLCRHB) has prepared and submitted their year-end financial statements and yearly expenses to the Finance Manager. ▪ Answer any P&D related audit questions from the County's auditors. 	<ul style="list-style-type: none"> ▪ Ensure that proper financial reporting is completed according to County policy and practice.
3-4 hours	Memberships	<ul style="list-style-type: none"> ▪ Renew memberships to ADOA, CPAA, APPI and other related memberships as required. 	<ul style="list-style-type: none"> ▪ Maintain membership standing in professional organizations.
2-3 days	Work Plan	<ul style="list-style-type: none"> ▪ Review the previous year's work and update work plan to ensure it accurately reflects the Department's work. ▪ Present same to CAO/ACAO for review. ▪ Present same to Council as a management policy. 	<ul style="list-style-type: none"> ▪ If the work plan is current, it should accurately reflect workload, demands, and priorities of the Department.
5-7 days	Budget Planning	<ul style="list-style-type: none"> ▪ Research and prepare the Department's budget needs for the following year. 	<ul style="list-style-type: none"> ▪ Attend Budget Meetings and present same as required.
1-4 days	Grants	<ul style="list-style-type: none"> ▪ Research and make application to applicable P&D related grants. ▪ Prepare reports as required for approved grants. 	<ul style="list-style-type: none"> ▪ Ensure grants are applied for within the appropriate timelines.
2-3 days	Business License	<ul style="list-style-type: none"> ▪ Issue new business licenses throughout the year as needed. ▪ Conduct a telephone survey and hold a meeting with Council on the review of issuance of business licenses. 	<ul style="list-style-type: none"> ▪ Ensure business license listing is up to date.

PLANNING AND DEVELOPMENT: WORK PLAN 2017 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	VERIFIED OUTCOME
ANNUALLY - CONTINUED			
1 day	Safety Meeting	<ul style="list-style-type: none"> Attend annual safety meeting. Report unsafe conditions or work to supervisor to resolve. 	<ul style="list-style-type: none"> Keep informed on safety practices/policies of the County.
3-4 days	CPAA Conference	<ul style="list-style-type: none"> Attend annual Community Planning Association Conference in April/May of each year. 	<ul style="list-style-type: none"> Attend and take notes at conference for future reference. Explore networking opportunities.
3-4 days	ADOA Conference	<ul style="list-style-type: none"> Attend annual Alberta Development Officer's Association Conference in September/October of each year. 	<ul style="list-style-type: none"> Attend and take notes at conference for future reference. Explore networking opportunities.
3-4 days	APPI Conference	<ul style="list-style-type: none"> Attend Alberta Professional Planners Institute Conference in October of each year. 	<ul style="list-style-type: none"> Attend and take notes at conference for future reference. Explore networking opportunities.
3-4 days	GeoAlberta Conference	<ul style="list-style-type: none"> Attend GeoAlberta Conference in May of each year. 	<ul style="list-style-type: none"> Attend and take notes at conference for future reference. Explore networking opportunities.
8-10 days	Workshops/Planning Sessions	<ul style="list-style-type: none"> Attend meetings on regional planning initiatives and meetings with the County's planner as required to keep current. 	<ul style="list-style-type: none"> Attend and take notes at conference for future reference.
8-12 days	Open Houses/Public Hearings/Public Meetings	<ul style="list-style-type: none"> Schedule and attend Open Houses/Public Hearings/Public Meetings regarding various Planning and Development matters. Prepare presentations and documentation for these meetings. 	<ul style="list-style-type: none"> Fulfill public consultation obligations as mandated by the MGA/County policy.
TOTAL ANNUAL DAYS = 40-60 DEPENDING ON # OF WORKSHOPS/PUBLIC HEARINGS/PUBLIC MEETINGS/OPEN HOUSES SCHEDULED			

PLANNING AND DEVELOPMENT: WORK PLAN 2017 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	VERIFIED OUTCOME
PERIODIC			
6-8 days per file	Road Closures and Cancellations	<ul style="list-style-type: none"> Review and discuss Road Closure/Cancellation request with applicant. Collect Road Closure/Cancellation Fee in accordance with County Policy 61-11-04 – Planning and Development Fees. Obtain landowner(s) consent to close/cancel road via a Letter of Consent. Determine whether Road Closure/Cancellation will be effect by resolution or bylaw. Draft and send third party referrals to all parties affected by road closure/cancellation and obtain consent from these parties. Prepare Request for Decision for resolution or bylaw as required. Prepare bylaw as needed. Prepare advertisement of closure/cancellation bylaw in accordance with Sec. 606 of the MGA. Hold a Public Hearing before 2nd/3rd readings. Update road closure listing at the beginning of each year and throughout the year as needed. Work within the allotted road closure budget. 	<ul style="list-style-type: none"> Ensure that proper procedures as required by Alberta Transportation and Land Titles Office are followed to allow for quicker processing times.
2-3 days	Land Sales	<ul style="list-style-type: none"> Ensure that land sales comply with Section 70 of the MGA. Receive Expressions of Interest from ratepayers and review and discuss their application. Collect and track cash deposit as per County Policy 61-10-01 – Disposition of County Owned Property Circulate the Expression of Interest to department heads for comment. Obtain a current assessed value from the County's assessor. Prepare a Request for Decision, including compiled comments, with a recommendation to Council. Prepare an advertisement for newspapers/website if Council decides to sell the land in question. Prepare terms of the Agreement to Purchase and have signed by the Reeve, the CAO and the purchaser. Prepare a Notice to Transfer Land and have signed by the CAO. Update and maintain a list of County-owned lands for sale and review on an annual basis. 	<ul style="list-style-type: none"> Ensure that requests to purchase County-owned land are processed quickly and consistently. Ensure proper tracking is in place to follow up with land sales.
3-4 days	Land Filing	<ul style="list-style-type: none"> File Development Permits when all conditions have been complied with from the previous calendar year. File closed Subdivision Applications and Approvals as required. File completed Road Closure/Cancellations. File bylaws, caveats and Development Agreements as required. Ensure electronic copy has been scanned to appropriate electronic file. 	<ul style="list-style-type: none"> Ensure land filing is up to date and accurate.

PLANNING AND DEVELOPMENT: WORK PLAN 2017 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	VERIFIED OUTCOME
PERIODIC - CONTINUED			
2-4 days	Municipal Government Board	<ul style="list-style-type: none"> Review, prepare, and/or present to Municipal Government Board, when necessary. <p>(Note: Time varies due to nature of the file)</p>	<ul style="list-style-type: none"> Ensure County is represented professionally at the MGB Hearing.
6-8 days	Subdivision and Development Appeal Board	<ul style="list-style-type: none"> Review, prepare, and/or present to Subdivision and Development Appeal Board, when necessary. Prepare agenda packages for Board, appellant and the public. Notify the affected parties. Coordinate with the SDAB Secretary regarding the hearing date and decision. <p>(Note: Time varies due to nature of the file)</p>	<ul style="list-style-type: none"> Ensure Development Authority and/or Subdivision Authority is represented professionally at the SDAB Hearing.
2 days/file	Land Title Transfer	<ul style="list-style-type: none"> Meet with the proponent to review process and timelines to have title transferred. Prepare agreements have same executed. Prepare appropriate documentation for land title transfers as required by Council resolution. Ensure that improvements have been completed as per agreement. Follow up on Spin II, Alberta Land Titles System to ensure titles has been transferred accordingly. File land transfer documents in the respective land file. 	<ul style="list-style-type: none"> Monitor and ensure title is being transferred in a timely manner.
1-2 hours/file	Development Permit Follow-Up	<ul style="list-style-type: none"> Follow up to ensure all previously issued permits are being complied with and that all outstanding conditions have been completed (obtain copies of proper government approvals, Haul Road Agreement/Security, approach construction approvals; draft Development Agreements). 	<ul style="list-style-type: none"> Ensure developer has complied with all conditions as set out in the Development Permit.
6-8 hours/month	Website/GIS Database	<ul style="list-style-type: none"> Review and update website/database as required in conjunction with GIS/Communications Director. 	<ul style="list-style-type: none"> Ensure P&D information on the website is current.
5-10 days to research and draft policy.	Policy Development	<ul style="list-style-type: none"> Research and analyze best practices and prepare policies for: <ul style="list-style-type: none"> New – Heritage Management Plan Policy New – Reclamation Management Policy Review all Planning and Development related policies annually to ensure they are current with the best practices in the planning field. Ensure the Planning and Development Department is following all County policies. 	<ul style="list-style-type: none"> Ensure that P&D department is working efficiently with current practices.
2-3 days per year	Planning and Development Corner - Bulletin Board (front reception area)	<ul style="list-style-type: none"> Update Planning and Development bulletin board with current planning initiatives, documents, forms and contact information. 	<ul style="list-style-type: none"> Provide up-to-date information regarding development in the County.

PLANNING AND DEVELOPMENT: WORK PLAN 2017 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	VERIFIED OUTCOME
PERIODIC - CONTINUED			
2-3 days per year.	Planning and Development Brochures and Articles and P&D Report for Annual Booklet.	<ul style="list-style-type: none"> Prepare one page flyers on planning tips to assist developers, ratepayers with developing lands in Smoky Lake County. Prepare advertisements for Planning and Development related information. 	<ul style="list-style-type: none"> Inform the public of P&D Department's activities from the previous year. Educate ratepayers on P&D processes and procedures.
TOTAL ANNUAL DAYS = 50-70 DEPENDING ON # OF DEVELOPMENT/SUBDIVISION/REZONING APPLICATIONS IN PROGRESS			
PROJECTS CARRIED OVER FROM PREVIOUS YEAR(S)			
3-4 hours/month	Victoria District Area Structure Plan	<ul style="list-style-type: none"> Work with Municipal Planning Services (MPS), Council, and Heritage Board to adopt the Victoria District Area Structure Plan. This item is a priority as per the County's Strategic Plan. 	<ul style="list-style-type: none"> Present 1st draft of the Victoria District ASP to Council by March 2017.
TBD	Long Island Lake Road Allowance	<ul style="list-style-type: none"> 74-13: That Smoky Lake County proceed with the preparation of a Bylaw for closure of portions of the east-west road allowance at Long Island Lake located at the development at Long Island Lake – SE 2 and SW 1-62-17-W4M. 75-13: That Smoky Lake County take no action to assume responsibility for the remainder of the access road that begins at the end of TWP 615A at Long Island Lake located at the development at Long Island Lake – SE 2 and SW 1-62-17-W4M. <ul style="list-style-type: none"> Bylaw 1269-14 signed and forwarded to Alberta Transportation for approval on March 26, 2015. Waiting for response for Alberta Transportation before 2nd and 3rd reading by Council. 	<ul style="list-style-type: none"> Ensure that road closure requests are being addressed in a timely manner.
6-8 hours/month	Victoria Trail Realignment	<ul style="list-style-type: none"> 995-13: That the letter received from McKenzie Huchulak, dated September 17, 2014 in regards to Land Exchange – Victoria Trail Infringement located SW 4-59-19-W4M for the illustrated parcels A and B, be forwarded to the Planning and Development Department for future consideration. <ul style="list-style-type: none"> Request for Road Closure will be processed in the order that they are received and as the Planning and Development departmental budget allows. 	<ul style="list-style-type: none"> Close portion of the road allowance to remedy encroachment issue.
TBD	Road Closure Files	<ul style="list-style-type: none"> Approximately 20 files in the current listing. The plan is to try to complete 4-6 files each year within the given budget and staffing levels. 	<ul style="list-style-type: none"> Ensure that road closure requests are being addressed in a timely manner.
TBD	Garner Lake Environmental Reserve Encroachments	<ul style="list-style-type: none"> Contact surveyor to see if an amended plan can be drafted to consolidate County ER land within 4 titles at Garner Lake. 	<ul style="list-style-type: none"> Consolidate ER with titles to eliminate encroachment issues as per ratepayer request.

PLANNING AND DEVELOPMENT: WORK PLAN 2017 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	VERIFIED OUTCOME
PROJECTS CARRIED OVER FROM PREVIOUS YEAR(S)			
TBD	Reclassification of Lands: SW 34-59-14-W4M (Bonnie Lake Resort)	<ul style="list-style-type: none"> 723-15: That County Council acknowledge the letter written by Aline Brousseau, Planning and Development Manager to Mr. Bill Minnes, Principal Consultant, Bradwill Consultants, dated May 28, 2015, in regards to reclassification of lands of property located at SW 34-59-14-W4M (Bonnie Lake Resort), and file for information. <ul style="list-style-type: none"> The Planning and Development Manager received the requested documentation from Mr. Ed Basaraba on January 18, 2017. The Planning and Development Manager and Jane Dauphinee from Municipal Planning Services are currently reviewing the documentation and will provide feedback and discuss next steps with Mr. Basaraba. 	<ul style="list-style-type: none"> Ensure that request to reclassify and subdivide lands is processed in an efficient and consistent manner.
TBD	Waskatenau Nuisance Grounds	<ul style="list-style-type: none"> J20-17: That Smoky Lake County in partnership with the Village of Waskatenau, who agree in principle to participate in the application to the Federation of Canadian Municipalities for the Green Municipal Fund (GMF), for Project Title: Phase II Environmental Assessment – Waskatenau Nuisance Ground, legally described as Pt. SE 16-59-19-W4M, 5225CL; OT in the amount of \$350,000. J22-17: That the Smoky Lake County and Village of Waskatenau Joint Council proceed with a Phase II Environmental Site Assessment for the land legally described as Pt. SE 16-59-19-W4M, 5225CL; OT, at a cost share of 50/50, subject to the successful application to the Federation of Canadian Municipalities for the Green Municipal Fund (GMF), for Project Title: Phase II Environmental Assessment – Waskatenau Nuisance Ground, legally described as Pt. SE 16-59-19-W4M, 5225CL; OT. 	<ul style="list-style-type: none"> Resolve nuisance grounds buffer issues to allow future development of adjacent lands and complete the Intermunicipal Development Plan with the Village of Waskatenau.
TBD	Metis Crossing Development	<ul style="list-style-type: none"> Metis Crossing lands have been rezoned to allow for the development of a Cultural Interpretive Center and associated facilities. Review of documentation and reports to support the proposed development will be necessary to protect the County from potential liability and to allow the development to proceed at a reasonable pace. 	<ul style="list-style-type: none"> Ensure that proper documentation and reports are provided by the developer to ensure a safe and efficient development.

PLANNING AND DEVELOPMENT: WORK PLAN 2017 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	VERIFIED OUTCOME
PROJECTS CARRIED OVER FROM PREVIOUS YEAR(S)			
TBD	Warspite RV Park Concept	<ul style="list-style-type: none"> 1046-15: That Smoky Lake County not proceed with the Expressions of Interest and maintain ownership of the lands legally described as Railway Plan 2562BS RLY 59, within the Hamlet of Warspite; and prepare an action plan, to include an open house for public feedback for an RV park concept on the said lands. A Concept Plan will be drafted for the RV park and presented to the public at an Open House where the public will be able to provide their input. 	<ul style="list-style-type: none"> Present the proposed Concept Plan to the public through an Open House to obtain feedback.
TBD	Intermunicipal Development Plans (Lamont, Thorhild, St. Paul, Lac La Biche, Two Hills & Athabasca)	<ul style="list-style-type: none"> Proposed changes to the <i>Municipal Government Act</i> will require that municipalities complete Intermunicipal Development Plans with their neighbouring municipalities. Once the changes to the <i>MGA</i> have been adopted and the regulations finalized, work can begin on 	<ul style="list-style-type: none"> Develop IDPs with the County's neighbouring municipalities within the two-year time frame established by the provincial government.

Carried.

Joint Council Meeting With Village of Waskatenau

592-17: Bobocel

That the Joint Council Meeting between the Village of Waskatenau and Smoky Lake County scheduled for April 3, 2017 for the purpose of discussing the Inter-Municipal Development Plan **be cancelled**; and **defer rescheduling** the said Joint Council Meeting to the next scheduled County Council Meeting.

Carried.

**Public Works: Safety Officer – 2017 Work Plan
Management Policy Statement No. 02M-02-06**

593-17: Bobocel

That County Council accept the received Work Plan for 2017 as a Management Policy: 02M-02-06 entitled “Public Works Department: Safety Officer Work Plan”, for information.

Title: Public Works Department: Safety Officer: Work Plan		Policy No.: 02-06 E
Section: 2 - M	Code: P - A	Page No.: 1 of 5

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

SCHEDULE “A”: PUBLIC WORKS DEPARTMENT: SAFETY OFFICER WORK PLAN 2017

Section 02-M



SCHEDULE “A”

Policy: 02-06

PUBLIC WORKS DEPARTMENT: SAFETY OFFICER WORK PLAN 2017

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
DAILY				
End of Day	Dip Fuel Tanks	Dip Fuel Tanks for reconcile fuel amounts.	Measure fuel amounts from fuel tanks.	Maintain fuel inventory
As they come in	Respond to E-mails	Respond to e-mails from Kyetech on message from tax payer concerns.	Call taxpayers from after hour call to Kyetech.	As per Work Alone Policy
3 times per day	Safety Tracking	Keep contact with anyone working alone morning, noon and end of the day.	Call them or receive calls from them.	As per Work Alone Policy
As they come in	Answer phones	Field public complaints.	Talk to public to help with complaints.	Public Relations
When needed	Fix phone problems	Fix Phone problems or program problems.	Talk to Telus or fix the problem.	Better Communications
When needed	Monitor phone plans	Monitor phone plans for best pricing.	Talk to Telus of competitors.	Better communications and cost savings.
When needed	Fix air card problems	Fix air cards or replace when needed.	Talk to Telus or Alberta Mobility.	Improves communications
WEEKLY				
When needed	Hazard Identification	Hazard identification is done whenever a new job is done.	Identifying hazards on the job.	Lower incidents
One per week	Formal Inspections	Formal inspections are done at all jobs within the County.	Inspect the hazards that were identified making sure jobs are safe.	Lower incidents
Every Monday Morning	Tool Box Meetings	Conduct a tool box meeting for most workers.	Keep records for meetings.	Awareness
After Tool Box Meeting	Management Meetings	Report on up-coming projects for the week.	Give updates and talk about upcoming projects.	Reporting
MONTHLY				
Once per Month	Fuel entries on computer	Enter report on computer for fuel management.	Enter entries on AS400.	Fuel Management
Once per Month	Phone entries on computer	Enter phone usage on computer.	Entries on computer	Fuel usages
Once per Month	Safety Committee	Take minutes and act as an advisor for the committee also reporting on events.	Secretary for safety committee and upkeep books for meetings.	Comply with OHS requirements and having staff awareness
Once per month	Service generators	Start generators and check oils.	Upkeep to make sure generators are ready to be started in the event of an emergency.	Emergency properness

PUBLIC WORKS DEPARTMENT: SAFETY OFFICER WORK PLAN 2017 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC				
When needed	Parts pick-up	Drive to Edmonton or St. Paul to pick up parts	Help other departments when needed.	
Every 2 years	First Aid-Training	Safety Training.	Teach as per policy requirements.	Trained Staff
Every 2 years	CPR Training	Safety Training.	Teach as per policy requirements.	Trained Staff
Every 2 years	Defensive Driving Training	Safety Training.	Teach as per policy requirements.	Trained Staff
Every 2 years	Professional driving improvement course	Safety Training.	Teach as per policy requirements.	Trained Staff
When needed	Flag Person Training	Safety Training.	Teach as per policy requirements.	Trained Staff
When needed	WHMIS Training	Safety Training.	Teach as per policy requirements.	Trained Staff
When needed	Instructor Courses	Safety Training.	As requirements for certification.	Keeping instructors current
Every 3 years	TDG Training	Safety Training.	Teach as per policy requirements.	Trained Staff
Every 3 years	ATV Training	Safety Training.	Teach as per policy requirements.	Trained Staff
Every 3 years	Fork lift training	Safety Training.	Teach as per policy requirements.	Trained Staff
When needed	Additional Training for external instructors	Arrange external instructors for training ie. Grader training, skid steer training scissor lift training.	Finding qualified instructors to teach staff proper operations	Trained Staff
When needed	Orientation	Orientation of staff.	Instruct staff on how to do their job safely	Trained Staff
When needed	Incident investigation from public	Complete reports and determine root causes.	Trained in investigation of incidents.	Reduce pay out from County
When needed	Incident investigation from staff	Complete reports and determine causes.	Trained in investigation.	Awareness
When needed	Fill out WCB reports	Complete reports.	Fill out reports to WCB.	As required by government
When needed	Risk Management	Attend workshops provided by Jubilee insurance.	Complete homework as required as per Risk Management requirements.	Incorporate guidelines and policies as per program
When needed	Manage phone problems	Upkeep phone communications.	Fix phone problems and keep communication with Telus.	Working phones for work alone policy
When needed	Answer emails from Call center for after hour complaints	Receive email for calls from Kyetech.	Respond to emails by calling complainants back.	Phoning taxpayers and hearing complaints
When changes are needed	Manage work alone account	Up keep data from Kyetech	Call Kyetech to get and to give update on staff.	Better working system

PUBLIC WORKS DEPARTMENT: SAFETY OFFICER WORK PLAN 2017 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC-Continued				
When called	Receive calls from after hour operator for taxpayers concerns	Receive emails from call center for after hour concerns.	Contact taxpayer and answer question or forward onto responsible department.	Answering taxpayer questions as soon as possible.
When needed	Write safety policies	Update and write new policies when needed.	Make new policies.	As per OHS regulations
Chair Regional IMT team ASIST New	Organize regional team.	Training at provincial level.	Provide training and active phone list.	Provincial IMT team
Review of Regional Emergency Plan	Update Regional Emergency Plan Manual	Receive information from municipalities.	Enter information on computer.	As per Bylaws.
Regional DEM Meetings	Hold regular meeting	Update upcoming training or updates for policy.	Chair meeting.	Keep regional municipalities informed with COA's
Regional Disaster Committee meetings	Hold regular meeting	Update regional Council's.	Chair meeting.	As per Bylaws
Annually	Hold Yearly Regional Agency Meeting	Update outside agencies as to responsibilities.	Chair meeting	Keep agencies informed as per Bylaw
Annually	Do yearly training of Disaster Personnel	Receive training or organize training when needed.	Organize training.	Trained Directors of Disaster Services (DDS's)
Grants	Apply for grants when needed	Apply for Disaster Service Grants.	Arrange regional funding for emergency services.	Keep updated equipment
When needed	Public Works requests	Assist Public Works Manger in supervising jobs and projects.	Follow-up on projects.	Public Works assist
When needed	Assist all other departments	Look up safety equipment or requests.	Research prices or look after jobs.	Working relations with other departments
Quarterly	President RUSA	Arrange yearly (RUSA) Rural Utility Safety Association Convention.	Work in conjunction with other Board members.	Showing leadership in the municipal experience
When required	Safety Training	School Training.	Teach to children.	Trained taxpayers children
When required	Safety Training	Further Education Training.	Further education to the public.	Trained public.
When required	Safety Training	Smoky Lake Foundation	Teach Staff.	Trained foundation staff
When required	Safety Training	Fire department training.	Teach to volunteers.	Trained fire fighters
Quarterly	Attend Strategic Planning meetings.	Follow directives set out by strategic plan.	Update Council on progress.	

PUBLIC WORKS DEPARTMENT: SAFETY OFFICER WORK PLAN 2017 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
SEASONAL				
October	Annual Safety Audit	Complete internal or participate in an external inspection	Do safety audit to achieve Certificate of Recognition	Rebate in WCB: Workers Compensation Board rates
March or April	Yearly Spring Safety Meeting	Coordinate annual safety meeting	Get guest speakers and organize meeting	Awareness
May	Attend yearly Disaster forum	Yearly Disaster conference	Attend conference of learning new ways to deal with emergencies	Learning experience
November	Attend yearly AEMA Summit	Yearly Emergency Management Conference.	Attend conference and sharing of ideas to improve awareness.	Learning experience
June	Attend Disaster summit	Yearly Emergency Management Conference.	Attend conference to learn about global events.	Learning experience
October	Attend Alberta safety conference	Attend yearly safety conference.	Listen to high quality speakers to improve the safety program.	Learning experience
December	Attend annual Safety Conference	Rural Utilities Safety Conference	Attend conference	Learning experience
June to September	Jubilee Insurance Inspections	Inspect all buildings 3 rd party insured through county	Inspect buildings for County Insurance Policy when required.	Reduce claims
Once per year	Jubilee Insurance Risk Pro meeting and requirements	Attend Jubilee Insurance Risk Pro meetings and fill out the requirements.	Look at helping to create policies as per risk pro requirements.	Reduces claims
Once per year	Review safety manual	Review safety manual when new equipment is obtained.	Update manual.	As per Strategic Plan 1.2 (b)
Yearly	Social Events	Arrange social events: golfing, annual x-mas party.	Pick-up gifts and prizes and make arrangements.	Employee retention and recognition
Yearly	Upkeep of driver information	Have drivers abstracts completed.	Go through abstracts and enter on computer when it expires.	Making sure drivers are qualified to drive county units

Carried.

Emergency Services: Fire Chief – 2017 Work Plan Management Policy Statement No. 02M-03-06

594-17: Bobocel

That Smoky Lake County accept the received Work Plan for 2017 as a Management Policy: 02M-03-06 entitled “Fire Chief: Emergency Services Work Plan”, for information.

Title: Fire Chief: Emergency Services Work Plan		Policy No.: 03-06
Section: 02 – M	Code: P – A	Page No.: 1 of 7

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

SCHEDULE "A": FIRE CHIEF: EMERGENCY SERVICES WORK PLAN 2017

Section 02-M

Policy: 03-06



SCHEDULE "A"

FIRE CHIEF'S – EMERGENCY SERVICES: WORK PLAN 2017

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
DAILY				
0.5 hour	General Administration	Coding of purchased goods.	Code purchased goods to the correct department.	Monitor budget throughout the year and make sure every department gets paid on time.
15 min	Fire Permits	Issue fire permits to residents.	Write up permits, site inspections during dry periods or questionable burns.	Document
1-2 hours	If inspections are required			
1 hour	Office Work	Check emails, work on grants, phone calls.	Respond to email and research grants to fund projects for the fire departments.	Make sure grant deadlines are met.
0.5 hour	Bank Deposits	County deposits.	Deliver bank deposits.	Help out office staff.
	Respond to Fire Calls	Organize equipment or manpower, if needed.	To be of assistance and guidance to the departments.	Complete the tasks safely and in a timely manner.
WEEKLY				
1 hour	Manager Meetings	Meet with other managers to ensure timely operations are occurring.	Assist other departments as required.	Communication tool.
6 hours	Fire Hall/ Equipment Inspections	Inspect fire hall trucks, equipment and document issues to be replaced or fixed.	Look for problems and issues the department may have with the equipment or vehicles.	Ensure all trucks and equipment are ready for calls.
1.5 hours per invoice	Emergency Services Invoicing	Invoice for all accidents and fires that occurred.	Obtain fire department reports as well as RCMP collision reports. Work with insurance companies to get claim numbers and the adjuster information. If no claim is made find out landowner information and submit invoice to the landowner.	Recover all or partial costs.
1 hour	Safety Meetings	Meet with all staff.	Discuss safety issues and incidents. Discuss workers concerns.	Address concern and issues that take place in the work week.
3 hours	Fire Meetings	Meet with all fire departments.	Discuss concerns or equipment purchases. Maintenance and call sheets.	Communication.
2 hours	Smoky Lake			
2 hours	Vilna			
2 hours	Waskatenau			

FIRE CHIEF'S – EMERGENCY SERVICES: WORK PLAN 2017 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
WEEKLY-Continued				
	Fire Calls	Fill out all reports for all outside agencies.	Report environment hazards to Alberta Environment. Report all incidents to AEMA contact fire investigators and any other agencies needed.	Ensure all agencies have the information to complete the job. Adhere to legislative requirements.
MONTHLY				
2 hours	Monthly Reports to Council	Manager report form.	Fill out forms.	Maintain record of reports.
2 days	Fire Protective Services Committee	Research topics. Prepare packages.	Prepare agenda every second month. Prepare Request for Decision forms. Photocopy packages.	Maintain agenda packages.
2 days New	Smoky Lake Region Fire and Rescue Committee	Research topics. Prepare packages.	Prepare agenda quarterly. Prepare issues for discussion forms. Photocopy packages.	Maintain agenda packages.
1 hour	Action Lists	Monitor direct action to be completed.	Complete action requests as directed by Council and Committee.	Complete action list prior to next meeting.
1 hour	Monthly Time Sheets	Summary sheets for holidays, vacation and sick time.	Fill out form and hand-in to Payroll Department and Chief Administrative Officer.	Maintain records.
1 day	Fire Newsletter	Create a monthly emergency service newsletter for the fire departments and internal entities.	Attend meetings and practices, report on all training and maintenance of vehicles completed by the departments for the month.	Communication.
5 hours New	Smoky Lake County Website: Emergency Services Department	Create and edit the Emergency Services Department on the Smoky Lake County Website	Update policies and bylaws, post the fire newsletter and add issues and decisions addressed by Council.	Communication.
5 hours	Training	Schedule and plan training nights for the weekly meetings for the departments.	Research and develop training for the members.	Maintain records.
4-5 days	Emergency Services Invoicing	Invoice for all accidents and fires that occurred.	Obtain fire reports from the departments and RCMP reports. Write letters and invoices explaining the various charges.	Forward copies to appropriate departments. Maintain records and all invoices.
5 hours	Budget	Review and monitor budget process of expenditures.	Remain within budgetary guidelines.	Finance management.
3 days	Fire Department Supplies	Order supplies for the departments are requested.	Research best quality and prices. Place orders and deliver them.	Communication.
2 days	Fire Department Inventory	Review with Fire Department Inventory of Supplies and Materials.	Research and develop list for budget purposes.	Budget
PERIODIC				
	SOG Review	A standard established by the Municipalities for the level of service the fire departments will perform.	This is a working document. Fire Departments review and make recommendations based on more equipment and training or a need to provide a service.	Proper documentation.

FIRE CHIEF'S – EMERGENCY SERVICES: WORK PLAN 2017- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC-Continued				
	Conference and Regional Meetings	Attend Fire Chief Conference and Regional Meetings.	Look at new products. Network with surrounding departments, share information on what works and what needs improvement.	Education.
	Fire Rescue Regional Committee	A regional committee to deal with issues from the fire departments.	Focus to address fire and rescue issues on a regional level in an advisory capacity as per bylaw 1286-15	Implementation of an Action list.
	Load Occupancies, Building Inspections, Fire Investigations	Provide inspections and information for businesses and home owners for insurance and licensing permits. Assist in fire investigations on a structure or insurance claims.	Allow business to open and apply for liquor licenses Find causes of fire and get insurance to approve payments for the cost of fire suppression.	Allows Private Business to open their doors.
	Insurance	Review insurance coverage with Fire Departments.	Register new and existing member on a yearly basis.	Monitor and Document.
	Mock Disaster Training every second year	Attend training from Private Companies for Emergency Response.	Trans Canada Pipelines, Viterra, Richardson Pioneer, Esso, Enbridge, Smoky Lake Forestry.	Fire Department Awareness.
	Presentations	Present to different school age groups, as requested.	Fire Prevention Week, Fire Extinguisher Usage, Party Program, DARE Program, Play Safe – Be Safe Program.	Education.
	Instructor	Teach fire departments professional firefighter courses.	Work with Cory Whitlock and Lakeland College to meeting the requirement to host and teach the courses.	Fire Department Preparedness
	GIS	<ul style="list-style-type: none"> Tracks speed and location of emergency vehicles as well as have Bonnyville Regional Fire Authority able to route fire crews to the calls. Since 2014 all fire permits and collision are entered into the GIS system. 	Meet with Paul and Brian to perform regular checks and test runs. Make sure all emergency vehicles are checking in and tracking.	Fire Department Communication
	Fireworks Permits	Issue fireworks permits to residents.	Explain rules and regulations to residents on firing off fireworks.	Document
	Fire Smart Program for Planning and Development	Working with the Planning Department and new developers to fire smart their development to reduce fire risk.	Supply new developers with information, answer any questions and complete inspections if required.	Education

FIRE CHIEF'S – EMERGENCY SERVICES: WORK PLAN 2017 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC-Continued				
2 hours	Mutual Fire Aids	Update Mutual Fire Aid Agreements.	Update and keep Mutual Fire Aid Agreement current.	Monitor and communication with Mutual Aid partners (Municipalities).
	Strategic Priority Chart	Operational Strategies for protective services.	Addressing councils' priorities and current issues.	Long term planning
	Recruitment and Retention	Working with the Fire Departments to attract new members to joint and recognize members for the years of service.	Create posters and advertising in local media for members. Follow County policy on recognition for fire members.	Document
	Assist Agricultural Service Board Department	Help out with Beaver Dam Blasting, roadside spraying weed inspections and predator control programs.	Follow the ASB strategic plan, helps ASB staff in the busy summer months.	Proper documentation.
	Assist Safety Officer	Assist Safety Officer in investigations on County Road Incidents.	Collect and Photograph incidents on County Roads for County Investigations and documentations.	Insurance and Liability Requirements, as per Policy.
SEASONAL				
January and February	Review Policies and Bylaws	Update all Policies and Bylaws.	Make the departments more efficient.	Education.
	Year End	Ensure all invoices are paid and bills were coded to proper accounts.	Go through the ledger.	Meet with Finance Department.
	Plan Fire Training	Talk to Cory Whitlock for Fire Courses.	Complete the year of training schedules.	Communication with Fire Departments.
	Renew Memberships	Renew all fire fighters and Councilors.	Fill out paper work and send away.	Document.
	Fire Fighter Insurance Renewal	Renew all fire fighters that would like insurance coverage.	Fill out paperwork and send to Finance Manager.	Forward to Finance Department.
	Fire Department SOG's	Review the Fire Department Standard Operating Guidelines.	Make recommended changes to the SOG binders. Review with each Fire Department. Make sure all binders are updated.	Communication with each respective Council.
	Fire Call Invoicing	Invoice for all calls.	Meeting with Fire Department, police to get all the reports for accurate billing.	Recover Costs.
	Order Equipment	Start ordering equipment for the Departments.	Order is approved as per Capital Budget.	Fire Department preparedness
March and April	Summer Preparations	Order supplies.	Order foam, forestry hoses from grass fire season.	Fire Department preparedness
	Formal Training(1)	Cory Whitlock teaches an NFPA 1001 course.	Train Departments to the Professional Fire Fighter standards.	Education and Awareness.

FIRE CHIEF'S – EMERGENCY SERVICES: WORK PLAN 2017 - *Continued*:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
SEASONAL - <i>Continued</i>				
	Service Fire Equipment	Prepare Fire equipment for full operation.	Prepare 1 Ton Truck with skid unit. Ensure 2 Ton Truck is fully operational.	Communicate with Public Works Shop Foreman.
	Update Work Plan	Update Work Plan to keep current and accurate.	Review the years worked and make appropriate changes.	Communication to Council.
	Attend Regional Spring Fire Meeting	Update region on Fire Calls, training, issues and share information networks with counter parts.	Register and submit.	Education.
	CVIP Fire Trucks	Public Works Mechanics certify vehicles.	Year Requirements.	Communicate with Public Works Shop Foreman.
May	Fire Bans	Monitor Fire Bans: weather, SRD reports and County conditions.	Fire Bans maybe implemented.	Implement as per Policy.
	Fire Protection	Monitor Fire situation.	Implement a Fire Ban, if necessary. Advertise and ensure all fire ban signs are posted. Call residents that have fire permits to cancel.	Implement as per Policy.
	Regular Maintenance on Equipment	Oil changes and maintenance	Done yearly.	Communicate with Public Works Shop Foreman.
June July August	Attend Fire Chiefs Conference	Week-long conference.	Register all Council and fire chiefs.	Education.
	Order Equipment	Order equipment as per budget.	Order equipment for departments that were specked out at Fire Chief's Convention.	Fire Department preparedness
	Formal Training(2)	Cory Whitlock teaches an NFPA 1001 courses.	Train departments to the professional fire fighter standards.	Fire Department preparedness
September	Fire Protection	Monitor Fire Stations.	Implement a Fire Ban, if necessary. Advertise and ensure all fire ban signs are posted. Call residents that have fire permits and cancel.	Insurance and Liability, as per Policy. Protection for the County residents and the County region.
October	Fire Equipment	Service Fire Equipment	Winterize 1 Ton Truck and skid unit. Ensure the 2 Ton is ready for winter and parked in the heated shop.	Communicate with the Public Works Shop Foreman.
	Budget Meeting for Fire and Capital Assets	Meet with the Finance Department to review Budget.	Evaluate programs and capital needs, price items and prepare budget.	Communicate with Fire Departments and Finance Department.

FIRE CHIEF'S – EMERGENCY SERVICES: WORK PLAN 2017 - *Continued*:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
SEASONAL - <i>Continued</i>				
	Fire Department Budgets	Meet with each Fire Department on the training, equipment and maintenance the department would like to see the following year.	Prepare cost to date, price new equipment and prepare for the Budget to Council.	Communicate with Fire Departments and Finance Department.
November	Regional Fire Meeting	Attend Regional Fire Meeting.	Report to the region the Smoky Lake Fire year.	Communication.
	Formal Training (3)	Cory Whitlock teaches NFPA 1001 courses.	Train departments members to the professional fire fighter standards	Fire Department preparedness
December	Grants	Apply for Grants	Training Grants and Capital Grants.	Work with Finance Department
	License Renewal	Renew Fire Fighters Medical License.	Complete paper work and submit.	Education.
	Fire Training	Preparation of fire training schedules.	Coordinate schedule with Cory Whitlock and develop a training calendar.	Document
	Budget Review	Review the Budget.	Review ledger- make sure all purchases and properly coded and all purchases are complete.	Communicate with Finance Department.
	Fire Department Payments	Reconcile Fire Department hours.	Review all call sheets and reimburse each department.	Communicate with Finance Manager.
2017 ASSIGNMENTS				
October 10, 2013	Motion # 1023-13	That Smoky Lake County Fire Chief research mutual aid agreements for High Angle Rescue, and bring forward to a future meeting.	Working on finalizing a service agreement with Fort Saskatchewan Fire Department.	Contract.

Carried.

Administration: Finance Manager – 2017 Work Plan

Management Policy Statement No. 08M-02-05

595-17: Lukinuk

That County Council accept the received Work Plan for 2017 as a Management Policy: 08M-02-05 entitled “Finance Department: Finance Manager Work Plan”, for information.

Title: Administration- Finance Department: Finance Manager Work Plan		Policy No.: 02-05
Section: 08 – M	Code: P – A	Page No.: 1 of 11 <i>E</i>

Purpose:	To establish a Work Plan for the Smoky Lake County Finance Department.
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Policy Statement and Guidelines:
<p>STATEMENT:</p> <p>The Finance Department Work Plan, <i>Schedule "A"</i> outlines the Work Schedule of Projects and duties on a daily, weekly, monthly, quarterly, yearly and periodic time frame which provides detail work to be undertaken in the Finance Department/Information Technology Department.</p> <p>BENEFITS:</p> <p>The Finance Department Work Plan will provide the following benefits:</p> <ul style="list-style-type: none"> ■ Good understanding of the tasks required to ensure that the County managers its finances and information technology in accordance with the Municipal Government Act, The Public Sector Accounting Board specifications, Revenue Canada requirements, and commonly accepted financial and IT control practices. ■ Establishes accountability of the Finance Department. ■ Communication Tool. <p>REVIEW:</p> <p>The Finance Work Plan will be reviewed and presented to Council on an annual basis within the first quarter of each year.</p>

SCHEDULE "A": FINANCE DEPARTMENT WORK PLAN 2017

Section 08-M

Policy: 02-05

SCHEDULE "A"

FINANCE DEPARTMENT WORK PLAN 2017

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
DAILY				
	Cash Receipts	Enter cash receipts	Take payments, provide customer service, prepare and balance cash receipts.	Dollars ready to deposit at bank.
	Daily Mail	Distribute Daily Mail	Record payments received. Distribute mail throughout the organization.	Payments received daily, departments receive mail daily.
	On line payments	Record payments received through online banking	Record all payments as per faxes provided daily from banks.	Payments recorded once daily.
	Daily Deposit	Deposit prepared daily	Balance cash receipts. An employee who has not been involved in the receipting or balancing takes the deposit to the bank.	Funds deposited to bank.
	Daily Backup	Daily Backups of computer data are made.	Daily Backups of computer data are created and IT verifies the process.	Data protection in case of failure.
	Front Counter Service	Assist customers at the front counter as needed	Finance staff greet people, and either assist them or ensure that an employee from the appropriate department assists them.	Customers and visitors are provided respectful courteous service.
	Telephone service	Answer phones and assist callers	Answer calls, assist as required and forward to county staff as required.	Callers are provided respectful courteous service.
	Filing	All documents are filed	Each employee files their own work in a timely fashion.	Files are available as needed and are organized for audit.
	Banking	Check bank account transactions and balances online.	Check for anomalies clearing the account, NSF charges, etc.	Information is received and entered on a timely basis, good bank controls in place.
	Accounts Payable	Enter invoices for payment	Ensure invoices are approved and coded by the appropriate manager. Accurately enter all information to prepare invoice for payment.	Invoices are coded correctly to the general ledger and are ready to write cheques.
	Information Technology	Daily computer checks	Check email Barracuda logs, verify back ups, verify websites, check server log files, check printers, check notice boards, check virus scans, check water connections and fax downloads	Maintain system and data integrity. Ensure backups are in place to protect the County from loss of data

Finance Department: WORK PLAN 2017- *Continued:*

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
WEEKLY				
	Managers meeting	Attend managers meeting	Communicate information as needed to managers, note information that will affect finances.	Finance Department is knowledgeable about events affecting budget.
	Weekly Backup Tape	Weekly backup tape is stored at the ATB	IT provides tape to one of the 4 people who are able to take the tape to the safe deposit box every Friday.	Data is secure in case of emergency.
	Accounts Payable Cheque runs	Pay accounts payable invoices	Run cheques, attach backup, provide to CAO/Council for signature, and distribute payments.	Accounts paid.
	Prepare Tax Certificates	Provide tax certificates as requested	Assist with requests via telephone, prepare and send out certificate. Follow up with billing.	Tax certificates sent and payment received.
	Provide Assessment Sheets	Provide assessment sheets and information	Assist with requests via telephone, prepare and send out certificate. Follow up with billing.	Tax certificates sent and payment received.
	Order office supplies	Order supplies as needed	Order office and paper supplies as needed – usually weekly.	Supplies are available but not overstocked.
	Payroll Daily Time Entry	Time sheets from the departments are entered	Verify that time sheets are approved, enter information into Bellamy.	Daily time is in the system providing accurate work order costs and payroll calculations.
	Information Technology Data	Protect Servers	Verify backup, Move GIS data backup to tape. Image the parent virtual machine.	Protect the County from loss of data/systems
	Utilities	Meter reading/change of ownership	When advised of change of ownership, have the gas technician read the meter and then set up the new information in Bellamy.	Utility costs are billed to the correct user
	Information Technology – Fuel system	Check computer fuel system at shop	Verify that the connection between pumps and system is good and that data is being transferred	Reduce loss through fuel management
	Highway 28/63 Water Commission Accounts Payable	Pay approved invoices	Enter invoices into Simply Accounting, manually write cheques, have signed and mail out payments	Invoices are paid in a timely manner

Finance Department: WORK PLAN 2017- *Continued:*

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
WEEKLY- <i>Continued</i>				
	Highway 28/63 Water Commission Deposits	Deposit all payments to ATB.	Enter receipts into Simply Accounting, write up deposit and deliver to bank	Funds are deposited into bank as received
MONTHLY				
Semi- Monthly	Accounts Receivable invoicing	Accounts Receivable invoices sent out on the 15 th and 31 st	Departments provide finance with miscellaneous charges to be billed. Invoices are created and sent.	Invoices are sent in a timely manner.
Semi- Monthly NEW	Water Truck Fill Invoicing	Truck fill usage downloaded and invoiced to customers twice per month	Truck fill usage downloaded, invoices entered into Bellamy and mailed out.	Invoices are sent in a timely manner
Monthly	Salary Payroll	Salary payroll paid 21 st of every month	Record days off, run payroll, have reviewed by finance manager, run cheques, have cheques approved by CAO or assistant, submit EFT file to bank minimum of 2 days before pay date.	Approved copy of cheques is filed. Salary employees receive payment.
	Council payroll	Council payroll paid 21 st of every month	Run payroll, have reviewed by finance manager, run cheques, have cheques approved by CAO or assistant, submit EFT file to bank minimum of 2 days before pay date.	Approved copy of cheques is filed. Council members receive payment.
	Hourly Payroll	Hourly payroll paid 31 st of every month	Import Daily Time, run payroll, have reviewed by finance manager, run cheques, have cheques approved by CAO or assistant, submit EFT file to bank minimum of 2 days before pay date.	Approved copy of cheques is filed. Hourly employees receive payment.
	Order coffee supplies	Work with coffee supplier	Provide order to Coffee Supplier when they come.	Coffee supplies are available, but not overstocked.
	Pay Council expenses	Council is reimbursed once per month for mileage and expense	Verify expense reports, code, enter, and produce cheques.	Cheques are signed and distributed to Council Members.
	Pay Payroll Remittances	Paid monthly within 3 banking days of last day of the month	Payroll Clerk balances and prepares remittances and submits to AP for payment.	Approved copy of cheques filed.
	Payroll balancing	Balance payroll sub ledger with general ledger accounts	Run a payroll trial balance and make sure that it balances with the general ledger accounts.	Prevents year end imbalances.

Finance Department: WORK PLAN 2017- *Continued*:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
MONTHLY-Continued				
	Tax and Utility Auto Payments	Send auto payment EFT to bank	Run reports, have utility clerk verify utility portion and remit the file to ATB online banking.	Funds to be withdrawn from account 20 th of the month.
NEW	Utility meter changes	Enter meter changes into Bellamy	Information regarding changed meters is entered into Bellamy before billing	Invoices reflect accurate usage and meters are tracked.
	Bill utilities	Bill both gas and water usage	Enter readings, bill and balance utilities. Send out invoices to customers; follow up with problems, concerns, etc.	Invoices sent.
	Bill Utilities	Download data from meters and truckfill stations	IT provides the downloads and assists with the automatic meter reading.	Invoicing complete.
	Accounts Receivable	Receive emergency response details and bill.	Bill insurance claims and Highway Emergency Response to Alberta Transportation.	Charges are invoiced in a timely manner.
	Bank Reconciliation	Reconcile all bank accounts monthly	Reconcile cheques, deposits, and other transactions. Enter adjustments as needed.	Bank financial report provided to Council.
	Monthly Journal Entries	Create journal entries to adjust and correct accounts as needed	Journal entries are created by Finance Manager and entered by Tax Clerk.	General Ledger accounts are up to date and accurate.
	Balance Sub ledgers	Ensure Utilities, Accounts Receivable, and tax receivable sub ledgers balance with General Ledger	Run sub ledger reports and balance and correct any outages.	Ledgers are balanced.
	Monthly Budget to Actual Comparison	Prepare report for Council that shows both the budget and actual up to date values.	Report is prepared and provided at the monthly Council meeting. Information regarding unbudgeted expenditures or discrepancies is provided.	Council is kept apprised of the financial status monthly.
	Manager's Report to Council	Prepare report for monthly Council meetings	Provide Council updated information on finance department activities.	Council is apprised of finance initiatives and activities.
	Land title changes	Process land title changes in both taxes and gas systems	Enter new titles.	Tax and utility systems are updated with new owner information.
	Monthly Department Reports	Provide Actual to Budget Reports to Department Managers.	Print department reports showing detailed account information. Discuss and verify anomalies and errors.	Manager are provided information to ensure they meet their annual budget.

Finance Department: WORK PLAN 2017- *Continued*:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
MONTHLY-Continued				
	Faxes	Faxes are run through the email system. They are kept on the system for 90 days	Monthly the IT technician will purge old faxes.	Backup of incoming faxes is kept for 90 days.
	Printers and Toner	Inventory and order toner	Printers and toner are checked. Additional toner is ordered as needed.	Printing Capabilities are maintained and constant.
	Accounts Receivable Collections	Letters on delinquent receivables	Send letters out to customers with old accounts due.	Payment on accounts.
	Highway 28/63 water invoicing	Invoice water usage to Town of Smoky Lake, Village of Waskatenau, Village of Vilna, County of Thorhild and St. Paul County.	Get readings from County of Thorhild Staff, balance, and invoice	Water usage balanced and billed.
NEW	Carbon Levy report/remit.	Complete carbon levy reporting and remit payment to Service Alberta.	Reconcile levy, submit reporting online and pay by the 28 th of every month.	Carbon Levy paid avoiding penalties.
NEW	Calendar	Prepare a monthly calendar consisting of all the meetings going on in that month.	Get meeting dates from Councillors and administration as well as the times, locations and who is attending.	Provide Council, staff and ratepayers with County meeting dates.
	Highway 28/63 financial reporting.	Prepare financial update for board.	Provide updates to board regarding budget status.	Board understands financial status and issues or concerns.
QUARTERLY				
	Garbage billing	Bill Village of Waskatenau and Village of Vilna for garbage pick up costs	Calculate delivery costs and tippage fees.	Invoices entered into Accounts Receivable and forwarded for payment.
	GST Returns	Remit quarterly GST return January, April, July and October	Balance GST payable remit via internet as per the forms sent as per Revenue Canada Requirements.	Confirmation of GST remittance filed. Refund received.
	Payroll Balancing	Review payroll balances and verify	Check that correct benefits are being deducted, provide an updated listing of vacation and sick day balances.	Deductions are correct limiting possible losses to County.
	Gas Balancing	Balance gas sales with tap readings	From Gas Alberta billing, Town readings, and Bellamy gas bills calculate volumes and dollars and ensure amounts balance.	Minimal variances between actual sales and gas used.
NEW	Aggregate Levy	Ensure Aggregate Levy is being reported and paid as per Road Haul Agreements	Provide Public Works Liaison with update on levies received.	Levies collected as per bylaw and agreements
	Strategic Plan Report and Meeting	Prepare the Strategic Plan Quarterly Report for Council	Coordinate information from managers, prepare report, and prepare meeting.	Council is updated on strategic plan.

Finance Department: WORK PLAN 2017- *Continued*:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
YEARLY				
January	Year End	Prepare all year end working paper and coordinate audit	Reconcile accounts, record accruals, capital transactions, create audit working papers and year end entries.	Information ready for audit.
	Bill partnering municipalities	Allocate annual costs to partnering municipalities	Calculate total costs for partnered projects and bill according to agreements.	Invoices entered and bills forwarded to municipalities.
Jan/Feb	Payroll Year End	Reconcile payroll and prepare year end reports	T4s due Feb 28, WCB reporting due Feb. 28, LAPP reporting due Jan. 31.	T4s complete and reports filed with government agencies.
	Tax year end	Finalize tax year end	Verify tax and assessment balances and process year end in Bellamy.	Current tax balances are moved to arrears.
Feb	Audit	Assist Auditors as required	All finance staff must be available to locate information and answer questions for annual audit.	Audit is efficient and costs are minimized.
Feb/Mar	Annual Grant Reporting	Reconcile and prepare SFEs for all grants	Reporting required is different for each program. Most Reports are due February/March, but must check each grant.	Reports submitted to appropriate agency.
	Asset download	Provide asset file to Assessor	Download asset file (assessment roll) forward to assessors.	Assessors will update file with new assessment.
March	Update Assessment.	Receive updated assessment from the Assessors	Upload to Bellamy.	Assessment ready for taxation.
	Bellis Sewer Charges Bylaw	Bellis Sewer Charges Bylaw must be passed annually	Updated costs to operate system, take new bylaw to council with recommended rate.	Passed Bylaw.
	Final Financial Statements	Work with Auditor to present final financial statement to Council	Review statements, and have approved by Council, make available to public online and through annual booklet.	Annual Financial Statements available to public.
	Tax Notifications	Place tax notifications as per MGA by March 31	Tasks to be carried out as per MGA.	Tax notice confirmation from Alberta Land Titles.
Mar/Apr	Annual Grant Projects	Submit project profiles for Annual Grant Programs	Each program has different requirements, forms, and submission requirements.	Applications submitted to appropriate agency.

Finance Department: WORK PLAN 2017- *Continued*:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
YEARLY-Continued				
Mar/Apr	Final Budget	Adjust interim budget to reflect actual tax income and requisitions	Adjust expenses and revenues. Calculate requisition tax rates and develop options for the Municipal tax rate. Present to Council for decision.	Council passes final budget. Mill rate is set for taxes.
Apr/May	Mill Rate Bylaw/Bill Taxes	Mill Rate Bylaw must be passed to levy property taxes	Bylaw is presented to Council.	The mill rate will be used to levy taxes.
May	Statistical Information Return	Complete SIR for provincial submission	Update information, complete online form and mail in to province.	SIR is filed before June.
May/June	Bill Taxes	Taxes billed by May 31	Balance Assessment, balance tax billing, run notices and mail.	Tax notices sent out.
May/June	Equalized Gas year end	Balance equalized gas and process year end	Process year end, bill out final amounts owing and send refunds to customers with a credit balance. Set next year budget amount.	Final invoices and cheques processed.
July/August	Assessment Complaints	Process assessment complaints	Acknowledge complaints, forward to assessor, set up hearing dates as per MGA.	Hearing is held Oct/Nov.
Aug/Sept	Three year financial plan	Create three year financial plan	The 2014 budget will be extended into a three year financial plan.	The new financial plan will be presented to Council with annual budget.
Sept-Dec	Interim Budget	Prepare interim budget for: capital, operating and three year road plan.	Review actual, prepare budgets with managers, present to Council.	As per policy: Interim budget passed prior to December 31, 2012.
Oct/ Nov	Assessment Appeal Hearing.	Ensure the assessment appeal process proceeds as per MGA.	Assist ratepayers, respond to official complaints, coordinate exchange of evidence, schedule hearing.	Decisions must be complete by December 31.
Oct	Taxes Due	Process tax payments, assist ratepayers.	Assist ratepayers to ensure best possible collection of taxes prior to due date.	County receives money for operations.
Nov /Dec	Borrowing Bylaw	Present Borrowing Bylaw to Council.	Work with bank to create bylaw and service agreement.	Line of credit and credit card is renewed.

Finance Department: WORK PLAN 2017- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
YEARLY-Continued				
August – Nov	Tax arrears property sale	Ensure that properties with tax arrears more than 3 years take place.	Advertise sale as per MGA and hold auction.	Property sale proceeds are deposited to special account.
Nov. 1 and Mar. 1	Tax penalties.	Run tax penalties as per bylaw.	Advertise reminders and run tax penalties.	Penalties added to account.
PERIODIC				
	Set up new employees	Set up new employees in payroll, and benefits	Ensure that all new employees are set up in the payroll system to have the correct benefits and deductions. Provide employee with benefits information and provide ensure all necessary registrations are complete.	New employees receive benefits and pay.
	Record of Employment (ROE)	Create and submit record of employment	When an employee leaves the County, a ROE must be provided to the employee and to the Federal government online.	Meet legislative requirements.
Semi – Annual NEW	Hwy 28/63 Water Commission GST	Remit GST return January and July	Balance GST payable remit via internet as per the forms sent as per Revenue Canada Requirements.	Confirmation of GST remittance filed. Refund received.
	Ensure Council office has snacks and beverages	Pick up snacks and beverages as needed	Pick up supplies from local grocery stores.	Snacks are available for Council meetings.
	Assist Assistant CAO	Provide assistance as required	Municipal Clerk position assists Assistant CAO with meeting preparation, etc.	Administration requirements are met.
	Family School Liaison Meeting	The secretarial services for Family School Liaison Committee will be transferred to Legislative Clerk in 2015	Prepare agenda, record meeting, and prepare minutes.	FSLW committee meetings no longer fall under the Finance umbrella of duties.
	Regional Community Development Committee	Provide financial services to the RCDC Committee	Prepare financial reports.	All municipalities understand the financial status of this regional committee.
	15 Year Capital and Infrastructure Plan	Update the 2015 Equipment and Vehicle Plan. Create a long term plan policy. Create a long term plan for infrastructure	Work with departments to create plan.	To be presented as part of the 2015 budget process.
	Policy Development and Review	Review existing policy and recommend new policy to Council	As needed research policies.	Up to date best practices.

Finance Department: WORK PLAN 2017- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC-Continued				
	Alberta Purchasing Connection	Post tenders, requests for proposals, etc. on APC website	Assist departments with posting preparation and manage posting on website.	Large purchases are posted to meet public procurement requirements.
	Cost Analysis	As issues arise, review costs and prepare analysis for Council and Management.	Use best accounting practices to ensure information is accurate.	Provide the best possible information for decision making.
	Grant research and applications	Research new grant sources	Assist managers in locating new grant sources. Assist with grant applications and follow up reporting.	The County maximizes funding through grants.
	Payroll questions	Assist staff with payroll and benefits questions	Answer questions, do research as requested.	Customer assistance provided to employees.
	Credit Applications	Complete credit applications	Provide information and complete applications for departments.	New vendor accounts set up.
	Meetings with Council	Attend meetings with Council	Attend meetings to provide information, advice and to ensure decisions affecting budget are noted financially.	The finance department is knowledgeable in the affairs of operations.
	Members of the Government Finance Officers Association	Maximize training and networking opportunities	Attend training opportunities and conferences. Member of the Professional Development Task Force.	The County maximizes opportunities to learn best practices from other professionals and municipalities.
	Member of the Society of Local Government Managers	Maximize training and networking opportunities	Attend training opportunities and conferences.	The County maximizes opportunities to learn best practices from other professionals and municipalities.
	General Ledger Account Codes	Redo the County General Ledger Coding System to improve reporting	Create new codes. Provide a link from old code to new code to Bellamy. Bellamy will create conversion on financial system.	The General ledger will have clean coding system to improve reporting capabilities.
	Take over Financial Services for Highway 28/63 Water Commission	Transfer financial services from Thorhild County to Smoky Lake County	Work with Commission.	Smoky Lake County will manage the Water Commission.

Finance Department: WORK PLAN 2017- *Continued:*

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC <i>Continued</i>				
	Implement Bellamy Version 8	Implement Bellamy Version 8 and analytics	Work with Bellamy to implement system and train users.	County managers and staff will have easy access to an increased number of reports and will lead to improved budgeting in future years.
	Assist all Computer users	Information Technologist assists and trains users (Smoky Lake County, Smoky Lake Foundation, Legion, and fire departments) as requested/needed	Fixing hardware and software issues Training	All Organizational computer users have access to immediate assistance.
	Assist Corridor Communications Inc.	Verify internet accessibility for potential clients	When requests for new service come in to CCI, the Information Technologist goes to the site to verify that the signal is available.	Provides customer assistance.
	Information Technology updates	Research and initiate hardware and software updates as needed	Routinely checks for software system updates and ensures that they are implemented. Researches best options for both hardware and software.	Technology is current and use is maximized.
	Oversee entire Information Technology Systems	Install and repair all systems when needed	Research solutions, repair hardware and software issues and when necessary, coordinates with outside suppliers.	Technology is current and use is maximized.
NEW	Implement Bellamy Budgeting	Implement Bellamy Budgeting	Work with Bellamy to implement system, train users, and create new reports	In future years, managers will create their own budgets improving their knowledge and financial planning
	Insurance	Coordinate insurance renewals, bill ANI's, track prepaid insurance and track additions and deletions.	Coordinated renewals except for ANI's.	To ensure and maintain current insurance files.

Carried.

Administration: GIS/Communications Manager - 2017 Work Plan Management Policy Statement No. 01M-33-05

596-17: Bobocel

That County Council accept the received Work Plan for 2017 as a Management Policy: 01M-33-05 entitled "Administration: GIS/Communication Director - Work Plan", for information.

Title: GIS/Communication Services: Work Plan	Policy No.: 33-05
Section: 1 - M	Code: P-A
	Page No.: 1 of 7 E

Purpose:	To establish a Department Work Plan for the Smoky Lake County GIS & Communication Services Program.
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<p>Policy Statement and Guidelines:</p> <p>STATEMENT:</p> <p>The Communications Work Plan, Schedule "A" & the Geographical Information Systems (GIS) Work Plan, Schedule "B" outlines the Work Schedule of Projects and duties on a daily, weekly, monthly, periodic and seasonal time frame which provides detail work to be undertaken within Communications & GIS.</p> <p>BENEFITS:</p> <p>The Communication Services Work Plan will provide the following benefits:</p> <ul style="list-style-type: none"> • Good understanding of the process and responsibilities of the County Communication Program. • Increase efficiency and strengthen timeframe of deadlines. • Establishes accountability of Communications. <p>The GIS Work Plan will provide the following benefits:</p> <ul style="list-style-type: none"> • Good understanding of the responsibilities of the County GIS Program. • Increase efficiency and strengthen departments using GIS data. • Maximize effectiveness and accountability of County Spatial Data. <p>REVIEW:</p> <p>The Communication Services Coordinator Work Plan will be reviewed and presented to Council on an annual basis beginning of each year and presented to Council on an annual basis beginning of each year.</p>
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SCHEDULE "A": GIS/COMMUNICATION DIRECTOR WORK PLAN 2017

Section 01-M

Policy: 33-05



SCHEDULE "A"

GIS/COMMUNICATION SERVICES: WORK PLAN 2017

Time	Work Schedule Projects	Work Description Projects	Verified Outcomes
Schedule "A": COMMUNICATIONS SERVICES			
DAILY			
1/2 hr.	Administration	Check e-mails.	To address questions, requests, as required.
1/2 hr.	Social Media: Facebook Twitter	Post relevant information (Council meetings, office closures, community events, etc) on the Facebook, Twitter and County website in a more timely manner than placing a print or publishing in Grapevine.	Communicate County information to residents in a more timely manner.
1/2 hr.	News Ideas	Proactively seek out County news that could be published on Facebook, or Twitter, County website, Grapevine, and/or through news releases (free media) for local papers.	Communicate County information to residents in a more timely manner.
1/2 hr.	Meeting with County staff on communication needs.	Proactively seek out County news face-to-face or by attending departmental meetings for information could be published on Facebook or Twitter, County website, Grapevine, and/or through news release (free media) for local papers.	Communicate County information to residents in a more timely manner.
1/2 hr	Ads placed – tracking of.	Track County ads placed	To locate archived material.
½ hr.	Ads – paid.	Write, produce and send publications. Work with relevant manager to ensure accurate content and to ensure newspaper deadlines are met.	Communicate County information to residents.
1/2 hr.	Ad requests – tracking of.	Manage phone, walk in and email ad requests. Determine whether to accept or decline (budget and value-added determination).	To locate requests and to archived material.
1/2 hr.	Respond / Assist with issues and questions that come up.	Day-to-day issues that may come up are winter road conditions, FOIP requests, Fire warnings, ads that need to be placed, et al.	Communicate County information to residents.
Schedule "B": GEOGRAPHICAL INFORMATION SYSTEMS			
DAILY			
1/2 hr	Administration	Check e-mails.	To address questions, requests, as required.
1/2 hr	County Website Tool – MuniSight	Streamline the data / maps and search tools offered to the county residence through MuniSight.	GIS Tool for staff and residents.
4 - 6 hrs	Input Spatial Data – MiniSight / GeoMedia / Asset Finda.	Input Data supplied by each department into the GIS system: Gravel program, Road Projects, Dust Control, Brushing / Axing, Spring Flooding, Weed control, Mowing Program, Weed Infestation, Accidents, No Spray Zone, Beaver Problem Area, Spray Data and Municipal Addressing	GIS data input.
1 hr New	Assist with issues that come up.	Perform various administrative functions related to GIS including technical issues and maintaining records.	Spatial Warehouse Maintenance.

GIS/COMMUNICATION SERVICES: WORK PLAN 2017- Continued:

Time	Work Schedule Projects	Work Description Projects	Verified Outcomes
Schedule "A": COMMUNICATIONS SERVICES			
WEEKLY			
1 hr.	Management Monday Meeting Notes	Compile and distribute Monday Manager reports to all staff through email and post in staff kitchen.	Provide departmental activities to all staff and Council.
6 hrs.	Management / Staff Meetings	Stay on top of County activities through meetings and staff interaction as communication tools for news releases, issue management, Grapevine. Proactively seek out County news that could be published on Facebook, Twitter, County and Regional websites, Grapevine, and/or through news releases.	Discuss and be aware of other department activities.
20 hrs	County Website	Retool / Redesign website for improved efficiency and functionality. keep content current and update as required. Create new pages and / or add new features (i.e. fillable forms, interactive maps) Verify links are working and correct. Verify content and relevancy of content. Check functionality on various platforms – Desktop, Tablet, Handheld devices.	Communicate County information to residents in a more timely and effective manner.
4 hrs	Communicate Advice	Provide strategic communication advise to managers. Where to Advertise event, generate feedback from	Appropriate Communication tools utilized.
12 hrs	Regional website	Continual improvement website for improved efficiency and functionality. keep content current and update as required. Create new pages and / or add new features (i.e. fillable forms, interactive maps) Verify links are working and correct. Verify content and relevancy of content. Check functionality on various platforms – Desktop, Tablet, Handheld devices.	Communicate County information to residents and non-residents in an effective manner.
8 hrs	Print Media	To produce a professional looking template in which information can be easily added and deleted, to ensure current and relevant information is included on the Bulletin Board, and to ensure that the information is current and timely. Working in conjunction with the IT Technician and County Managers and staff.	Communicate County and Community information to walk-in customers and residents.
Schedule "B": GEOGRAPHICAL INFORMATION SYSTEMS			
WEEKLY			
2 hrs New	Management Meetings	Review Departmental needs with Managers, monitor progress, and ensure installation of Spatial Warehouses in accordance with plans, specifications, and guidelines	Provide departmental activities to staff and Council.
2 hrs	Meeting with County Managers on GIS needs.	Develop and implement GIS advanced business intelligence analyses and reporting solutions.	GIS Tool for Managers
New	Assist with issues that come up.	Perform various administrative functions related to GIS including technical issues and maintaining records.	Spatial Warehouse Maintenance.

GIS/COMMUNICATION SERVICES: WORK PLAN 2017 - *Continued*:

Time	Work Schedule Projects	Work Description Projects	Verified Outcomes
Schedule "A" : COMMUNICATIONS SERVICES			
MONTHLY			
1 hr	Safety Meetings	Attend to gain information on department activities.	Informational and Communications tool.
8 hrs	Council Meetings	Attend to gain information on Council activities.	Informational and Communications tool.
8 hrs	Economic Development Committee Meetings	Attend to gain information on Council activities.	Informational and Communications tool.
8 hr	Manager's Report	Prior to Council Meeting – develop report on Communication activities to Council.	Informational and Communications tool.
	Monthly Timesheet	As required.	Document.
6 hrs	Grapevine	Planning, production, and distribution – as required and more time as close to publication date. Also plan work and stories at least two months ahead. Review local sites for Community Events.	Communicate County information to residents.
Schedule "B" : GEOGRAPHICAL INFORMATION SYSTEMS			
MONTHLY			
15 hr New	News Ideas	Proactively design and manage(data warehouses) for effective use of spatial data.	Communicate County information to Managers more effectively.
3 hr	Finance	Review Month work charges for work done by AAG and other contractors.	Budget Review
10 hrs	GIS Data Input – Gas	Work with AAG to input existing gas infrastructure, water and sewer infrastructure into GIS. Test AltaLIS updates to GIS system	
8 hrs	GIS Data Reporting	Run Queries for departments to find missing and incomplete data, analysis reports and contact managers to meet the County's database requirements.	GIS tool for Managers
6 hrs	GIS Data Input – Developers	Ensure new data is being submitted by contractors/engineers in a format that is compatible to upload into GIS.	Data enhancement for County
20 hrs	GIS reporting and forecasting	Assist managers to develop reports utilizing the GIS data to optimized forecasting of short-term and long-term county activities related to development, infrastructure, resource management.	Analysis Tool for Managers and Council
2 hrs	Council Meetings	Attend to gain information on Council data requirements.	Informational and analytical tool.
10 hrs	GIS data validation	Work with Management and test, validate, and conduct quality assurance to ensure the highest quality customer oriented analytical products. Test AltaLIS, AAG and CAMS updates to GIS system	GIS Tool for Managers

GIS/COMMUNICATION SERVICES: WORK PLAN 2017- *Continued*:

Time	Work Schedule Projects	Work Description Projects	Verified Outcomes
Schedule "A" : COMMUNICATIONS SERVICES			
PERIODIC			
	FOIP Requests	To manage and investigate requests, to obtain FOIP (Freedom of Information and Privacy) information from County Council and Staff, draft responses.	Provide information as requested to the public in an open and honest manner, as required.
	Request from CAO and Assistant CAO	Create Congratulatory messages and scrolls, obtaining congratulatory material for Council, et al.	Assistance provide, as required.
	Place County Ads	To promote the County's programs and opportunities.	Communicate County information to residents.
	Fire Ban Information to Media Outlets.	Work with Senior Management and the Fire Chief, draft and send Fire Ban Advisories to media outlets. Ensure information is posted on the Website, Facebook and Twitter.	Communicate urgent County information to residents in timely manner.
16 hrs.	County Quick Facts 2017	Revise as required to ensure the information in the brochure is current and up-to-date. Will conduct full review of content in Summer 2017.	Communicate County information to residents. Concise information place for Council and staff use.
80 hrs.	Training	Web Design / Social Media .	Education
24 hrs.	Training	FOIP training to ensure most up-to-date information.	Education
16 hrs.	Business Cards	Create Business cards for staff as needed	Communication tool
Schedule "B" : GEOGRAPHICAL INFORMATION SYSTEMS			
PERIODIC			
120 hrs	GIS Work Schedule -- for staff	Work with staff to schedule work load priorities for data input into the GIS Database. Implement training and testing of workspaces	Staffing Maintenance.
	GIS Data Analysis	Provide strategic advice to managers and Councils base of queries generated from GIS.	Communication tool.
40 hrs	GIS Planning	Prepared scaled and detailed plans, maps and charts using a variety of material such as photographs, site inspections and survey notes. Collect field information during construction for as-built recording and inputting into the City's graphical utility system.	Communicate County information to residents and non-residents in an effective manner.
16 hrs	GIS – third party contract.	Monitor agreement with AAG	
	Request from CAO and Managers	Run Spatial Queries upon request	
	Agricultural Service Board and Environmental Operations (Utilities) Meetings	Attend to gain information on Utilities data requirements.	Informational and analytical tool.
	Economic Development Committee Meetings	Attend to gain information on Regional Economic Development data requirements	Informational and analytical tool.
Schedule "A" : COMMUNICATIONS SERVICES			
SEASONAL			
60 hrs.	County Annual Report	Manage the revision, compilation, editing, production and distribution of the Annual Report.	Communicate County information to residents.
16 hrs.	Quick Reference Booklet	Manage the revision, compilation, editing, production and distribution of the Quick Reference Booklet.	Communication Tool for Managers and Council.

GIS/COMMUNICATION SERVICES: WORK PLAN 2017- *Continued*:

Time	Work Schedule Projects	Work Description Projects	Verified Outcomes
Schedule "A" : COMMUNICATIONS SERVICES			
2017 ASSIGNMENTS			
50 hrs.	Communication, and Marketing: County Website.	Continue enhancing website to meet new requirements and to meet Municipal needs.	Strategic Plan.
80 - 100 hrs.	Communication, Marketing and Partnerships: Regional Website	Redesign and rebuild website to meet new requirements and to meet Regional needs both current and future.	Strategic Plan.
26 hrs.	Parks and Recreation: Encourage awareness of County's recreation facilities to increase utilization.	Communications to develop the Regional website to have an interactive format, including map sites and online reservation system, allowing better information to both residents and visitors. Print Ads in publications such as Kalyna Country, Go East, Travel Guide and other Recreation publication to include more information about region's facilities. Information / mapping at sites about nearby sites / unique recreation opportunities. Photo library being established by Communications to "visually" promote area (rather than using free photos from the Internet).	Strategic Plan.
40 hrs	Parks and Recreation: Work with GIS Dept.	Communications will work with the County's GIS department to develop a strategy to enhance and quantify the value added components of the Parks & Rec. department (including, but not limited to online booking of campsites and green spaces).	Strategic Plan.
80 - 200 hrs	RCDC: Aggressively promote available land base in order to showcase the County's many affordable and desirable locations for new and existing businesses.	Work with REDO (Shaun G.) to develop a Webpage that highlights the Economic Opportunities within the region, tools available to businesses and other resources including	Strategic Plan.
15 - 20 hrs	RCDC: Aggressively promote Economic Opportunities in the County's Region for new developments.	Work with Alberta HUB (Bob B.) to supply highlights of Economic Opportunities within the region, tools available to businesses and other resources including.	Strategic Plan.
50 - 60 hrs	RCDC: Utilize social media further promote Smoky Lake Region as a place with a lot to offer new businesses.	Awareness and promotion activities must continue to embrace new evolving forms of social media. Increased attention will continue to be given to social media "delivery vehicles" which are often extremely cost-effective mass media outlets for the dissemination of information.	Strategic Plan.
40 - 100 hrs	Tourism: Utilize the Region's website to promote tourism opportunities within Smoky Lake Region to encourage more in-bound tourism and recreation activity and the development of more tourism-related business services.	Significant tourist attraction potential exists around heritage / historic sites and outdoor recreation amenities found within Smoky Lake Region. Information on sites on the Regional website. Assist the REDO at trade fair (Boat & Sportsmen Show), develop print brochures and promotional material to assist in the promotion of the Region.	Strategic Plan.

GIS/COMMUNICATION SERVICES: WORK PLAN 2017- *Continued*:

Time	Work Schedule Projects	Work Description Projects	Verified Outcomes
Schedule "B" : GEOGRAPHICAL INFORMATION SYSTEMS			
2017 ASSIGNMENTS			
80 - 100hrs	RCDC: Build Economic Opportunities Warehousing tools for Regional advancement.	Work with the town of Smoky Lake and the villages to build an complete Spatial data warehouses and reports to expand Regional collaboration.	Strategic Plan.
80 - 120 hrs	Tourism: Utilize the County's GIS platform to promote tourism opportunities within Smoky Lake Region helping the development of more tourism-related business services.	Build easy to manage warehouse to be integrated with the Regional Website capturing GIS information of existing facilities within the County. Build reports the capture the flow of data, tourism actions and interaction with the warehouses and the website.	Strategic Plan.
60 hrs	County Service Delivery: Develop annual strategic plan.	Manage the compilation, editing and updating of Spatial Data for each Department. Develop, coordinate and implement a long-term GIS Plan.	
200 hrs	Hardware / Software innovation: test new hardware such as drones and LIDAR for integration with existing GIS setup	Apply knowledge of computer applications in the development and enhancement of data models; applies computer applications in the design, scheduling and costing of projects and maintenance. Utilize tools to improve resource utilization for county departments.	Strategic Plan.
120 hrs.	Emergency Services and Public Safety: Develop a Plan.	Complete data set for Gemi Rapid Response and routing system. Develop an integrated Emergency Response System with a third party	Strategic Plan.
120 hrs	Parks and Recreation / Tourism:	Utilize the County's GIS Data to analyze tourism within Smoky Lake Region generated by web / communication activities	Strategic Plan.
80 - 120 hrs	Financial Resources: Improve forecasting for minor and major projects.	Run Query to Inventory Gas, Roads, Sewer, Water and Towers to analyze and plan future capital expenditures.	Strategic Plan.

Carried.

**Parks and Recreation: Manager - 2017 Work Plan
Management Policy Statement No. 07M-01-03**

597-17: Orichowski That County Council accept the received Work Plan for 2017 as a Management Policy: 07M-01-03 entitled “Parks and Recreation Work Plan”, for information.


Title: Parks and Recreation: Work Plan	Policy No.: 01-03 E
Section: 7 - M	Code: P - A
Page No.: 1 of 4	

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

SCHEDULE “A”: PARKS AND RECREATION WORK PLAN 2017

Section 07-M Policy: 01-03

 **SCHEDULE “A”**
PARKS AND RECREATION WORK PLAN 2017

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
DAILY				
½ Hour	Meet with Parks and Recreation staff	Discuss days plan.	As per assigned work.	Time sheets.
2 Hours	Communicate with ratepayers, office, and Council	Address issues.	As required.	Document.
	Approve staff timesheets and code invoices			
WEEKLY				
½ Hour	Safety Meeting.	Communicate	Discuss incidents and concerns.	Safe work environment.
1 Hour	Managers meeting	Meet with department heads to ensure open communication.	Assist other departments.	Working together for common good.
	Bank deposits	County deposits.	Deliver bank deposits.	Help out office staff
1 Hour	Clean trucks	Maintain a professional appearance.	Keep County Vehicle clean.	Adhere to County policy
MONTHLY				
1 Hour	Safety meeting	Communicate with all departments	Review any incidents and report weekly activities.	Learn from past experiences.
1 Hour	Reports to Council	Manager report form.	Complete a manager’s report for monthly Council meetings.	Provide information for Council and management.
	Time sheets	Review and sign time sheets.	Ensure time sheets are being completed and handed in on time to payroll.	All time sheets are handed in and completed properly and on time.
PERIODIC				
	Flags	Raise and lower flags as per Policy #01-35-01: Flags: Half-mast.	20 flag poles.	Exhibits respect.
Ongoing	Rural addresses	Determine document and order in fall.	Do one calls install address signs.	Provides safety and convenience for ratepayers.
	GIS	To provide spatial data to GIS.	Submit upon a new element created.	Monitor facility assets.
	Budget Meeting	Review budget.	Review ledger; make sure all purchases are properly coded and all purchases are complete.	Communicate with Finance Department.
	Minor building/furniture maintenance	Maintenance in office, shop or yards.	As required.	Ensure facility interior and exterior condition is maintained.
New	Street lighting	Monitor and report street light problems in hamlets to ATCO.	As required.	Safety and convenience for ratepayers.

PARKS AND RECREATION: WORK PLAN 2017 - *Continued:*

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
SEASONAL				
April to November	Inspect trail system	Visual inspection of the Iron Horse Trail as per Policy #07-01-01: Designated Recreational Trails.	Correct deficiencies.	Safety for trail users.
April to October	Inspect playground equipment	Visual inspection of all playgrounds as per Policy #07-02-01: Playgrounds.	Correct deficiencies.	Safety for users.
Daily/ Weekly	Inspect campsites	Visual checks on infrastructure.	Correct deficiencies.	Safety and enjoyment of the campers.
When required	Communicate with lake contractors	Answer phone calls, emails or person to person.	Address issues.	Safety and enjoyment of the campers.
May to September	Step Students	Advertise and hire.	Train and assign tasks.	Extra help during summer's heavy workload.
May to September	Grass cutting	Hamlets, parks, resorts, water fill stations, campsites, office, entrance signs and ball diamonds.	Operate mowers and trimmers.	Keeps County property neat and clean.
	Parade float	Decorate float.	Display in parades in Vilna, Smoky Lake and Waskatenau.	Advertises County and supports municipalities.
	Mower Equipment	Maintenance.	Sharpen blades and clean machine.	Prolongs life of mowers.
	Outhouses	Have outhouses pumped out.	51 Outhouses.	Facilities are clean.
	Building outhouses	Build and repair outhouses.	Pick up supplies and build.	Facilities are in good working order.
	Piers	Install and removed piers.	Replace any worn planking.	Provides safe access to water.
	Snow shoveling	Remove snow and ice from office walkways.	As required.	Provides safe walkways for public and staff.
	Tree removal	Remove dead and fallen trees from campsites and walkways.	As required.	Provides safe areas for the Public.
	Firewood	Split firewood compiled from brushing.	As required.	Provides firewood for special occasions.
	Help set up for Smoky Lake Rodeo	Move bleachers and tables.	As required.	Helps volunteers.
	Help set up for parades.	Move bleachers and tables.	Grass cutting and trimming, painting and set up fences.	Helps County volunteer groups.
	Help with Farmers Day, Pumpkin Fair, Women's Conference, Christmas party and other special events	Move bleachers, tables and the stage.	As required.	Helps County volunteer groups.
	Christmas decorations	Set up and take down lights and decorations.	Warspite, Spedden, Shop and Office.	Celebrating the season.
	Equipment	Acquire estimates and order.	As required and budgeted for.	Ensures equipment is available to perform tasks.
	Lights in office.	Repair lamps and ballasts.	As required.	Maximum light available for public and staff

Carried.

Additions to the Agenda:

Meeting Topics for Minister of Municipal Affairs

598-17: Bobocel That County Council **defer** topics for discussion with the minister of Municipal Affairs to the next scheduled County Council Meeting.

Carried.

Additional Named Insured Application - Quiet Nook Community Centre

599-17: Bobocel That Smoky Lake County accept Quiet Nook Community Centre as an Additional Named Insured with Jubilee Insurance Agencies under the County's Insurance Umbrella; and execute all necessary policies.

Carried.

Adjournment:

600-17: Lukinuk That this meeting be adjourned, time 2:58 p.m.

Carried.

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER