

SMOKY LAKE COUNTY

Minutes of the County Council Meeting for the purpose of Departmental Operations held on Wednesday, March 13, 2019, at 1:09 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 13, 2019</u>
1	Dan Gawalko	Present
2	Johnny Cherniwchan	Present
3	Craig Lukinuk	Present
4	Lorne Halisky	Present
5	Randy Orichowski	Present
CAO	Cory Ollikka	Present
Assist. CAO/RS	Lydia Cielin	Present
Finance Manager	Brenda Adamson	Present
Leg. Svcs Clerk/RS	Patti Priest	Present

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Members of Administrative Staff in attendance:

Doug Ponich – Public Works Manager	Present
Dave Kully – Public Works Shop Foreman	Present
Bob Novosiwsky – Public Works Foreman	Absent
Ed English – Peace Officer/Rec. Manager	Present
Jordan Ruegg, Planning & Dev. Manager	Present
Trevor Tychkowsky – Safety Officer	Present
Tori Cherniawsky – Agricultural Fieldman	Present
Daniel Moric – Nat. Gas Manager	Present
Scott Franchuk – Fire Chief	Present
Terry Bodnar – Env. Op. Technician	Present
Paul Miranda – GIS/Comm. Director	Present

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No Members of the Media or Public were present.

**2. Agenda:**

479-19: Halisky

That the Agenda for Wednesday, March 13, 2019 Smoky Lake County Council Meeting for the purpose of Departmental Operations, be adopted as amended:

**Addition to the Agenda:**

1. Verbal update on the implementation new employee health benefit plan provider “Integrated Benefits” through Encon Group of Red Deer Alberta.

Carried Unanimously.

**3. Minutes:**

No Minutes.

**4. Request for Decision:**

No Request for Decision.

5. Issues for Information:

**Public Works Department: Manager – 2019 Work Plan  
Management Policy Statement No. 03M-06-10**

480-19: Cherniwchan That County Council accept, as amended, the received Management Policy Statement No. 03M-06-10: Public Works Department - Manager Work Plan, for information:

<b>Title: Public Works Department: Public Works Manager – Work Plan</b>		<b>Policy No.: 06-10 E</b>
<b>Section: 3 - M</b>	<b>Code: P - A</b>	<b>Page No.: 1 of 6</b>
<b>Purpose:</b>	To establish a Public Works Department Work Plan for the Smoky Lake County Public Works Department Program.	

<b>Policy Statement and Guidelines:</b>	
<b>STATEMENT:</b>	
The <b>Public Works Department Work Plan, Schedule "A"</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 in the Public Works Department Program.	
<b>BENEFITS:</b>	
The Public Works Department Work Plan will provide the following benefits:	
<ul style="list-style-type: none"> <li>■ Broaden the portfolio of the Public Works Department Program.</li> <li>■ Good understanding of the process of the Public Works Department.</li> <li>■ Increase efficiency and strengthen timeframe of deadlines.</li> <li>■ Establishes accountability of the Program.</li> <li>■ Communication Tool.</li> </ul>	
<b>REVIEW:</b>	
The Public Works Department Work Plan will be reviewed and presented to Council on an annual basis beginning of each year.	

Section 03-M



**SCHEDULE "A"**

Policy: 06-10

**PUBLIC WORKS DEPARTMENT: WORK PLAN 2019**

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
<b>DAILY</b>				
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.
0.5 Hour <b>NEW</b>	Daily Vehicle Inspection	Vehicle Inspection	Inspect vehicle as per Vehicle Inspection Booklet	Provision for sound and safe transportation
<b>WEEKLY</b>				
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.
<b>MONTHLY</b>				
	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.
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.

**PUBLIC WORKS DEPARTMENT: WORK PLAN 2019- Continued:**

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
<b>MONTHLY- Continued</b>				
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 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.
<b>QUARTERLY</b>				
	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.
<b>PERIODIC</b>				
	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.
	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. <b>Goal 5.1</b>	Document Information.	Study roads, determine which roads will need attention and schedule construction.	Budgeting Preparations.

Public Works Department: Work Plan

MANAGEMENT

**PUBLIC WORKS DEPARTMENT: WORK PLAN 2019- Continued:**

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
<b>PERIODIC- Continued</b>				
	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.
	Annual Safety Meeting	Managers Annual Report	Discuss the previous and present years work schedule, expectations and safety issues.	Communication to staff, managers and Council on work and safety within the county.
	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	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.
<b>NEW</b>	Various Meetings with Council: -Departmental -Committee of The Whole -Aggregate Company	County Procedures	Discussions and recommendations provided in accordance to Public Works activities.	Provide information and clarity.
	Post-Wind Road Inspections	Tree Obstruction	Document and organize for brushing crews to remove trees from county roadways.	Provide public access and safe transportation along County roads.
	Policy Statement and Guidelines. (Meetings)	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.
	Custom Grader Maintenance and Sanding Smoky Lake Complex, Vina Cultural Center, H.A.K. School parking lot, Waskatenau hall.	Parking lot maintenance.	Winter snow removal and summer gravel blading.	Quality Control.
<b>SEASONAL</b>				
	Road Maintenance.	Snow Removal. Grade Roads.Repair Washouts and control flooding issues. Patch Oiled Roads.	Maintain Crown. Trim shoulders and bring to center line. Assure proper slope and drainage.	Road Quality Improvement. Document.

Public Works Department: Work Plan

MANAGEMENT

**PUBLIC WORKS DEPARTMENT: WORK PLAN 2019 - Continued:**

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
<b>SEASONAL -Continued</b>				
	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.
<b>March-April</b>	Steam Culverts.	Clean out ice, insure proper drainage.	Assign proper Work Force.	Eliminate washout and flooding. Inspect and Document.
	Ice Inspections	Inspections for ice build-up on and along county roads due to natural springs.	Assign proper Work Force to break apart and remove ice build-up.	Maintain safe driving conditions.
	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.
<b>January</b>	Smoky Lake County Annual Booklet	Annual Report	Document Public Works previous year Projects, maintenance and activities.	Public Awareness.
<b>February - March</b>	Dust Control Advertisement.	Create advertisement.	Submit to local newspapers and County Grapevine.	Accept applications and schedule seasonal dust control applications.
<b>October - November</b>	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 newspapers and County Grapevine.	County has access to acquiring additional trucks and equipment to perform needed services.
<b>April and October</b>	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.
<b>April</b>	Grader Operator Meeting	Seasonal Road Maintenance Discussion	Winter and summer road maintenance practices. Gravel recommendations.	Road quality improvement.
<b>October</b>	Plow/Sand Truck Meeting	Winter Road Maintenance Discussion	Repetition of proper snow removal techniques. Discussion and awareness of rough road surfaces inspected and document prior to the winter season.	Road quality improvement.

Public Works Department: Work Plan

MANAGEMENT

**PUBLIC WORKS DEPARTMENT: WORK PLAN 2019- Continued:**

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
<b>SEASONAL -Continued</b>				
<b>October</b>	Pre-Snow Removal Road Inspections	Inspection of roadways after a winter event.	Determine when snow removal equipment will begin.	Improvement of driving conditions.
<b>October</b>	Pre-Snow Removal Driveway Inspections	Inspection of Flag Driveways after a winter event.	Determine when snow removal 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.
	Private Gravel Pick-Up and Sales	New Time Slot for Gravel Customers	Advertise new hours for private gravel pick-up. June 1 to September 30 Tuesdays and Thursdays From 9:00 A.M. - 3:00 P.M.	Provide more efficient service by having a dedicated loader operator during these new time slots.
	Annual County Council Road Tour	Road Conditions and Evaluations	Point out proposed and completed road projects.	Provide valuable information to Council in regards to road improvement.
<b>April - November NEW</b>	County Culverts Program	Culvert Monitor and Replacement	Ability to upgrade and add culverts under and along county roadways.	Improve drainage.
<b>August NEW</b>	Smoky Lake Demolition Derby	Site Maintenance	Level and compact surface at the demolition derby site.	Improve riding surface.
<b>NEW</b>	H.A.K. Parking Lot and Access Road	Site Maintenance	Grader blade road and parking surface.	Allow for smooth transportation and improve drainage.
<b>2019 ASSIGNMENTS</b>				
	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
	Gravel Crushing	2019 Crushing Contract	Verify the quality of 2018 crushed gravel.	1. Continue crushing with Metro Paving and Road Building if 2018 crushing standards are met. 2. New Tender process for 2019 if Metro Paving gravel crushing is not satisfactory.
April-2019	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-2019	Village of Waskatenau Drainage Ditch.	Drainage Improvement - Ditch south of Providence property.	Excavate material at ditch bottom holding back water flow.	Drainage improvement.
June-2019	Village of Warspite Drainage Ditch	Drainage Improvement - Ditch running from 62 St., east through old school property.	Remove trees growing in and along the drainage ditch. Maintain by cutting and spraying.	Alleviate water backup and flooding of neighboring properties.
June/July 2019	Main office parking Lot	Parking and maintenance Improvement	Install concrete curb ends to complete 2018 project.	Facilitate easier parking, surface maintenance and snow removal.

Public Works Department: Work Plan

MANAGEMENT

Carried.

**Public Works: Shop Foreman – 2019 Work Plan  
Management Policy Statement No. 03M-07-10**

481-19: Halisky

That County Council accept, as amended, the received Management Policy Statement No. 03M-07-10: Public Works Department: Shop Foreman Work Plan, for information:

<b>Title: Public Works Department: Shop Foreman Work Plan</b>		<b>Policy No.: 07-10</b>
<b>Section: 3 - M</b>		<b>Code: P - A</b>
		<b>Page No.: 1 of 4</b>
<b>Purpose:</b>	To establish a Public Works Shop Foreman Work Plan for the Smoky Lake County Public Works Department Program.	
<b>Policy Statement and Guidelines:</b>		
<b>STATEMENT:</b>		
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.		
<b>BENEFITS:</b>		
The Public Works Department Work Plan of the Shop Foreman will provide the following benefits:		
<ul style="list-style-type: none"> <li>■ Broaden the portfolio of the Public Works Department Program.</li> <li>■ Good understanding of the process of the Public Works Department.</li> <li>■ Increase efficiency and strengthen timeframe of deadlines.</li> <li>■ Establishes accountability of the Program.</li> <li>■ Communication Tool.</li> </ul>		
<b>REVIEW:</b>		
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 2019**

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
<b>DAILY</b>				
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.	Insure work done properly.	To train properly. <b>Strat Plan 1.2e</b>
1 Hour	99 Vehicle check lists to review. 40 Equipment check lists to review	To be checked promptly and monitored for mileages and hours that will be used for warranties and parts.	To check for problems, to ensure proper repairs are scheduled to be done.	To get equipment and vehicles on the road as fast as possible. Follow National Safety Code Requirements
1-8 Hours	Repairs to equipment and vehicles.	Whatever may require repairs	Prioritize repairs to have most important equipment or vehicles running first.	<b>Strat Plan 1.2a</b>
<b>WEEKLY</b>				
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.
¼ - 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 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. Strat plan 1.1g
1-2 Hours	Review tracking information	Prioritize services	Determine and schedule equipment and vehicles for service	Keep vehicle and equipment services to minimal down time
<b>MONTHLY</b>				
1-8 Hours	286 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, or by oil life meter. Change engine oils in Class 8 trucks every 250 – 500 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 - 500 hours. Service and repair chainsaws, weed eaters, riding mowers and push mowers.	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.

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
<b>MONTHLY- Continued</b>				
1-3 Hours	Report to Council.	Enter information into enviso reporting	Maintenance on vehicles completed during previous month	Deliver for Agenda Package. <b>Strat Plan 1.1f</b>
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.
<b>PERIODIC</b>				
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 day 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.
<b>SEASONAL</b>				
1-2 days	8 – Graders ready for winter Starting October 1 <sup>st</sup> . 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.
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 as determined by weather	Prepare for winter snowfall and summer projects.	Keep equipment mobile.

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Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
<b>SEASONAL – Continued</b>				
As required	15-20 Units: Prepare 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 to eliminate down time during busy season	Get equipment repaired in shortest time possible.	Keep equipment mobile.
1 day	Annual Safety Meeting	Discuss plans for the year and upcoming updates	Inform staff of changes	So staff understands what our goals are
1 – 3 days	Annual employee evaluations	Performance appraisal	Inform employees of their strengths and weaknesses	Help employees understand their duties
1-5 weeks	Annual inventory count.	Count parts for audit	Perform manual count of parts	To verify that parts that have been used have been accounted for
1-2 days	1 – H.A. Kostash School Bus 1 – Vilna School Bus. 1 – Seniors Bus	Oil changes and repairs. \$200.00 special certificate required to maintain	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.
1-2 days <b>NEW</b>	Insurance Review	Go through insurance listings.	Review insurance list and verify any additions or deletions are correct. Make sure serial numbers are correct.	Be sure vehicles and Equipment are insured
<b>CVIP's</b>	111: January 112: November 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 199A: October 208: March 214: December 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 – 2019 Work Plan  
Management Policy Statement No. 09M-01-08**

482-19: Orichowski That County Council accept, as amended, the received Management Policy Statement No. 09M-01-08: Natural Gas Department: Natural Gas Manager Work Plan, for information:

<b>Title:</b> Natural Gas Department: Natural Gas Manager Work Plan	<b>Policy No.:</b> 01-08 <b>E</b>
<b>Section:</b> 9 - M	<b>Code:</b> P - A
<b>Page No.:</b> 1 of 5	

<b>Purpose:</b>	To establish a Natural Gas Department Work Plan for the Smoky Lake County Natural Gas System.
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Policy Statement and Guidelines:	
<b>STATEMENT:</b>	
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.	
<b>BENEFITS:</b>	
The Natural Gas Department Work Plan of the Natural Gas Manager will provide the following benefits:	
<ul style="list-style-type: none"> <li>■ Broaden the portfolio of the Natural Gas System.</li> <li>■ Good understanding of the process of the Natural Gas Department.</li> <li>■ Increase efficiency and strengthen timeframe of deadlines.</li> <li>■ Establishes accountability of the Program.</li> <li>■ Communication Tool.</li> </ul>	
<b>REVIEW:</b>	
The Natural Gas Department Work Plan will be reviewed and presented to Council on an annual basis beginning of each year.	

Section 09-M



**SCHEDULE "A"**

Policy: 01-08

**NATURAL GAS DEPARTMENT: NATURAL GAS MANAGER  
WORK PLAN 2019**

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
<b>DAILY</b>				
2-8 hrs.	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 hrs.	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 hrs.	Documentation of jobs.	Complete necessary documentation work completed.	Address and monitor tasks.	Accountability.
0.5 hrs.	Daily Vehicle Inspections	Ensure vehicles are in safe working condition before operation.	Check fluids, lights, tires, visibility, etc.	Safe operating condition prior to driving.
1 hrs.	Pre-job meetings	Complete necessary paper work	Identify and record hazards and control measures	Safety at job site
After hours	On-Call.	Man emergency phone.	Take after hour's emergency calls.	Continuance of gas service.
<b>WEEKLY</b>				
12 hrs.	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 hrs.	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 hr.	Utility Personnel Meeting.	Communicate projects and tasks.	Work schedules reviewed for the week and month.	Education and monitoring.
2 hrs.	Tool Box meeting	Communicate with all departments	Review and incidents and report weekly activities	Learn from past experiences
<b>MONTHLY</b>				
1 hr.	Magazine check.	Explosive inventory.	Check and record inventory.	Legal requirement.
20 hrs.	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
1-2 hrs.	Main Office Safety Meeting	Attend monthly office safety meetings	Review any incidents and report monthly activities in office	Safer work environment

**NATURAL GAS DEPARTMENT: NATURAL GAS MANAGER WORK PLAN 2019 - Continued:**

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
<b>MONTHLY-Continued</b>				
1-2 hrs	Joint Health and Safety Meeting	Attend monthly Joint Health and Safety Meetings	Review any incidents, report weekly activities and review safety policies and correspondence	Safer work environment
32 hrs	AMR meters	Reading meters	Download AMR meter to reader and read all installed AMR meters	Takes 1 person approximately 4 days to read app. 1450 meters
10 Hrs.	Meter readings	Reading meters	Manually reading meters not on AMR	2 people approximately 1 day
8 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 300 RMO's in 35 different Gas Co-ops.	Safety and income generating for the County.
<b>PERIODIC</b>				
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.
100 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 and agendas.	Communicate with council on activities happening in the department and natural gas industry
40 hrs.	Budget meetings	Research information	Prepare budgets for operating and capital purchases	Long term financial stability
20 hrs.	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. 2019	Review work plans and make appropriate changes	Submit to council annually
40 hrs.	Prepare budgets	Budget meeting for Gas Department needs	Evaluate capital and operational budget	Meet with finance manager and council for approval

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Natural Gas Department: Natural Gas Manager Work Plan

MANAGEMENT

**NATURAL GAS DEPARTMENT: NATURAL GAS MANAGER WORK PLAN 2019 - Continued:**

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
<b>PERIODIC-Continued</b>				
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.
40 to 70 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	Teller 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
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.
40 to 60 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.
60 Hours	GPS	New service's and Alterations	GPS all new services and Alterations	Used for GIS system and future use for line locating if tracer wire deteriorates
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

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Natural Gas Department: Natural Gas Manager Work Plan

MANAGEMENT



NATURAL GAS DEPARTMENT: NATURAL GAS MANAGER WORK PLAN 2019 - *Continued:*

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
<b>PERIODIC- <i>Continued</i></b>				
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.
192 Hours	Inventory.	Take inventory at shop.	Physical count all inventory in our shop.	Monitoring for year-end.
<b>SEASONAL</b>				
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.
<b>ASSIGNMENTS</b>				
100+ Hrs.	Automatic Meter Replacement	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
60 + hrs	RMO Replacement	Replacement of RMO Tap 5	Collaborate with engineers, tender out project, supervise construction, installation and set-up	Replace undersized infrastructure and replace old equipment

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Carried.

**Environmental Operation: Manager – 2019 Work Plan  
Management Policy Statement No. 04M-01-09**

483-19: Gawalko

That County Council accept, as amended, the received Management Policy Statement No. 04M-01-09: Environmental Operations Management 2019 Work Plan, for information:

<b>Title:</b> Environmental Operations Management Work Plan	<b>Policy No.:</b> 01-09
<b>Section:</b> 04 – M	<b>Code:</b> P – A
	<b>Page No.:</b> 1 of 9

<b>Purpose:</b>	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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<b>Policy Statement and Guidelines:</b>	
<b>STATEMENT:</b>	
The <b>Environmental Operations Management Work Plan, Schedule "A"</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 in the Environmental Operations for Water, Wastewater and Waste Management Program.	
<b>BENEFITS:</b>	
The Environmental Operations Management Work Plan will provide the following benefits:	
<ul style="list-style-type: none"> <li>■ Broaden the portfolio of the Environmental Operations of Water, Wastewater and Waste Management Program.</li> <li>■ Good understanding of the process of the Environmental Operations of Water, Wastewater and Waste Management Department.</li> <li>■ Increase efficiency and strengthen timeframe of deadlines.</li> <li>■ Establishes accountability of the Program.</li> <li>■ Communication Tool.</li> </ul>	
<b>REVIEW:</b>	
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.	



**SCHEDULE "A"**

**Environmental Operations Management: WORK PLAN 2019**

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
<b>DAILY</b>				
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.
¼ Hour <b>NEW</b>	Vehicle inspection	Check vehicle in the morning and when done for the day.	Go through checklist provided.	Fill out the checklist for future records. If there are issues with the vehicle report to the Shop Foreman to have rectified.
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 sewage 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 certification required.
1.5 hours	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.

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Environmental Operations Management 2019 Work Plan

MANAGEMENT

**Environmental Operations Management: WORK PLAN 2019- Continued:**

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
<b>DAILY- Continued</b>				
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.
1 hour <b>NEW</b>	Tend to Regional Waterline First Calls	Allocate the first call to either Smoky Lake County, or the County of Thorhild.	Each County will mark or determine if the work proposed is not a conflict with the Regional Waterline, and notify the Contractor or Landowner.	Record each First Call ticket number and actions taken. We keep these records for 3 years.
<b>WEEKLY</b>				
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.
3 hours	Supervising Vilna Potable Water System	Test chloramine residual entering Reservoir and within the distribution System	Review Vilna's Operator in Training paperwork and results.	Level one water certification required. Record results.
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.

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Environmental Operations Management 2019 Work Plan

MANAGEMENT

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
<b>WEEKLY - Continued</b>				
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.
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.
24 hours <b>NEW</b>	Skid Steer Operations.	Have skid steer tend to clean ups around waste transfer stations and water facilities.	Push up dry waste pits and burn pits to provide more dumping area. Push refrigerators to metal pile once freon is removed. Move heavy items to proper locations. Cut grass at transfer stations and water facilities, and assist with snow removal.	Record work done for future inquiries. Service and maintain equipment.
<b>MONTHLY</b>				
2 hours	Attend Joint Health and 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.

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Environmental Operations Management 2019 Work Plan

MANAGEMENT

**Environmental Operations Management: WORK PLAN 2019- Continued:**

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
<b>MONTHLY-Continued</b>				
1 hour	Attend main office/staff safety meeting	A monthly meeting for Office staff to discuss safety and other issues pertaining to the staff.	Provide input of options to prevent future occurrences and listen to the other options.	Discuss the outcome of the safety meeting with the Environmental Operations staff and bring forward any concerns they may have regarding safe work practice and to notify them of general issues that came up in the meeting.
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.
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, 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.

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Environmental Operations Management 2019 Work Plan

MANAGEMENT

Environmental Operations Management: WORK PLAN 2019- *Continued*:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
<b>PERIODIC</b>				
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.
2 hours <b>NEW</b>	Regional Waterline construction/ technical meeting.	Attend Regional Waterline Meeting involving the waterline twinning and requirements to provide adequate pressure and chloramine residual to Whitefish Lake and Mallaig.	Provide input regarding the County's and Regional Waterline Commissions interests. A huge learning curve on al the new infrastructure that will be operating.	File all records of meetings to assist with future issues.
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.
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.
20 hours <b>NEW</b>	Waste Management Training	Continuing education is required by the Alberta Environment and Parks.	A Land fill operations certificate is required when a municipality has a level 3 landfill in operation. The supervisor must maintain the required CEU's.	Send attendance records tin to the Solid Waste Association of North America.
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.

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Environmental Operations Management 2019 Work Plan

MANAGEMENT

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
<b>PERIODIC-Continued</b>				
4 Hours	Flush regional line	Collect data from daily logs to determine which portion of the line has a low chloramine 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.
16 hours	Repair waste transfer station fences.	Mend fences due to trees falling on the fence.	Cut the trees that are against the fence and ones that may be an issue in the future. Mend fence or replace portion if required.	Record the areas that have been repaired and monitor for future issues.
1 month approximately 1 hour per day. <b>NEW</b>	Supervise and inspect installation of backup generator at the Warspite water facility.	This is work that has been carried over from last year and is only 10 % complete. We have a contractor to install and wire a backup generator, in order to continue providing water services during a power outage.	Documenting all work done, and assuring the site is in excellent condition before the project is signed off. Become familiar and trained on all new additions to the system.	Notify Alberta Environment when the project is complete and file all plans and records for future reference.
1 month approximately 1 hour per day. <b>NEW</b>	Supervise and inspect the replacement of 2 distribution pumps for the Warspite water facility.	This work has been carried over from last year. The plan is to have this work completed this winter.	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 plans and records for future reference.
3 days approximately 1 hour per day. <b>NEW</b>	Monitor installation of lift station pump	This work has been carried over from last year. The plan is to have this work completed this winter.	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 and file all the plans and records for the future reference.

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Environmental Operations Management 2019 Work Plan

MANAGEMENT

Environmental Operations Management: WORK PLAN 2019- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
<b>SEASONAL</b>				
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.
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,	We would record the date this was done as well as the amount of chemical used.

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Environmental Operations Management 2019 Work Plan

MANAGEMENT

Environmental Operations Management: WORK PLAN 2019- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
<b>SEASONAL - Continued</b>				
30 hours	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.
2 hours	Employee evaluations/interviews	Prior to Budget, meet with employees regarding evaluation.	Discuss improvements and praise when required. Verbal or written reprimand if required.	Record and submit it a raise is in order.
3 to 4 days <b>NEW</b>	Attend conferences or workshops related to Water or Waste	Arrange for enrollment and accommodations for County staff and Council.	Attend presentations that are provided.	Provide a report on all the information you received.

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Environmental Operations Management 2019 Work Plan

MANAGEMENT

Carried.

**Agricultural Service Board: Agricultural Fieldman – 2019 Work Plan Management Policy Statement No. 62M-01-12**

484-19: Cherniwchan That County Council accept, as amended, the received Management Policy Statement No. 62M-01-12: Agricultural Service Board 2019 Work Plan, for information:

<b>Title:</b> Agricultural Service Board – Agricultural Fieldman Work Plan		<b>Policy No.:</b> 01-12
<b>Section:</b> 62 – M	<b>Code:</b> P– A	<b>Page No.:</b> 1 of 7

<b>Purpose:</b>	To establish an Agricultural Service Board Work Plan for the Smoky Lake County Agricultural Service Board Program.
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<b>Policy Statement and Guidelines:</b>	
<b>STATEMENT:</b>	
The Agricultural Service Board 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 Agricultural Program.	
<b>BENEFITS:</b>	
The Agricultural Service Board Work Plan will provide the following benefits:	
<ul style="list-style-type: none"> <li>■ Broaden the portfolio of the Agricultural Service Board Program.</li> <li>■ Good understanding of the process of the Ag Department.</li> <li>■ Increase efficiency and strengthen timeframe of deadlines.</li> <li>■ Establishes accountability of the Program.</li> <li>■ Communication Tool.</li> </ul>	
<b>REVIEW:</b>	
The Agricultural Service Board Work Plan will be reviewed and presented to Council on an annual basis beginning of each year.	

Section 62-M

Policy: 01-12



**SCHEDULE "A"**

**AGRICULTURAL SERVICE BOARD: WORK PLAN 2019**

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcome
<b>DAILY</b>				
1-2 hrs	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.
1hr	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
1hr	Bank Deposits and Mail run	County deposits and mail	Deliver bank deposits and take mail to post office	Help out office staff.
<b>WEEKLY</b>				
1hr	Manager Meetings	Meet with all department heads to ensure open communication between departments.	Assist other departments as required.	Communication tool.
1hr	ASB Staff Meetings in Ag bay at the beginning of every week	Meet with ASB Staff.	Discuss work plans for the week. Address safety concerns and other issues.	Communication tool to address timelines.
1hr	Toolbox Safety Meetings at Shop.	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.
1hr	Code Invoices	Code to specific account number	Review current budget in codes	Proper coding
1hr	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.
<b>MONTHLY</b>				
2-3 hrs	Monthly Reports to Council	Manager report form.	Fill out report.	Maintain record of reports.
5-6 days	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.
2-3 days	Farm/ Field Visit	Meet with ratepayers and agricultural producers to diagnose weed, pest or disease issues	Provided identification of problem and possible solutions	Maintain record of field visits
2 hr	In-House Safety Committee Meetings	Attend monthly	Discuss safety issues and incidents. Discuss workers concerns.	Use meetings to address concerns and issues that take place in the work week.
1-2 hrs.	Main Office Safety Meeting	Attend monthly office safety meetings	Review any incidents and report monthly activities in office	Safer work environment
1-2 hrs	Monthly Time Sheets	Summary sheet of work, vacation and sick days.	Fill out and hand in. Review staff timesheets, sign and give to payroll	Monitor ASB issues.

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AGRICULTURAL SERVICE BOARD: WORK PLAN 2019- *Continued:*

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
<b>PERIODIC</b>				
2-3 days	Job Interviews	Interviewing staff.	Advertise and arrange interviews.	Hire staff as required.
1 day	AAAF Regional Meeting-Chair meeting	Attend meetings.	Meet with NE AAAF members to discuss agricultural issues of mutual concern.	Bring back issues to Council.
<b>NEW</b>	Vehicle Walk Around	Inspect Vehicle.	Inspect vehicle and fill out inspection check list.	Drive safely
4hrs	Issue Form 8's (Permit to use Coyote and Skunk Control Material on Own Land) to landowners.	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.
	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
6-7hrs	Agriculture Awareness	Set up seminars and workshops.	Arrange guest speakers, prepare presentations and advertise	Document.
5-7days	ASB Policy Review	Review policies.	Amend old policies and/or create new ones.	Update policies to ensure they are current within 5 years
1-2 days	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.
1-2 days	Growing Forward 2/ Canadian Agricultural Partnership	Help producers complete grant applications. Wrap up growing forward 2.	Aid producers in filling out grant application forms.	Document.
2-3hrs	Canadian Agricultural Partnership	Prepare for the new program, train staff to become fluent in the new grant programs	Prepare materials and grant applications for programs	Document and report to Alberta Agriculture annually the amount of producers helped with grant applications.
4-5hrs	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.
<b>SEASONAL: Yearly Outline</b>				
<b>January</b>	Agricultural Service Board Conference	Attend conference.	Book rooms. Complete registration packages.	Advise.
<b>February</b>	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
6 days	ASB Grant Application	Report ASB Activities to Alberta Agriculture	Submit activities in detail and ASB expenditures	ASB will receive funding for legislative and environmental activities

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AGRICULTURAL SERVICE BOARD: WORK PLAN 2019 - *Continued:*

Agricultural Service Board - Agricultural Fieldman: 2019

MANAGEMENT

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
5 days	ASB Year End	Ensure all invoices are paid and bills coded to proper accounts.	Go through the ledger.	Verify with the Finance Department.
2 days	Renew Licenses	Renew explosives and damage control licenses	Complete the paperwork and submit.	Maintain records.
1 day	ASB Work Plan	Plan for the upcoming year-2019 Work Plan	Submit to Council for approval.	Submit to Council - Annually.
6-7 days	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.
2 days	ASB Business Plan	Review all ASB data from previous year	Develop measurable outcomes for reporting	ASB Business plan is submitted to Alberta Agriculture annually on time.
<b>March</b>	Preparations for 2019 Summer Season	Order supplies. Review work plans and policies and prepare as required. Obtain easements as required.	Order chemical, dynamite, strychnine.	Monitor Budget. Maintain Records.
2-3 days	Hire summer staff	Hire summer staff for the Ag Department.	Advertise and interview if necessary.	County orientation.
2 days	Equipment Preparations	Prepare spraying and mowing equipment.	Mount sprayer and calibrate. Inspect equipment and maintain as needed.	Maintain records. Equipment ready for work.
5 days	Farmer Appreciation Event	Plan and host event in conjunction with Bellis 4-H	Plan and book speakers	Ensure many local producers attend.
15 days	Problem Wildlife	Beaver Control.	Removal (trapping) of problem beavers that are affecting county infrastructure.	Maintain record. Develop site plan.
1 day	Problem Wildlife	"1080" Tablets	Distribute 1080 to livestock producers who are experiencing high levels of predation	Reduction in livestock predation.
3 days	Seasonal Trapper	Coordinate problem locations for Beaver Removal with Transportation Department	Coordinate blasting with trapping locations	Reduction in beaver problems affecting county infrastructure.
2-3 days	Strychnine Program	Richardson Ground Squirrel Control Program.	Distribute Strychnine to producers with high infestation levels.	Maintain records and reports.
1 day	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
1 day <b>NEW</b>	Annual Safety Day	Attend Annual safety day	Be safe	Work safely
<b>May</b>	Problem Wildlife	Beaver Control. Meet with Gizmo Contractor to review locations and upcoming projects.	Removal of Beaver Dams and installations of new gizmos and the removal of old ones that are no longer needed.	Maintain records. Develop site plan.
6hrs	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.

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Agricultural Service Board - Agricultural Fieldman: 2019

MANAGEMENT

AGRICULTURAL SERVICE BOARD: WORK PLAN 2019- *Continued:*

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
<b>SEASONAL: Yearly Outline</b>				
35 days	Spraying Program	Zone 1 will be the Target area of 2019. Spot spraying will be conducted in Zones 2 with remaining herbicide	Spray for noxious weeds as required by the Weed Control Act of Alberta.	Document map records.
4 days	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
60 days	Weed Inspections	Complete Weed inspections on private land	Issue weed letters and notices to achieve compliance	Reduction of noxious within the county
5-7 days	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
3 months	Roadside Mowing	Begin mowing program and orientation with staff.	Mow resorts, hamlets, and roadsides.	Document map records.
2 days	Farmer Appreciation Event 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.
3 days	ASB Grant Reporting	Submit ASB year-end final report for 2018.	Send in audited financial statements. Approved budget. Application agreement forms.	Maintain records.
½ day	Shelterbelt Program	Advertise Shelterbelt program Tree Time which is a local nursery within Smoky Lake County.	Promote Shelterbelts through local nursery Tree Time website	Document.
1 day	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
<b>June</b>	Roadside Spraying	Blanket spraying of road allowances in Zone 1 targeting noxious weeds and brush re-growth under 1.5 metres.	Spray road allowances for noxious weeds as priority, then brush control after. As per policy.	Proper documentation of spraying. Records kept for 5 years
<b>July</b>	Roadside Mowing	Grass Cutting Program.	Mow all County ROW's, as per <a href="#">Policy Statement 62-28 Mowing Program</a> .	Document map records.
<b>August</b>	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
<b>September</b>	Pest Monitoring	Insect inspections and other.	Inspect fields for insects and diseases.	Maintain records.

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Agricultural Service Board - Agricultural Fieldman: 2019

MANAGEMENT

AGRICULTURAL SERVICE BOARD: WORK PLAN 2019 - *Continued:*

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
15 days	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 Clubroot positive fields	All Clubroot positive fields are acting in good agricultural faith and following best management practices
1 day	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.
25 days	Spot Spraying Program	Zone 1 and 2	Target infestations of noxious weeds.	As per <a href="#">Vegetation Management Policy (62-15)</a> and <a href="#">Tansy Reduction Policy (62-23)</a>
2-3 days	Grasshopper Survey Program	Grasshopper survey inspections.	Inspect ditches and fields for grasshoppers as required by Alberta Agriculture	Maintain records.
5-6 days	Problem Wildlife	Beaver dam control.	Install gizmos and remove dams to alleviate water issues for farmers and county infrastructure.	Maintain record. Develop site plan.
5 days	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
6-7 days	Grazing school for Women	Co-host the Grazing School for Women.	Work with committee to plan and host the event.	Document.
5 days	ASB Summer Tour	Attend tour.	Book rooms and register.	Document.
<b>October</b>	Problem Wildlife	Beaver dam control.	Install gizmos and remove dams to alleviate water issues for farmers and county infrastructure	Maintain records. Develop site plan.
2 days	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.
5 days	Organize Clubroot Inspection data and report to University of Alberta	Put together and send out Clubroot notification packages for ag producers that were found positive.	Clubroot Mapping and send out notification information as per <a href="#">Policy Statement 62-12 Clubroot</a> .	Meet with Producers to review their Clubroot Management Agreement or assist them in completing it.
15-20 days	Problem Wildlife Program	Blast Beaver Dams	Blast Beaver dams that are affecting infrastructure	Help minimize flooding on county roads during spring thaw.
1hr	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
2hrs	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.
3-4 days	Policy and Program Review	Adjust and a budget to co-exist with policy change.	Evaluate policy and programs to match our budget.	Update policies.

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Agricultural Service Board - Agricultural Fieldman: 2019

MANAGEMENT



AGRICULTURAL SERVICE BOARD: WORK PLAN 2019 - *Continued:*

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
November and December	Training – AAAF IST	Annual In Service Training.	Attend IST, other relevant training opportunities.	Report to council.
2 days	Budget Review/ Meeting	Review Budget.	Review ledger, make sure all purchases are properly coded and all purchases are complete.	Communicate with Finance Department.
1 day	ASB Business Plan	Review Business Plan and submit to council	Make any required changes	Submit to Alberta Agriculture for documentation for grant reporting.
3-4 days	Policy Review	Update policies that require changes	Submit to Council for approval.	Document
1 day	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
3-4 days	Inventory	Take chemical, poison, explosives supply inventory.	Count supplies.	Maintain records.
<b>SEASONAL: 2019 PROJECTS</b>				
	Spraying and Weed Inspection Project	Re-structure Spraying and weed inspection programs	Re-structure duties for spraying and weed inspecting	Redefined program with a designated weed inspector and sprayer operators.

Carried.

**Planning and Development: Manager - 2019 Work Plan Management Policy Statement No. 61M-01-08**

485-19: Orichowski

That County Council accept, as amended, the received Management Policy Statement No. 61M-01-08: Planning and Development 2019 Manager Work Plan, for information:

<b>Title:</b> Planning & Development Manager: Work Plan	<b>Policy No.:</b> 01-08	<b>E</b>
<b>Section:</b> 61 - M	<b>Code:</b> P - A	<b>Page No.:</b> 1 of 12

<b>Purpose:</b>	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><b>STATEMENT:</b></p> <p>The Planning and Development Department Work Plan, <i>Schedule "A"</i> 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><b>BENEFITS:</b></p> <p>The Planning and Development Department Work Plan will provide the following benefits:</p> <ul style="list-style-type: none"> <li>■ Broaden the portfolio of the Planning and Development Department.</li> <li>■ Good understanding of the process of the Planning and Development Department.</li> <li>■ Increase efficiency and strengthen timeframe of deadlines.</li> <li>■ Establishes accountability of the Program.</li> <li>■ Communication and Cross-Training Tool.</li> </ul> <p><b>REVIEW:</b></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: WORK PLAN 2019

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	VERIFIED OUTCOME
<b>DAILY</b>			
1-2 hours	Emails	<ul style="list-style-type: none"> <li>Review and respond to emails from the general public regarding Planning &amp; Development related inquiries, permits and land issues.</li> <li>Approach and follow-up with consultants/contractors/surveyors regarding specific projects/files.</li> <li>Review and respond to emails from other County staff/Councilors related to Planning &amp; Development issues.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that customer inquiries are acknowledged promptly (within 1-3 days).</li> <li>Ensure effective communication between departments.</li> </ul>
1-2 hours	In-Person & Telephone Inquiries	<ul style="list-style-type: none"> <li>Receive and respond to telephone and counter inquiries related to Planning &amp; Development.</li> <li>Approach and follow-up with consultants/contractors/surveyors regarding specific projects/files.</li> <li>Supply appropriate application forms for Development Permits, Subdivisions, Safety Codes, Roadway Licensing Agreements, Land Purchases, Road Closures and Heritage Intervention Permits to applicants.</li> <li>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.).</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that customer inquiries are acknowledged promptly (within 1-3 days).</li> <li>Ensure that cross training is completed so there is an individual in the office able to assist customers with basic P&amp;D inquiries when P&amp;D Manager is unavailable.</li> </ul>
.5 hour	Organization	<ul style="list-style-type: none"> <li>Organize and prioritize daily work tasks as per discussions at the weekly Manager's Meeting and any other emergent issues that may arise.</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> </ul>
1 hour	Meetings	<ul style="list-style-type: none"> <li>Meet with staff, external agencies, and consultants as required for current and proposed files/projects.</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> </ul>
15-30 mins	Administrative Tasks	<ul style="list-style-type: none"> <li>Update timesheet, update calendar with upcoming meetings, write task list for the day, organize work space and file completed paperwork.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that department is organized and tidy to promote efficient work.</li> </ul>
<b>TOTAL DAILY HOURS = 4-6 HOURS</b>			

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PLANNING AND DEVELOPMENT: WORK PLAN 2019 CONTINUED

Planning & Development Department: Work Plan

MANAGEMENT

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	VERIFIED OUTCOME
<b>WEEKLY</b>			
4-6 hours/ application	Development Permits: Permitted Use or Variances under 25%	<ul style="list-style-type: none"> <li>Meet with applicant to discuss the proposed development.</li> <li>Refer/discuss development proposals with other department heads as necessary.</li> <li>Review application to ensure that it is in compliance with the County's planning documents (LUB, MDP, ASP where applicable).</li> <li>Collect Development Permit fees as per County Policy 61-11-05 – Planning and Development Fees.</li> <li>Prepare and send external agency referrals as necessary.</li> <li>Input application into eSITE (Electronic Safety Information Tracking Environment) for coordination with The Inspections Group.</li> <li>Draft Development Permit (including conditions) and send to applicant.</li> <li>Forward a copy of the issued Development Permit to the County's Assessor, Safety Codes Agency, Gas Department and Peace Officer.</li> <li>Update Development Permit Listing.</li> <li>Update Development Permit GIS Database.</li> </ul>	<ul style="list-style-type: none"> <li><u>Legislative requirement:</u> Issue decision for Development Permits within the 40 day timeframe prescribed under the MGA.</li> <li>Development Permit applications will be processed in a timely and consistent manner.</li> </ul>
9-11 hours/ application	Development Permits: Discretionary Use or Variances above 25%	<ul style="list-style-type: none"> <li>Meet with applicant to discuss the proposed development.</li> <li>Refer/discuss development proposals with other department heads as necessary.</li> <li>Review application to ensure that it is in compliance with the County's planning documents (LUB, MDP, ASP where applicable).</li> <li>Collect Development Permit fees as per County Policy 61-11-05 – Planning and Development Fees.</li> <li>Prepare and send external agency referrals as required.</li> <li>Prepare Development Report for MPC (Municipal Planning Commission) review and consideration.</li> <li>Prepare Public Notice for County website and newspapers.</li> <li>Prepare Notice of Decision in follow-up to MPC decision and mail to applicant.</li> <li>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.</li> <li>If no appeals are received during the 14-day appeal period, draft and issue Development Permit to the applicant.</li> <li>Forward a copy of the issued Development Permit to the County's Assessor, Safety Codes Agency, Gas Department and Peace Officer.</li> <li>Update Development Permit Listing.</li> <li>Update Development Permit GIS Database.</li> </ul>	<ul style="list-style-type: none"> <li><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).</li> <li>Development Permit applications will be processed in a timely and consistent manner.</li> </ul>

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PLANNING AND DEVELOPMENT: WORK PLAN 2019 CONTINUED

Planning & Development Department: Work Plan

MANAGEMENT

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	VERIFIED OUTCOME
<b>WEEKLY - CONTINUED</b>			
3.5-5 hours	Field Work/Research	<ul style="list-style-type: none"> <li>Conduct site inspections, capture photos and research background documents as required on newly received applications.                             <ul style="list-style-type: none"> <li><b>Development:</b> 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).</li> <li><b>Subdivision:</b> 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).</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Investigate and identify potential problems with a site before a Development Permit has been issued.</li> <li>Advise landowner before conducting a site inspection on their property.</li> <li>Follow-up on whether or not conditions of a Development Permit are being met.</li> </ul>
1 hour	Accounting	<ul style="list-style-type: none"> <li>Coding of Purchased Goods/ Advertising/ Invoices.</li> </ul>	<ul style="list-style-type: none"> <li>Monitor and control expenditures of funds in accordance with the approved budget set by County Council.</li> </ul>
1-2 hours	Manager's Meetings	<ul style="list-style-type: none"> <li>Prepare report and attend weekly Manager's Meeting Report.</li> </ul>	<ul style="list-style-type: none"> <li>Keep informed on current initiatives and coordinate activities with other departments when necessary.</li> </ul>
1-2 hours	Strategic Plan	<ul style="list-style-type: none"> <li>Review tasks assigned to the Planning and Development Department and ensure that follow up is completed.</li> </ul>	<ul style="list-style-type: none"> <li>Monitor tasks and report updates to CAO.</li> </ul>
1-2 hours	Heritage	<ul style="list-style-type: none"> <li>Meet and/or respond to inquiries relating to heritage/historic resources.</li> <li>Attend Heritage Board Meetings</li> </ul>	<ul style="list-style-type: none"> <li>Ensure inquiries are responded to in a timely manner.</li> </ul>

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**PLANNING AND DEVELOPMENT: WORK PLAN 2019 CONTINUED**

Planning & Development Department: Work Plan

MANAGEMENT

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	VERIFIED OUTCOME
<b>WEEKLY - CONTINUED</b>			
6-8 hours/ application	Subdivision Application referrals from Subdivision Authority (Municipal Planning Services)	<ul style="list-style-type: none"> <li>Review application and provide comments to ensure compliance with Statutory and Non-Statutory Plans.</li> <li>Discuss files with applicable department heads as needed.</li> <li>Compile adjacent landowners list for referral of subdivision application.</li> <li>Complete referral documents, scan to computer and send to Subdivision Authority.</li> <li>Coordinate approach inspections with the County Road Foreman once subdivisions have received conditional approval.</li> <li>Draft and print a Development Agreement for each subdivision file and meet with applicants to execute the Agreement.</li> <li>Follow-up meeting, letters and phone calls with the applicant as required to aid with the facilitation of completing conditions of subdivision approval.</li> <li>Conduct final review of subdivision file to ensure that all conditions have been completed by the applicant.</li> <li>Collect Subdivision Fees as per County Policy 61-11-05-- Planning and Development Fees.</li> <li>Prepare a letter of endorsement and send to the Subdivision Authority once satisfied that all conditions of the approval have been met.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure subdivision applications are being processed within the 60 day timeframe as mandated by the MGA.</li> <li>Ensure that all approaches are inspected and approved by the Road Foreman prior to endorsement of subdivision.</li> <li>Track received securities on a spreadsheet.</li> <li>Ensure each Development Agreement is scanned and saved in the electronic subdivision file folder. File a copy with subdivision file.</li> </ul>
1 hour	Safety Codes Permits	<ul style="list-style-type: none"> <li>Make copies of applications available to customers.</li> <li>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.</li> <li>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, 2021 with Village of Vilna, Village of Waskatenau, and Town of Smoky Lake.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that the safety codes agency is fulfilling their contractual obligations in accordance with our UQMP (Uniform Quality Management Plan).</li> </ul>
1 hour	Enforcement	<ul style="list-style-type: none"> <li>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.</li> <li>Review previously issued Development Permits to ensure compliance.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure appropriate documentation is tracked and filed appropriately for any enforcement related issue or issued Stop Order.</li> </ul>
<b>TOTAL WEEKLY HOURS = 28-40 DEPENDING ON # OF DEVELOPMENT/SUBDIVISION APPLICATIONS IN PROGRESS</b>			

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**PLANNING AND DEVELOPMENT: WORK PLAN 2019 CONTINUED**

Planning & Development Department: Work Plan

MANAGEMENT

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

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**PLANNING AND DEVELOPMENT: WORK PLAN 2019 CONTINUED**

Planning & Development Department: Work Plan

MANAGEMENT

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

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**PLANNING AND DEVELOPMENT: WORK PLAN 2019 CONTINUED**

Planning & Development Department: Work Plan

MANAGEMENT

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	VERIFIED OUTCOME
<b>ANNUALLY - CONTINUED</b>			
2-3 days	Business License	<ul style="list-style-type: none"> <li>Issue new business licenses throughout the year as needed.</li> <li>Conduct a telephone survey and hold a meeting with Council on the review of issuance of business licenses.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure business license listing is up to date.</li> </ul>
1 day	Safety Meeting	<ul style="list-style-type: none"> <li>Attend annual safety meeting.</li> <li>Report unsafe conditions or work to supervisor to resolve.</li> </ul>	<ul style="list-style-type: none"> <li>Keep informed on safety practices/policies of the County.</li> </ul>
3-4 days	CPAA Conference	<ul style="list-style-type: none"> <li>Attend annual Community Planning Association Conference in April/May of each year.</li> </ul>	<ul style="list-style-type: none"> <li>Attend and take notes at conference for future reference.</li> <li>Explore networking opportunities.</li> </ul>
3-4 days	ADOA Conference	<ul style="list-style-type: none"> <li>Attend annual Alberta Development Officer's Association Conference in September/October of each year.</li> </ul>	<ul style="list-style-type: none"> <li>Attend and take notes at conference for future reference.</li> <li>Explore networking opportunities.</li> </ul>
3-4 days	APPI Conference	<ul style="list-style-type: none"> <li>Attend Alberta Professional Planners Institute Conference in October of each year.</li> </ul>	<ul style="list-style-type: none"> <li>Attend and take notes at conference for future reference.</li> <li>Explore networking opportunities.</li> </ul>
3-4 days	GeoAlberta Conference	<ul style="list-style-type: none"> <li>Attend GeoAlberta Conference in May of each year.</li> </ul>	<ul style="list-style-type: none"> <li>Attend and take notes at conference for future reference.</li> <li>Explore networking opportunities.</li> </ul>
8-10 days	Workshops/Planning Sessions	<ul style="list-style-type: none"> <li>Attend meetings on regional planning initiatives and meetings with the County's planner as required to keep current.</li> </ul>	<ul style="list-style-type: none"> <li>Attend and take notes at conference for future reference.</li> </ul>
8-12 days	Open Houses/Public Hearings/Public Meetings	<ul style="list-style-type: none"> <li>Schedule and attend Open Houses/Public Hearings/Public Meetings regarding various Planning and Development matters.</li> <li>Prepare presentations and documentation for these meetings.</li> </ul>	<ul style="list-style-type: none"> <li>Fulfill public consultation obligations as mandated by the MGA/County policy.</li> </ul>
4-6 days	ADOA Board Meetings	<ul style="list-style-type: none"> <li>Attend Board of Director Meetings as the Vice President of the ADOA</li> </ul>	<ul style="list-style-type: none"> <li>Increase the profile of Smoky Lake County</li> </ul>
<b>TOTAL ANNUAL DAYS = 40-60 DEPENDING ON # OF WORKSHOPS/PUBLIC HEARINGS/PUBLIC MEETINGS/OPEN HOUSES SCHEDULED</b>			

**PLANNING AND DEVELOPMENT: WORK PLAN 2019 CONTINUED**

Planning & Development Department: Work Plan

MANAGEMENT

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	VERIFIED OUTCOME
<b>PERIODIC</b>			
6-8 days per file	Road Closures and Cancellations	<ul style="list-style-type: none"> <li>Review and discuss Road Closure/Cancellation request with applicant.</li> <li>Collect Road Closure/Cancellation Fee in accordance with County Policy 61-11-05 – Planning and Development Fees.</li> <li>Obtain landowner(s) consent to close/cancel road via a Letter of Consent.</li> <li>Determine whether Road Closure/Cancellation will be effect by resolution or bylaw.</li> <li>Draft and send third party referrals to all parties affected by road closure/cancellation and obtain consent from these parties.</li> <li>Prepare Request for Decision for resolution or bylaw as required. Prepare bylaw as needed.</li> <li>Prepare advertisement of closure/cancellation bylaw in accordance with Sec. 606 of the MGA.</li> <li>Hold a Public Hearing before 2<sup>nd</sup>/3<sup>rd</sup> readings.</li> <li>Update road closure listing at the beginning of each year and throughout the year as needed.</li> <li>Work within the allotted road closure budget.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that proper procedures as required by Alberta Transportation and Land Titles Office are followed to allow for quicker processing times.</li> </ul>
2-3 days	Land Sales	<ul style="list-style-type: none"> <li>Ensure that land sales comply with Section 70 of the MGA.</li> <li>Receive Expressions of Interest from ratepayers and review and discuss their application.</li> <li>Collect and track cash deposit as per County Policy 61-10-01 – Disposition of County Owned Property</li> <li>Circulate the Expression of Interest to department heads for comment.</li> <li>Obtain a current assessed value from the County's assessor.</li> <li>Prepare a Request for Decision, including compiled comments, with a recommendation to Council.</li> <li>Prepare an advertisement for newspapers/website if Council decides to sell the land in question.</li> <li>Prepare terms of the Agreement to Purchase and have signed by the Reeve, the CAO and the purchaser.</li> <li>Prepare a Notice to Transfer Land and have signed by the CAO.</li> <li>Update and maintain a list of County-owned lands for sale and review on an annual basis.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that requests to purchase County-owned land are processed quickly and consistently.</li> <li>Ensure proper tracking is in place to follow up with land sales.</li> </ul>
3-4 days	Land Filing	<ul style="list-style-type: none"> <li>File Development Permits when all conditions have been complied with from the previous calendar year.</li> <li>File closed Subdivision Applications and Approvals as required.</li> <li>File completed Road Closure/Cancellations.</li> <li>File bylaws, caveats and Development Agreements as required.</li> <li>Ensure electronic copy has been scanned to appropriate electronic file.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure land filing is up to date and accurate.</li> </ul>

**PLANNING AND DEVELOPMENT: WORK PLAN 2019 CONTINUED**

Planning & Development Department: Work Plan

MANAGEMENT

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

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**PLANNING AND DEVELOPMENT: WORK PLAN 2019 CONTINUED**

Planning & Development Department: Work Plan

MANAGEMENT

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	VERIFIED OUTCOME
<b>PERIODIC - CONTINUED</b>			
2-3 days per year.	Planning and Development Brochures and Articles and P&D Report for Annual Booklet.	<ul style="list-style-type: none"> <li>Prepare one page flyers on planning tips to assist developers, ratepayers with developing lands in Smoky Lake County.</li> <li>Prepare advertisements for Planning and Development related information.</li> </ul>	<ul style="list-style-type: none"> <li>Inform the public of P&amp;D Department's activities from the previous year.</li> <li>Educate ratepayers on P&amp;D processes and procedures.</li> </ul>
<b>TOTAL ANNUAL DAYS = 50-70 DEPENDING ON # OF DEVELOPMENT/SUBDIVISION/REZONING APPLICATIONS IN PROGRESS</b>			
<b>PROJECTS CARRIED OVER FROM PREVIOUS YEAR(S)</b>			
TBD	Long Island Lake Road Allowance	<ul style="list-style-type: none"> <li><b>135-17:</b> That Smoky Lake County resolve to close and consolidate the unused portion of road allowance within the Long Island Lake subdivision.                             <ul style="list-style-type: none"> <li>Council passed a resolution on December 14, 2017, to close and consolidate the road allowance adjacent to the lands legally described as SW 1-62-17-W4M &amp; SE 2-62-17-W4M. The Resolution has been forwarded to the required referral agencies &amp; Alberta Environment and Parks for comment prior to being submitted to Alberta Transportation for approval.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>The undeveloped government road allowance adjacent to the lands legally described as SW 1-62-17-W4M &amp; SE 2-62-17-W4M will be closed and consolidated to resolve encroachment issues from adjacent Crown leases</li> </ul>
TBD	Garner Lake Consolidation Request (Whiteman's Beach)	<ul style="list-style-type: none"> <li><b>768-17:</b> That Smoky Lake County proceed with re-surveying of Plan 5662NY, Block 1, Lots 1, 2, 5 and 6, "Whiteman's Beach" at Garner Lake, in order to consolidate the adjacent portions of Plan 5662NY, Block 1, Lot R with said lots, and enter into agreements with owners of said lots to sell the adjacent land to the owners of said lots.                             <ul style="list-style-type: none"> <li>The Planning and Development Manager will be submitting a subdivision application (boundary adjustment) to Municipal Planning Services, the County's Subdivision Authority, once the affected landowners have signed consent forms.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Consolidate ER with titles to eliminate encroachment issues as per ratepayer request.</li> </ul>
TBD <b>NEW</b>	Waskatenau Nuisance Grounds	<ul style="list-style-type: none"> <li>The Planning and Development Manager has sent a Request for Grant contribution to the Federation of Canadian Municipalities, administrators of the Green Municipal Fund, to request that the grant funds owed to Smoky Lake County be released.</li> <li>Action Land &amp; Environmental Services Ltd. Has prepared a cost estimate and Remedial Action Plan to remediate the former Waskatenau Nuisance Ground with the hopes of petitioning the Minister of Environment and Parks to reduce or eliminate the 300 metre development setback around the nuisance ground. The Planning and Development Manager will be forwarding this report to Council for discussion at a future County Council meeting.</li> </ul>	<ul style="list-style-type: none"> <li>Resolve nuisance grounds buffer issues to allow future development of adjacent lands and complete the Intermunicipal Development Plan with the Village of Waskatenau.</li> </ul>

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**PLANNING AND DEVELOPMENT: WORK PLAN 2019 CONTINUED**

Planning & Development Department: Work Plan

MANAGEMENT

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	VERIFIED OUTCOME
<b>PROJECTS CARRIED OVER FROM PREVIOUS YEAR(S)-Continued</b>			
TBD	Warspite RV Park Concept	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Present the proposed Concept Plan to the public through an Open House to obtain feedback.</li> </ul>
TBD NEW	Intermunicipal Development Plans & Collaborative Framework	<ul style="list-style-type: none"> <li>Bylaw 1334-19 (St. Paul) &amp; Bylaw 1335-19 (Two Hills) were passed on February 21, 2019.</li> <li>ICF's are still required with the County of St. Paul &amp; the County of Two Hills.</li> <li>IDP's &amp; ICF's are still required with Thorhild County and Lamont County.</li> <li>The Planning and Development Department will be working with senior administration to develop these IDPs/ICFs before the April 1, 2020 deadline as mandated by the <i>Municipal Government Act</i>.</li> </ul>	<ul style="list-style-type: none"> <li>Develop IDPs with the County's neighbouring municipalities within the two-year time frame established by the provincial government.</li> </ul>
TBD NEW	Edwand Road Closure and Survey	<ul style="list-style-type: none"> <li>Bylaw 1325-18 was given First Reading on December 6, 2018, to lose portions of "First Ave" and "Main St" in the Hamlet of Edwand. The Bylaw will be forwarded to the Minister of Transportation for approval before being forwarded to Council for Second and Third and Final Reading.</li> <li>Once passed, the Planning and Development Department will engage MPS to proceed with the transfer and consolidation of these closed portions of road with the adjacent properties.</li> </ul>	<ul style="list-style-type: none"> <li>Forward the request to Council for consideration and then implement the decision.</li> </ul>
TBD NEW	Environmental Reserves & ATV Usage Near Lakeshores	<ul style="list-style-type: none"> <li>993-16: That Smoky Lake County research and prepare a bylaw in regards to the permitted use on Environmental Reserves</li> </ul>	<ul style="list-style-type: none"> <li>Produce a bylaw dealing with uses on Environmental Reserves in order to protect Environmental Reserves and educated the public</li> </ul>

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Planning & Development Department: Work Plan

MANAGEMENT

Carried.

**Public Works: Safety Officer – 2019 Work Plan Management Policy Statement No. 02M-02-08**

486-19: Gawalko

That County Council accept, as amended, the received Management Policy Statement No. 02M-02-08: Public Works Department - Safety Officer 2019 Work Plan, for information:

<b>Title:</b> Public Works Department: Safety Officer: Work Plan	<b>Policy No.:</b> 02-08 E
<b>Section:</b> 2 - M	<b>Code:</b> P - A
<b>Page No.:</b> 1 of 5	
<b>Purpose:</b>	To establish a Safety Officer Work Plan for the Smoky Lake County Public Works Department Program.

Policy Statement and Guidelines:
<p><b>STATEMENT:</b></p> <p>The Public Works Department Safety Officer 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.</p> <p><b>BENEFITS:</b></p> <p>The Public Works Department Work Plan of the Safety Officer will provide the following benefits:</p> <ul style="list-style-type: none"> <li>Broaden the portfolio of the Public Works Department Program</li> <li>Good understanding of the process of the Public Works Department.</li> <li>Increase efficiency and strengthen time frame of deadlines.</li> <li>Establishes accountability of the Program.</li> <li>Communication Tool.</li> </ul> <p><b>REVIEW:</b></p> <p>The Public Works Department Safety Officer Work Plan will be reviewed and presented to Council on an annual basis beginning of each year</p>



**SCHEDULE "A"**

**PUBLIC WORKS DEPARTMENT: SAFETY OFFICER WORK PLAN 2019**

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
<b>DAILY</b>				
End of day ¼ hr	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 from e-mails from kytech on messages from tax payer concerns	Call taxpayers from after hour call to kytech	As per Work alone policy
3 times per day- ¼ hr	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- ¼ hr	Answer phones	Field public complaints	Talk to public to help with complaints	Public relations
When needed- ¼ hr-2 hrs	Fix phone problems	fix phone problems or program problems	Talk to Telus or fix the problem	Better communications
When needed - ¼ hr - 2hrs	Monitor Phone plans	monitor phone plans for best pricing	Talk to Telus or competitors	Better communications and cost savings
When needed- ¼ hr - 2hrs	Fix Air card problems	Fix air cards or replace when needed	Talk to communication company's	Improves communication
when operating vehicle-15 min	Vehicle check list	Checking fluid levels and light operations as well as overall vehicle condition.	Doing check list	Safe operations for vehicle
<b>NEW</b>				
<b>WEEKLY</b>				
When needed- 1-3 hrs	Hazard Identification	Hazard identification is done whenever a new job is done	Identifying hazards on the job	Lower incidents
One per week - 1hr	informal inspections	informal inspections are done at all jobs within the county	Inspect the hazards that were identified making sure jobs keep safe	Lower incidents
Every Monday morning-1hr	Tool box meetings	Conduct a tool box meeting for most workers	Keep records for meetings	Awareness
After tools box meetings- 1 hr	Management meetings	Report on upcoming projects for the week	Give updates and talk about upcoming projects	Reporting
<b>MONTHLY</b>				
Once per month- 2 hrs <b>NEW</b>	Envisio reports	Update on progress on projects	Enter on computer duties and what has been done	Reporting
Once per month- 8 hrs	Fuel Entries on computer	Enter report on computer for fuel management	Enter entries on AS 400	Fuel Management
Once per month- 8hrs	Phone Entries on Computer	Enter phone usage on computer	Entries on computer	Fuel usages
Once per month- 2hrs	Safety Committee	Report activities pertaining to safe or the staff	Act as an advisor for the committee also reporting on events	Complying with the OHS requirements and having staff awareness
Once per month- 1 hr	Service Generators	Start generators and check oils	Up keep to make sure generators are ready to be started in the event of an emergency	Emergency properness

**PUBLIC WORKS DEPARTMENT: SAFETY OFFICER WORK PLAN 2019 - Continued:**

Public Works Department: Safety Officer Work Plan

SUPERVISOR

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
<b>PERIODIC</b>				
When needed- 2-8 hrs	Parts pick up	Drive to Edmonton or St Paul to pick up parts	Help other departments when needed	Assist other departments
When required- 1-8 hrs	Work on special projects when required	Look into pricing of oversee a project as requested by Public Works Manager	Make calls for prices or site inspections	Assist other departments
Every 2 years - 16 hrs	First- aid training	Safety training	Teach as per policy requirements	Trained staff
Every 2 years - 4 hrs	CPR training	Safety training	Teach as per policy requirements	Trained staff
Every 2 years - 6 hrs	Defensive Driving Training	Safety training	Teach as per policy requirements	Trained staff
Every 2 years - 6 hrs	Professional driving improvement course	Safety training	Teach as per policy requirements	Trained staff
When needed - 4hrs	Flag person Training	Safety training	Teach as per policy requirements	Trained staff
When needed - 4 hrs	WHMIS Training	Safety training	Teach as per policy requirements	Trained staff
When needed - 1 to 40 hrs	Instructor courses	Safety training	As requirements for certification	Keeping instructors current
Every 3 years - 4 hrs	TDG Training	Safety training	Teach as per policy requirements	Trained staff
Every 3 years - 16 hrs	ATV Training	Safety training	Teach as per policy requirements	Trained staff
When needed - 6 hrs <b>NEW</b>	De-escalating potential violent situations	Safety training	Teaching to staff to keep them safe	Trained staff
When needed - 16 hrs <b>NEW</b>	Physiological first aid	Safety training	Teaching staff for mental health	Trained staff
When requested - 2-4 hrs <b>NEW</b>	CPTED	Visiting taxpayers yards to give them ideas to keep their yards safe	Do checklist for potential areas for crime	Educate taxpayers. Keep their yards safe.
Every 3 years - 6 hrs	Fork lift training	Safety training	Teach as per policy requirements	Trained staff
When needed 1 - 6 hrs	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 2 to 3 hrs	Orientation	Orientation of staff	Instruct staff on how to do their job safely	Trained staff
When needed 1-4 hrs	Incident investigation from public	Complete reports and determine root causes	Trained in investigation of incidents	Reduces pay out from county
When needed 1-4 hrs	Incident investigation from staff	Complete reports and determine causes	Trained in investigation	Awareness
When needed 2 hrs	Fill out WCB reports	Complete reports	Fill out reports to WCB	As required by government
When needed	Transport worker to OIS clinic in Edmonton	Transport injured worker to OIS clinic	Get worker to OIS doctor to be checked for injuries	Worker support
When needed	Risk Management	Attend workshops provided by Jubilee insurance	Complete homework as required as per Risk management requirements	Incorporate guidelines & policies as per program

**PUBLIC WORKS DEPARTMENT: SAFETY OFFICER WORK PLAN 2019 - Continued:**

Public Works Department: Safety Officer Work Plan

SUPERVISOR



Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
<b>PERIODIC-Continued</b>				
When needed 1-8 hrs	Manage phone problems	Up keep phone communications	Fix phone problems and keep communication with Telus	Working phones for work alone policy
When needed 1-3 hrs	Answer e-mails from Call center for after hr complaints	Receive e-mail for calls from kyetech	Respond to e-mails by calling complainants back	phoning taxpayers and hearing complaints
When changes are needed 1 hr	Manage work alone account	Up keep data from kyetech	Call kyetech to get and give update on staff	Better working system
When called 1 hr	Receive calls from after hr operator for taxpayers concerns	Receive e-mails from call center for after hr concerns	Contact taxpayer and answer question or forward onto responsible department	Keeping taxpayers answers answered as soon as possible
When needed-8 hrs	Write safety policies	Update and write new policies when needed	Make new policies	As per OHS regulations
When needed-8 hrs <b>NEW</b>	Testing of drugs for staff suspected to be under the influence	Take staff to testing facility when drug use is suspected or post major incident	Transport staff	As per policy
1X per year 24 hrs	Attend Annual H&S safety conference	Attend conference for learning opportunity	Listen to speakers	Education
2X per year 8-12 hrs	Attend Safety group NASC	Attend workshop for learning opportunity	Listen to other municipalities and also speakers from OHS,WCB, AMHSA	Education
4-5 X per year 16 hrs	Chair Provincial Safety/ Utility group (RUSA)	Host yearly conference for all municipalities	Work with team of municipal workers to provide a yearly conference to train staff	Staff becoming more knowledgeable on safety and utilities developments
1 X per year 8-24 hrs <b>NEW</b>	Attend yearly conference.	Attend yearly conference and also bring staff also to share ideas	Listen to speakers	Education
4-6 meeting per year 1-8 hrs	Chair Organized regional team (ASIST)	Training at provincial level.	Provide training and active phone list	Provincial IMT team.
1X per year 16 hrs	Attend yearly AEMA conference	Training opportunity	Listen to speakers from disaster services	Education
4-6 events per year 4-24 hrs	ASIST Training	Organize training for ASIST team for large scale emergencies	Look for instructors and locations to host training	Organized training for large scale events.
When needed 40 hrs	Update CEMP manual	Receive information from municipalities	Enter info on computer	As per Bylaws
2X per year 4 hrs	Hold regular meeting	Update upcoming training or updates for policy	Chair meting	Keeping regional municipalities informed with COA's
As needed 2-4 hrs	Hold regular meeting	Update regional Councils	Chair meting	As per Bylaws
As needed 2-4 hrs	Hold yearly meeting	Update outside agencies as to responsibilities	Chair meting	Keeping agencies informed as per bylaw
Yearly 8 hrs	Hold yearly training	Do yearly training exercises	Host and arrange coordinator	Trained staff

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**PUBLIC WORKS DEPARTMENT: SAFETY OFFICER WORK PLAN 2019 - Continued:**

Public Works Department: Safety Officer Work Plan

SUPERVISOR

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
<b>PERIODIC-Continued</b>				
1-2X per year 8-24 hrs	Do yearly training	Receive training or organize training when needed	Organize training	Trained DDS's
When required 8 hrs	Apply for grants when needed	Apply for disaster services grants	Arrange regional funding for emergency services	Keep updated equipment
When needed 1-8 hrs	Public works requests	Assist P.W. managers in supervising jobs	Follow up on projects	P.W. assist
When needed 1-8 hrs	Assist all other departments	Look up safety equipment or requests	Research prices or look after jobs	Working relations with other dept.
Quarterly 24 hrs	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	Teach to public	Trained public
When required	Safety training	Foundation training	Teach to staff	Trained foundation staff
When required	Safety training	Fire dept training	Teach to volunteers	Trained fire fighter
Quarterly	Attend strategic plan meetings	Follow directives set out by strategic plan	Update council on progress	
<b>SEASONAL</b>				
By October	Annual Safety Audit	Complete internal or participate in an external inspection	Do safety audit to achieve COR	Rebate in WCB 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 <b>NEW</b>	Attend yearly AEMA Summit	Yearly Emergency Management Conference	Attend conference and share 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 <b>NEW</b>	Attend annual safety conference	Rural utilities Safety Conference (RUSA)	Attend Conference	Learning experience
June - Sept	Jubilee insurance inspections	Inspect all buildings 3 <sup>rd</sup> party insured through county	Inspect buildings for county insurance when required	Reduces 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 i.e. Golfing, annual Christmas party	Pickup gifts/prizes make arrangements	Employee retention/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

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Public Works Department: Safety Officer Work Plan

SUPERVISOR

Carried.

**Emergency Services: Fire Chief – 2019 Work Plan  
Management Policy Statement No. 02M-03-08**

487-19: Halisky

That County Council accept, as amended, the received Management Policy Statement No. 02M-03-08: Fire Chief: Emergency Services 2019 Work Plan, for information:

<b>Title:</b> Fire Chief: Emergency Services Work Plan		<b>Policy No.:</b> 03-08
<b>Section:</b> 02 – M	<b>Code:</b> P – A	<b>Page No.:</b> 1 of 7 <span style="float: right;"><i>E</i></span>
<b>Purpose:</b>	To establish a Fire Chief's Work Plan for the Smoky Lake County Emergency Services.	
<b>Policy Statement and Guidelines:</b>		
<b>STATEMENT:</b>		
The Fire Chief's 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 Emergency Services.		
<b>BENEFITS:</b>		
The Fire Chief's Work Plan will provide the following benefits:		
<ul style="list-style-type: none"> <li>■ Broaden the portfolio of the Emergency Services for Smoky Lake County.</li> <li>■ Good understanding of the process of the Fire Chief.</li> <li>■ Increase efficiency and strengthen timeframe of deadlines.</li> <li>■ Establishes accountability of Emergency Services.</li> <li>■ Communication Tool.</li> </ul>		
<b>REVIEW:</b>		
The Fire Chief's – Emergency Services Work Plan will be reviewed and presented to Council on an annual basis beginning of each year.		

Section 02-M

Policy: 03-08



**SCHEDULE "A"**

**FIRE CHIEF'S – EMERGENCY SERVICES: WORK PLAN 2019**

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcome
<b>DAILY</b>				
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.
15 min	Vehicle Pre-Trip Inspection	Complete Pre-Trip Inspection	Report any issues to mechanics	Working with safe equipment
<b>NEW</b>	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.
<b>WEEKLY</b>				
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 adjustor 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.
1 hour	Social Media	Update and post relevant information on social media networks.	Informs the members and general public of the fire departments operations and community participation.	Communication tool Recruitment and Retention Tool
3 hours	Fire Meetings Smoky Lake	Meet with all fire departments.	Discuss concerns or equipment purchases. Maintenance and call sheets.	Communication.
2 hours	Vilna			
2 hours	Waskatenau			

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**FIRE CHIEF'S – EMERGENCY SERVICES: WORK PLAN 2019 - Continued:**

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
<b>WEEKLY-Continued</b>				
	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.
<b>MONTHLY</b>				
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	Smoky Lake Region Fire and Rescue Committee	Research topics. Prepare packages.	Prepare agenda quarterly. Prepare issues for discussion forms. Photocopy packages.	Maintain agenda packages.
2 hours <b>NEW</b>	Joint Health and Safety Meeting	Attend Safety Meeting	Bring up any issues and/or concerns	Safety and Department Communication
2 hours <b>NEW</b>	Office Staff Meeting	Attend staff meeting	Bring up any issues and/or concerns	Safety and Department Communication
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	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

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Fire Chief's – Emergency Services: Work Plan

MANAGEMENT

**FIRE CHIEF'S – EMERGENCY SERVICES: WORK PLAN 2019- Continued:**

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
<b>PERIODIC</b>				
	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.
Conf. 4 days Meetings 1 day	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.
4 hours	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.
16-18 hours	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.
6-10 hours <b>NEW</b>	Drone Work	Fire investigations, Fire awareness, Formal requests	Collect pictures and data for reports and requests	Information, Reports and Assistance
7-10 Days <b>NEW</b>	Legal Proceeding	Key Contact for all legal proceeding involving fire protective services	Provide reports, pictures, videos and information to Crown Prosecutor	Assistance
2 hours	Insurance	Review insurance coverage with Fire Departments.	Register new and existing member on a yearly basis.	Monitor and Document.
1 day	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.
1-2 hours	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.
6 days	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
2 weeks	GIS	<ul style="list-style-type: none"> <li>Tracks speed and location of emergency vehicles as well as have Bonnyville Regional Fire Authority able to route fire crews to the calls.</li> <li>Since 2014 all fire permits and collision are entered into the GIS system.</li> </ul>	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
1-2 hours	Fireworks Permits	Issue fireworks permits to residents.	Explain rules and regulations to residents on firing off fireworks.	Document

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Fire Chief's – Emergency Services: Work Plan

MANAGEMENT

**FIRE CHIEF'S – EMERGENCY SERVICES: WORK PLAN 2019 - Continued:**

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
<b>PERIODIC- Continued</b>				
1 hour	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
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).
3 days	Strategic Priority Chart	Operational Strategies for protective services.	Addressing councils' priorities and current issues.	Long term planning
2-3 days	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
30 mins Each call	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.
4-6 hours <b>NEW</b>	AFRRCS Technical Administrator	Key Contact with the Province for the AFRRCS System	Report radio issues, ordering and programing of radios	Fire Department Emergency Communications monitoring
2-4 hours <b>NEW</b>	VHF Public Works Communications	Key Contact with Bearcom for the VHF radio system	Report radio issues, check radio equipment and manage the tower site	Public Works radio communications monitoring
<b>SEASONAL</b>				
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

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Fire Chief's – Emergency Services: Work Plan

MANAGEMENT

**FIRE CHIEF'S – EMERGENCY SERVICES: WORK PLAN 2019 - Continued:**

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
<b>SEASONAL- Continued</b>				
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.
	Annual Safety Meeting	Attend Safety Meeting.	Attend annual safety meeting. Report unsafe conditions or work to supervisor to resolve.	Keep informed on safety practices/ policies of the County.
	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
<b>NEW</b>	Summer Fire Camp	Create a week long summer fire camp program to bring interest for new members to the fire department	Create an outline and budget, Organize equipment and instructors.	Fire Department Recruitment and Retention
	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.

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Fire Chief's – Emergency Services: Work Plan

MANAGEMENT

**FIRE CHIEFS – EMERGENCY SERVICES: WORK PLAN 2019 - Continued:**

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
<b>SEASONAL- Continued</b>				
<b>October</b>	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 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.
<b>November</b>	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
<b>December</b>	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.
<b>2019 ASSIGNMENTS</b>				
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.	Contacted Fort Saskatchewan Fire Department and Strathcona County Fire Department and received interest but not willing to enter into a service contract agreement. Currently looking at private companies or Edmonton Fire and Rescue as a solutions.	Surrounding municipalities that offer high angle rescue cannot guarantee a response team to be available at all times and will not sign a mutual agreement.
July 7, 2015	Motion # 783-15	That Smoky Lake County enter into the Alberta Medical First Response Program with Alberta Health Services and proceed to develop a Bylaw to detail the Specifics of the program.	Research completed on other municipalities bylaws in regards to the Alberta Medical First Response Program with Alberta Health Services. Administration is currently creating the bylaw for a future Fire Protective Services Committee Meeting.	Adopting the new Bylaw

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Fire Chief's – Emergency Services: Work Plan

MANAGEMENT

Carried.

**Addition to the Agenda:**

**Integrated Benefits through Encon Group**

Brenda Adamson, Finance Manager provided a verbal update on Smoky Lake County's new health benefit provider: Integrated Benefits through Encon Group, that included the following points:

- The rates and information for the change has been updated into the Payroll system and is ready to go.
- Prescriptions are direct billing.
- If the service providers do not direct bill, you can request that they set it up through Green Shield Canada.
- There will be a short time lag on utilizing the Health Spending accounts because we need to find out what each employee's balance is in order to transfer the amount in real time.
- The new benefits come into effective on April 1, 2019.

**Administration: Finance Manager – 2019 Work Plan  
Management Policy Statement No. 08M-02-07**

488-19: Lukinuk

That County Council accept, as amended, the received Management Policy Statement No. 08M-02-07: Finance Department: Finance Manager 2019 Work Plan, for information:

<b>Title: Administration- Finance Department: Finance Manager Work Plan</b>		<b>Policy No.: 02-07</b>
<b>Section: 08 – M</b>	<b>Code: P – A</b>	<b>Page No.: 1 of 11</b> <i>E</i>

**Purpose:** To establish a Work Plan for the Smoky Lake County Finance Department.

<b>Policy Statement and Guidelines:</b>
<p><b>STATEMENT:</b></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><b>BENEFITS:</b></p> <p>The Finance Department Work Plan will provide the following benefits:</p> <ul style="list-style-type: none"> <li>■ 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.</li> <li>■ Establishes accountability of the Finance Department.</li> <li>■ Communication Tool.</li> </ul> <p><b>REVIEW:</b></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>

Section 08-M

Policy: 02-07



**SCHEDULE "A"**

**FINANCE DEPARTMENT WORK PLAN 2019**

<b>Time</b>	<b>Work Schedule Projects</b>	<b>Work Description Projects</b>	<b>Elements: Tasks Duties</b>	<b>Verified Outcomes</b>
<b>DAILY</b>				
	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

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Finance Department: WORK PLAN 2019- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
<b>WEEKLY</b>				
	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.
	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
	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

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Finance Department: Finance Manager Work Plan

MANAGEMENT

Finance Department: WORK PLAN 2019- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
<b>MONTHLY</b>				
Semi- Monthly	Accounts Receivable Invoicing	Accounts Receivable invoices sent out on the 15 <sup>th</sup> and 31 <sup>st</sup>	Departments provide finance with miscellaneous charges to be billed. Invoices are created and sent.	Invoices are sent in a timely manner.
Semi- Monthly	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 <sup>st</sup> 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 <sup>st</sup> 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 <sup>st</sup> 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.
	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.
	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 <sup>th</sup> of the month.
	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.
	Main Office Safety Meeting	Attend monthly office safety meetings	Review any incidents and report monthly activities in office	Safer work environment

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Finance Department: Finance Manager Work Plan

MANAGEMENT

Finance Department: WORK PLAN 2019- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
<b>MONTHLY-Continued</b>				
	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.
	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.

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Finance Department: Finance Manager Work Plan

MANAGEMENT

Finance Department: WORK PLAN 2019- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
<b>MONTHLY-Continued</b>				
	Accounts Receivable Collections	Letters on delinquent receivables	Send letters out to customers with old accounts due.	Payment on accounts.
<b>NEW</b>	Accounts Receivable Collections	Update managers regarding delinquent receivables	Coordinate with managers to pursue payment	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.
	Carbon Levy report/remit.	Complete carbon levy reporting and remit payment to Service Alberta.	Reconcile levy, submit reporting online and pay by the 28 <sup>th</sup> of every month.	Carbon Levy paid avoiding penalties.
	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.
<b>QUARTERLY</b>				
	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.
	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 using Envisio.	Council is updated on strategic plan.
<b>YEARLY</b>				
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.

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Finance Department: Finance Manager Work Plan

MANAGEMENT



Finance Department: WORK PLAN 2019- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
<b>YEARLY-Continued</b>				
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.
<b>NEW</b>	Enter Linear Assessment	Receive linear assessment from Municipal Affairs	Starting 2019, we have to enter these assessments manually into the Financial System	Assessment ready for taxation
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.
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.
April	Annual Safety Meeting.	Attend annual safety Meeting	Report unsafe conditions or work to supervisor to resolve.	Keep informed on safety practices/ policies of the County.

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Finance Department: Finance Manager Work Plan

MANAGEMENT

Finance Department: WORK PLAN 2019- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
<b>YEARLY-Continued</b>				
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.
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.
<b>PERIODIC</b>				
	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.
<b>NEW</b>	Coordinate Additional Named Insured annual renewals and billings	Coordinate Additional Named Insured annual renewals and billings	Send renewal notices, confirm insurance amounts, reconcile, and bill ANI's	Provide local organizations with insurance through RMA at no cost to the County

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Finance Department: Finance Manager Work Plan

MANAGEMENT

Finance Department: WORK PLAN 2019- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
<b>PERIODIC-Continued</b>				
	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	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.
	Assist Assistant CAO	Provide assistance as required	Municipal Clerk position assists Assistant CAO with meeting preparation, etc.	Administration requirements are met.
	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 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 budget process.
	Policy Development and Review	Review existing policy and recommend new policy to Council	As needed research policies.	Up to date best practices.
	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.

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Finance Department: Finance Manager Work Plan

MANAGEMENT

Finance Department: WORK PLAN 2019- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
<b>PERIODIC-Continued</b>				
	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.
	Members of the Canadian Payroll Association	Maximize training opportunities	Changes to payroll legislation are provided along with training opportunities	The County maximizes opportunities to learn best practices and ensure adherence to legislation.
	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.
	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.
	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

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Finance Department: Finance Manager Work Plan

MANAGEMENT

Finance Department: WORK PLAN 2019- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
<b>PERIODIC</b> <i>Continued</i>				
	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.
	Highway 28/63 Water line to Whitefish Lake	Manage the finances regarding the Water Line project to Whitefish Lake	Monitor, account for, and prepare all grant documentation for the new Whitefish Lake Water Line Project	To ensure project is accounted for according to GAAP and Grant requirements
<b>NEW</b>	Transfer Benefits to ENCON	Work with Integrated Benefits to set up new benefit plan effective April 1, 2019	Work with Integrated Benefits to set up new benefit plan effective April 1, 2019	To ensure minimal disruption in employee benefits.
	Finance Policies	Review and initiate finance policies	Follow best practices and expert recommendations to recommend and create financial policies for Council consideration	Smoky Lake County follows best practices for financial management.

Carried.

**Administration: GIS/Communications Manager - 2019 Work Plan Management Policy Statement No. 01M-33-07**

489-19: Cherniwchan That County Council accept, as amended, the received Management Policy Statement No. 01M-33-07: Administration: GIS/Communication Director - Work Plan, for information:

<b>Title:</b> GIS/Communication Services: Work Plan	<b>Policy No.:</b> 33-07
<b>Section:</b> 1 - M	<b>Code:</b> P-A
	<b>Page No.:</b> 1 of 6 <b>E</b>

**Purpose:** To establish a Department Work Plan for the Smoky Lake County GIS & Communication Services Program.

<p><b>Policy Statement and Guidelines:</b></p> <p><b>STATEMENT:</b></p> <p>The Communications Work Plan, <i>Schedule "A"</i> &amp; the Geographical Information Systems (GIS) Work Plan, <i>Schedule "B"</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 within Communications &amp; GIS.</p> <p><b>BENEFITS:</b></p> <p>The Communication Services Work Plan will provide the following benefits:</p> <ul style="list-style-type: none"> <li>• Good understanding of the process and responsibilities of the County Communication Program.</li> <li>• Increase efficiency and strengthen timeframe of deadlines.</li> <li>• Establishes accountability of Communications.</li> </ul> <p>The GIS Work Plan will provide the following benefits:</p> <ul style="list-style-type: none"> <li>• Good understanding of the responsibilities of the County GIS Program.</li> <li>• Increase efficiency and strengthen departments using GIS data.</li> <li>• Maximize effectiveness and accountability of County Spatial Data.</li> </ul> <p><b>REVIEW:</b></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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Section 01-M

Policy: 33-07



**SCHEDULE "A"**

**GIS/COMMUNICATION SERVICES: WORK PLAN 2019**

Time	Work Schedule Projects	Work Description Projects	Verified Outcomes
<b>Schedule "A": COMMUNICATIONS SERVICES</b>			
<b>DAILY</b>			
1/2 hr.	Administration	Check e-mails.	To address questions, requests, as required.
2 hrs.	Facebook, Twitter and County Websites	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, 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.
1.5 hrs	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.
<b>Schedule "B": GEOGRAPHICAL INFORMATION SYSTEMS</b>			
<b>DAILY</b>			
1/2 hr	Administration	Check e-mails.	To address questions, requests, as required.
4 hr	County Website Tool – MunitSight	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	Assist with issues that come up.	Perform various administrative functions related to GIS including technical issues and maintaining records.	Spatial Warehouse Maintenance.

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GIS/Communication Services: Work Plan

ADMINISTRATION

**GIS/COMMUNICATION SERVICES: WORK PLAN 2019- Continued:**

Time	Work Schedule Projects	Work Description Projects	Verified Outcomes
<b>Schedule "A": COMMUNICATIONS SERVICES</b>			
<b>WEEKLY</b>			
1 hrs.	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.
12 hrs	Communicate Advice	Provide strategic communication advise to managers. Where to Advertise event, generate feedback from	Appropriate Communication tools utilized.
16 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.
<b>Schedule "B": GEOGRAPHICAL INFORMATION SYSTEMS</b>			
<b>WEEKLY</b>			
2 hrs	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
	Assist with issues that come up.	Perform various administrative functions related to GIS including technical issues and maintaining records.	Spatial Warehouse Maintenance.
<b>Schedule "A": COMMUNICATIONS SERVICES</b>			
<b>MONTHLY</b>			
3 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.

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GIS/Communication Services: Work Plan

ADMINISTRATION

GIS/COMMUNICATION SERVICES: WORK PLAN 2019 - Continued:

Time	Work Schedule Projects	Work Description Projects	Verified Outcomes
<b>Schedule "A" : COMMUNICATIONS SERVICES</b>			
<b>MONTHLY-Continued</b>			
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.
12 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.
<b>Schedule "B" : GEOGRAPHICAL INFORMATION SYSTEMS</b>			
<b>MONTHLY</b>			
15 hr	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 MuniSight to input existing gas infrastructure, water and sewer infrastructure into GIS. Verify AltaLIS updates to GIS system	
24 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
30 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
6 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, MuniSight and Titan updates to GIS system	GIS Tool for Managers
<b>Schedule "A" : COMMUNICATIONS SERVICES</b>			
<b>PERIODIC</b>			
	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.

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GIS/Communication Services: Work Plan

ADMINISTRATION

GIS/COMMUNICATION SERVICES: WORK PLAN 2019- Continued:

Time	Work Schedule Projects	Work Description Projects	Verified Outcomes
<b>Schedule "A" : COMMUNICATIONS SERVICES</b>			
<b>PERIODIC-Continued</b>			
	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.
24 hrs.	County Quick Facts 2018	Revise as required to ensure the information in the brochure is current and up-to-date. Will conduct full review of content in Summer 2018.	Communicate County information to residents. Concise information place for Council and staff use.
4 hrs. <b>NEW</b>	Annual Safety Day	Attend.	Eat good food and listen to good speakers.
6 hrs. <b>NEW</b>	Prepare Budget		
180 hrs	Training	Web Design / Social Media.	Education
40 hrs.	Training	FOIP training to ensure most up-to-date information.	Education
<b>Schedule "B" : GEOGRAPHICAL INFORMATION SYSTEMS</b>			
<b>PERIODIC</b>			
200 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.
160 hrs	GIS Data Analysis	Provide strategic advice to managers and Councils base of queries generated from GIS.	Asset Management and Financial tool.
240 hrs	GIS Planning	Prepared 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 County and Regional graphical utility system.	Communicate County information to residents and non-residents in an effective manner.
16 hrs	GIS – third party contract.	Monitor agreement with MuniSight	
4 hrs. <b>NEW</b>	Annual Safety Day	Attend.	Eat good food and listen to good speakers.
6 hrs. <b>NEW</b>	Prepare Budget		
	Request from CAO and Managers	Run Spatial Queries upon request	
	Agricultural Service Board and 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.
<b>Schedule "A" : COMMUNICATIONS SERVICES</b>			
<b>SEASONAL</b>			
80 hrs.	County Annual Report	Manage the revision, compilation, editing, production and distribution of the Annual Report.	Communicate County information to residents.
24 hrs.	Quick Reference Booklet	Manage the revision, compilation, editing, production and distribution of the Quick Reference Booklet.	Communication Tool for Managers and Council.

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GIS/Communication Services: Work Plan

ADMINISTRATION

GIS/COMMUNICATION SERVICES: WORK PLAN 2019- *Continued:*

Time	Work Schedule Projects	Work Description Projects	Verified Outcomes
<b>Schedule "A" : COMMUNICATIONS SERVICES</b>			
<b>2019 ASSIGNMENTS</b>			
50 hrs.	<b>Communication, and Marketing:</b> County Website.	Continue enhancing website to meet new requirements and to meet Municipal needs.	Strategic Plan.
40 hrs	<b>Parks and Recreation:</b> Work with GIS Department.	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.
<b>Schedule "B" : GEOGRAPHICAL INFORMATION SYSTEMS</b>			
<b>2019 ASSIGNMENTS</b>			
180 - 200 hrs	<b>Drone:</b> Utilize the County's GIS platform as a base, this tool will be used to enhance data collection.	Generate both Federal and County documents and policies for the proper use of the drone. Train staff in various department on the use and data collection methods of the drone. Incorporate the GIS data into our existing warehouses.	GIS Tools.
250 hrs	<b>Asset Management Professional Certification Program:</b> Federal and Provincial Regulation compliance and reporting	Solutions to coordinate asset management decision-making, reporting, and implementation. Strategies to automate activities in TCA inventory. Tools to Manage Lifecycle Activities. Integration of GIS, Asset Management, and Financial Data.	Strategic Plan.
80 - 120 hrs	<b>Financial Resources:</b> 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 - 2019 Work Plan Management Policy Statement No. 07M-01-05**

490-19: Gawalko

That County Council accept, as amended, the received Management Policy Statement No. 07M-01-05: Parks and Recreation Work Plan, for information:

<b>Title:</b> Parks and Recreation: Work Plan	<b>Policy No.:</b> 01-05	<b>E</b>
<b>Section:</b> 7 - M	<b>Code:</b> P - A	<b>Page No.:</b> 1 of 4

<b>Purpose:</b>	To establish a Parks and Recreation Work Plan for the Smoky Lake Recreational Program.
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<p><b>Policy Statement and Guidelines:</b></p> <p><b>STATEMENT:</b></p> <p>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.</p> <p><b>BENEFITS:</b></p> <p>The Work Plan of the Parks and Recreation department will provide the following benefits:</p> <ul style="list-style-type: none"> <li>▪ Broaden the portfolio of the Recreational Program</li> <li>▪ Good understanding of the process of the Recreational Department.</li> <li>▪ Increase efficiency and strengthen time frame of deadlines.</li> <li>▪ Establishes accountability of the Program.</li> <li>▪ Communication Tool.</li> </ul> <p><b>REVIEW:</b></p> <p>The Parks and Recreation Work Plan will be reviewed and presented to Council on an annual basis beginning of each year</p>
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Section 07-M

Policy: 01-05



**SCHEDULE "A"**

**PARKS AND RECREATION WORK PLAN 2019**

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
<b>DAILY</b>				
¼ Hr.	Meet with Parks and Recreation staff	Discuss days plan.	As per assigned work.	Time sheets.
2 Hrs.	Communicate with ratepayers, office, and Council	Address issues.	As required.	Document.
¼ Hr.	Approve staff timesheets and code invoices			
¼ Hr.	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.
¼ Hr.	Vehicle Inspections	Ensure vehicles are in safe working condition before operation.	Check fluids, lights, tires, visibility, etc.	Safe operating condition prior to driving.
<b>WEEKLY</b>				
½ Hr.	Safety Meeting	Communicate	Discuss incidents and concerns.	Safe work environment.
1 Hr.	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 Hr.	Clean trucks	Maintain a professional appearance.	Keep County Vehicle clean.	Adhere to County policy
<b>MONTHLY</b>				
2 Hrs.	Joint Health and Safety Meeting	Communicate with all departments	Review any incidents and report weekly activities.	Learn from past experiences.
2 Hrs.	Main Office Staff and Safety Meeting	Attend monthly office safety meetings	Review any incidents and report monthly activities in office	Safer work environment
2 Hrs.	Reports to Council	Manager report form.	Complete a manager's report for monthly Council meetings.	Provide information for Council and management.
<b>PERIODIC</b>				
2 Days min. 2x per yr.	Flags	Raise and lower flags as per Policy #01-36-01: Flags: Half-mast.	Spedden: 3; Vilna: 3; Bellis: 3; Smoky Lake: 4; Warspite: 4; Victoria Cairn: 3; Total: 20	Exhibits respect.
On-going	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.
2 Hrs.	Street lighting	Monitor and report street light problems in hamlets to ATCO.	As required.	Safety and convenience for ratepayers.

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Parks and Recreation: Work Plan

MANAGEMENT

**PARKS AND RECREATION: WORK PLAN 2019 - Continued:**

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
<b>SEASONAL</b>				
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 in: Spedden, Bonnie Lake, Bellis, Bellis Beach, Mons Lake South and East, Warspite, Hanmore Lake East and West	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 for: 2 - 2 month positions 2- 4 month positions	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 (Spedden: 2; Bellis: 2; Warspite: 1; Hamlin: 1).	Operate mowers and trimmers.	Keeps County property neat and clean.
17 ½ Days	Parade float	Decorate float.	Display in parades in Vilna, Smoky Lake and Waskatenau.	Advertises County and supports municipalities.
2 Days	Parade float	Decorate float.	Display in parades in Vilna, Smoky Lake and Waskatenau.	Advertises County and supports municipalities.
9 Hours	Display parade float in 3 parades	Enter float in the 3 County parades.	Display in parades in Vilna, Smoky Lake and Waskatenau.	Advertises County and supports municipalities.
1 Hour/ Daily	Mower Equipment	Maintenance.	Sharpen blades and clean machine.	Prolongs life of mowers.
2 Days	Outhouses	Have outhouses pumped out.	51 Outhouses.	Facilities are clean.
4 Days	Building outhouses	Build and repair outhouses.	Pick up supplies and build.	Facilities are in good working order.
2 Days	Piers	Install and removed piers at: Kaduk: 1; Mons: 4; Hanmore: 3; Bonnie: 5.	Replace any worn planking.	Provides safe access to water.
1 Day	Swim rafts.	Install and remove rafts at: Mons: 1; Hanmore: 1	Replace any work parts.	Provides safe access to water.
1 Hour	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.
6 Days	Help set up for Smoky Lake Rodeo	Move bleaches and tables.	As required.	Helps volunteers.
2 Days	Help set up for parades.	Move bleachers and tables, cut grass and trim.	Grass cutting and trimming, painting and set up fences.	Helps County volunteer groups.

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Parks and Recreation: Work Plan

MANAGEMENT

**PARKS AND RECREATION: WORK PLAN 2019 - Continued:**

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
<b>SEASONAL- Continued</b>				
3 ½ Days	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.
4 Days	Christmas decorations	Set up lights before "Christmas Light Up" in Smoky Lake and take down after January 20 <sup>th</sup> .	Warspite, Spedden, Shop and Office.	Celebrating the season.
1 Day	Equipment	Acquire estimates and order.	As required and budgeted for.	Ensures equipment is available to perform tasks.
1 Hour	Lights in office.	Repair lamps and ballasts.	As required.	Maximum light available for public and staff
1 Day	Annual Safety Meeting	Attend Annual Safety Meeting.	Be aware of the safety procedures set out by the County and follow them for a safe work environment.	Keep informed on safety practices of the County
5 Days	Inventory	Take inventory of all supplies.	County supplies.	Maintain records.
2 Hours	Employee Evaluations.	Performance appraisal.	Inform employees about their strengths and weaknesses.	Help employees understand their duties.
<b>2019 PROJECTS</b>				
10 Days	Renovate camp kitchen at Hanmore East	Re-roof, paint and repair/replace siding.	Correct deficiencies as required.	Prolong life of structure.
1 Day	Install new pier at Whitefish Lake	Locate pier in water at Whitefish lake.	As required.	Assist with loading/unloading boats.
1 Day	Install bear-proof garbage cans at Kaduk Lake	Supply and install bear proof garbage cans.	Keep bears out of garbage.	Safety.
5 Days	Assist with retaining wall at Mons Lake	Install retaining wall.	As required.	Preserve playground area.
5 Days	Assist with boat launch area by river	Assist with installing boat launch where needed.	As required.	Provides access to river.

Carried.

**6. Correspondence:**

No Correspondence.

**7. Delegation:**

No Delegation.

**8. Executive Session:**

No Executive Session.

**Adjournment:**

491-19: Lukinuk

That this meeting be adjourned, time 2:36 p.m.

Carried.

REEVE

SEAL

CHIEF ADMINISTRATIVE OFFICER