

SMOKY LAKE COUNTY

A G E N D A: County Council Meeting
for the purpose of Departmental Operations to be held on
Thursday, **March 4, 2021** at 9:00 o'clock A.M.

Virtual through Zoom Platform

Meeting ID: 852 4314 1131 Passcode: 470795

<https://us02web.zoom.us/j/85243141131?pwd=UU43UXVSWkk4VmtkU2xOV1BkSVpvUT09>

And with Council physically present in the County Council Chambers, Smoky Lake.

1. Meeting:

Call to Order

2. Agenda:

Acceptance of Agenda:
as presented or
subject to additions or deletions

3. Minutes:

No minutes.

4. Request for Decision:

No request for decision.

5. Issues for Information:

Reports: 2021 Work Plans

Manager's Reports on 2021 Work Plans.

1. Public Works Manager.

■ **Policy 03M-06: Public Works Department: Public Works Manager
Work Plan 2021. ©**

Recommendation: Accept for Information the Management Policy.

2. Public Works Shop Foreman.

■ **Policy 03M-07: Public Works Department: Shop Foreman
Work Plan 2021. ©**

Recommendation: Accept for Information the Management Policy.

3. Natural Gas Manager.

■ **Policy 09M-01: Natural Gas Department: Work Plan 2021. ©**

Recommendation: Accept for Information the Management Policy.

4. Environmental Operations Manager.
 - **Policy 04M-01: Environmental Operations: Work Plan 2021.** ©
 - Recommendation:** Accept for Information the Management Policy.

5. Agricultural Service Board:
 - **Policy 62M-01: Agricultural Service Board: Work Plan 2021.** ©
 - Recommendation:** Accept for Information the Management Policy.

6. Planning and Development:
 - **Policy 61M-01: Planning and Development: Work Plan 2021.** ©
 - Recommendation:** Accept for Information the Management Policy.

7. Safety Officer.
 - **Policy 02M-02: Public Works Department - Safety Officer: Work Plan 2021.** ©
 - Recommendation:** Accept for Information the Management Policy.

8. Fire Chief:
 - **Policy 02M-03: Emergency Services – Fire Chief: Work Plan 2021.** ©
 - Recommendation:** Accept for Information the Management Policy.

9. Finance Manager.
 - **Policy 08M-01: Finance Manager Work Plan 2021.** ©
 - Recommendation:** Accept for Information the Management Policy.

10. GIS Services.
 - **Policy 01M-33: GIS Work Plan 2021.** ©
 - Recommendation:** Accept for Information the Management Policy.

11. Communications Services.
 - **Policy 01M-43: Communication Services Work Plan 2021.** ©
 - Recommendation:** Accept for Information the Management Policy.

6. Correspondence(s):

7. Delegation(s):

8. Executive Session:

Adjournment

SMOKY LAKE COUNTY



Title: Public Works Department: Public Works Manager – Work Plan		Policy No.: 06-12 E
Section: 3 - M	Code: P - A	Page No.: 1 of 8

Purpose: To establish a Public Works Department Work Plan for the Smoky Lake County Public Works Department Program.

Policy Statement and Guidelines:

STATEMENT:

The **Public Works Department Work Plan, Schedule "A"** outlines the Work Schedule of Projects and duties on a daily, weekly, monthly, periodic and seasonal time frame which provides detail work to be undertaken in the Public Works Department Program. Smoky Lake County Public Works Department: Personnel List, **Schedule "B"** outlines the department's personnel and job classifications.

BENEFITS:

The Public Works Department Work Plan will provide the following benefits:

- Broaden the portfolio of the Public Works Department Program.
- Good understanding of the process of the Public Works Department.
- Increase efficiency and strengthen timeframe of deadlines.
- Establishes accountability of the Program.
- Communication Tool.

REVIEW:

The Public Works Department Work Plan will be reviewed and presented to Council on an annual basis beginning of each year.

	Date		
Approved	March 1, 2010	#435-10 – Page 9289	Chief Administrative Officer
Amended	February 17, 2011	#358-11 - Page 9654	
Amended	March 29, 2012	# 416-12 - Page 10022	
Amended	March 1, 2013	# 464-13 - Page 10499	
Amended	March 3, 2014	#350-14 - Page 11116	
Amended	March 20, 2015	#455-15 - Page 11646	
Amended	April 4, 2016	#541-16 - Page 12150	
Amended	March 30, 2017	#586-17 - Page 12592	
Amended	March 13, 2018	#364-18 - Page 12989	
Amended	March 13, 2019	#480-19 - Page 13511	
Amended	March 5, 2020	#618-20 - Page 14036	
Amended	March 4, 2021		



SCHEDULE "A"

PUBLIC WORKS DEPARTMENT: WORK PLAN 2021

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

PUBLIC WORKS DEPARTMENT: WORK PLAN 2021- *Continued*:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
MONTHLY- <i>Continued</i>				
Mid May to October	Rehabilitation.	Shoulder Pulls.	Schedule and direct Work Force.	Improve quality of roads. Document.
March to November	De-Watering.	Rock extraction from beneath water table.	Schedule and direct work force.	Stock pile suitable material for crushing.
May to August	Oil Treatment of Roads.	Hauling of Gravel and Mixing Oil.	Schedule and direct Work Force.	Improve quality of roads. Document.
May to September	Base Stabilization.	Hauling of Gravel and mixing MG30.	Schedule and direct Work Force.	Improve quality of roads. Document and Monitor.
June to October	Construction.	Backsloping, create ditches, raise road surface.	Schedule and direct Work Force.	Improve quality of roads. Document.
May to August	Private Dust Control.	Haul gravel, mix oil and pack.	Schedule and direct Work Force.	Create dust control in front of private residence.
October	Snow Retention	Snow fence installation.	Schedule Warspite snow fence installation.	Hold back drifting onto main street.
October	Replenish Salt Supply.	Contact Salt Supplier.	Research best value.	Fill salt bin.
October	Winter Road Sand Supply.	Screening and Hauling Sand. Co-ordinate calcium blending with sand.	County trucks haul screened sand from White Earth Pit to County Shop yards.	Sand in place for winter icy conditions.
QUARTERLY				
	G.I.S.	Data Updates	Provide information on assets to be installed into the system; updates on gravel and oil based roads, culverts, signage, dust controls, winter flag driveways, fencing, hydro-axe progress, construction and any other pertinent infrastructure.	Monitor assets, location and costs.
PERIODIC				
	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.	Prospective staff selection.	Advertise for specific positions and interview qualified individuals.	Selection of individual most fitting and qualified for the position.
	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.

PUBLIC WORKS DEPARTMENT: WORK PLAN 2021- *Continued*:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC- <i>Continued</i>				
	Five -Year Road Plan	Document Information.	Study roads, determine which roads will need attention and schedule construction.	Budgeting Preparations.
	Fires	Emergency Services Responses.	Assist Fire Department as required. Debriefing.	Monitor Roster for Emergency Services.
	Meeting with Council and Ratepayers.	Address Issues.	Investigate situations.	Document Activities.
	Personnel Communication	Workers Issues.	Improve job execution. Address Concerns.	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.
	Various Meetings with Council: -Departmental Meeting -Committee of The Whole -Aggregate Company Meeting	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, Vilna Cultural Center, H.A.K. School parking lot, Waskatenau hall; upon request.	Parking lot maintenance.	Winter snow removal and summer gravel blading.	Quality Control.
	Regional Heritage Board	Labour Assistance.	Installation of signs and or monuments upon request. Maintenance of Victoria Trail pullouts.	Quality Control.

PUBLIC WORKS DEPARTMENT: WORK PLAN 2021 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC -Continued				
	North Saskatchewan River Boat Launch's.	Maintenance.	Haul away debris and silt build-up from boat launch entrance to the river.	Provide proper access to the river.
Upon Request	Metis Crossing	Maintenance	Provide snow removal and gravel hauling and spreading upon request.	Quality Control.
SEASONAL				
	Road Maintenance.	Snow Removal. Grade Roads. Repair Washouts and control flooding issues. Patch Oiled Roads.	Maintain Crown. Trim shoulders and bring to centre line. Assure proper slope and drainage.	Road Quality Improvement. Document.
	Brushing and tree removal.	Clearing for drainage and Visibility.	Assign proper Work Force.	Safety. Inspect and Document..
As per Work Plan	Hydro-axe.	Mulch brush and trees.	Operate hydro-axe in selected area; provide Ag. Dept. with map showing cleared area ready for spraying.	Improve site lines and overall drainage.
March-April	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 five-year road plan, schedule projects.	Organize road projects. Create calendars.	Document. Monitor. Report.
January	Smoky Lake County Annual Booklet	Annual Report	Document Public Works previous year Projects, maintenance and activities.	Public Awareness.
February - March	Dust Control Advertisement.	Create advertisement.	Submit to local newspapers and County Grapevine.	Accept applications and schedule seasonal dust control applications.
October - November	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 services.
April and October	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.

PUBLIC WORKS DEPARTMENT: WORK PLAN 2021- *Continued*:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
SEASONAL -Continued				
	Haul Road Inspection	Weekly inspections during gravel, oil and log hauling.	Document any damage that was a direct result of hauling; schedule any repair that will be necessary.	Assure haul roads are safe for travel.
April	Grader Operator Meeting	Seasonal Road Maintenance Discussion	Winter and summer road maintenance practices. Gravel recommendations.	Road quality improvement.
October	Plow/Sand Truck Meeting	Winter Road Maintenance Discussion	Repetition of proper snow removal techniques. Discussion and awareness of rough road surfaces inspected and documented prior to the winter season.	Road quality improvement.
October	Pre-Snow Removal Road Inspections	Inspection of County Roadways.	Document any road flaws or obstacles.	Allow for safe snow removal.
October	Pre-Snow Removal Driveway Inspections	Inspection of Flag Driveways.	Document obstructions to avoid during snow removal.	Avoid any incident from occurring.
	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. Document any issues that may need to be resolved.	Provide valuable information to Council in regards to road improvement.
April - November	County Culverts Program	Culvert Monitor and Replacement	Ability to upgrade and add culverts under and along county roadways.	Improve drainage.
August	Smoky Lake Demolition Derby	Site Maintenance	Level and compact surface at the demolition derby site.	Improve riding surface.
	H.A.K. Parking Lot and Access Road	Site Maintenance	Grader blade road and parking surface.	Allow for smooth transportation and improve drainage.
November-April	Church yards and Cemeteries.	Snow removal.	Tractor snow removal upon request.	Allow safe access to church and cemetery locations.
2021 ASSIGNMENTS				
	Gravel Sources.	Exploration for gravel: a. Crown Land b. Private Land	Application for S.M.E.'s on County land. Obtain permission to explore and dig test holes.	Strategic Priorities Operational: 2 - Secure alternate sources of pitrun for crushing purposes.
	Dust Control.	New Methods of Dust Control.	Research and inspect new methods of dust control.	Strategic Plan
NEW	Shop Yard Expansion	Contact Arnold Dubetz	Discuss purchase of land north of county Shop yard.	Yard Expansion.

PUBLIC WORKS DEPARTMENT: WORK PLAN 2021- *Continued*:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
2021 ASSIGNMENTS-<i>Continued</i>				
2022 NEW	Warspite Ferry Landing	Boat Launch Construction upon approval from A.E.P. (Alberta Environment and Parks)	Excavate, shape, place filter cloth and gravel.	Suitable Water Craft Landing.
Sept.-2021	Village of Waskatenau Drainage Ditch.	Drainage Improvement.	Monitor ditch bottom for any obstruction.	Drainage Improvement.
June-2021	Village of Warspite Drainage Ditch; Continue ditching.	Drainage Improvement a. Ditch running from 52 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.
November/March	Snow Removal	Bridge Decks	Incorporate with "Flag" Driveway Snow Removal.	Less travel for tractors completing while travelling to driveways.
May - July	Mons Lake Beach	Beach creation. Waiting approval from A.E.P. (Alberta Environment and Parks)	Haul away overburden and replace with beach sand.	Eliminate overburden erosion and create a suitable beach front.



SCHEDULE "B"

Smoky Lake County: Public Works Department Year - 2021

Personnel List

P.W. Dept.	Seasonal		Winter		Public Works		Road		Construction		Maintenance		Other		Specialized		Other		Other									
	Belly Dump	Tandem	Winter	Winter	Public Works	Public Works	Summer Extraction	Winter Excavation	x. Packer x. General labour x. Sign install. x. Reclaimer x. Grader x. Oil Truck	Installation	Cleaning	Painting	Plumbing	Truck	Back	Other	Sweeping	Winter		Summer	Other							
Babiuk, Dwayne		x	x						x	x	x							x	x	Plow Truck								
Bochar, Jason	x		x															x	x	Low Boy								
Bruce, Garry				x																Plow Truck								
Chemiwchan, Craig	x		x															x		Low Boy								
Chemiwchan, Doug	x		x															x		Low Boy								
Chichak, Wayne	x								x											Low Boy Rock Truck								
Chimko, Marion	x		x																	Welder								
Denesik, Will				x	x				x									x	x	Low Boy								
Dowhanluk, Barry	x								x									x	x	Gravel Checker								
Drew, Dana				x																								
Garner, Ken	x								x									x		Plow Truck Grader								
Jasinsky, Dwayne	x							x-RT	x-RT																			
Kapicki, Dan				x		x												x	x	Grader Snow Tractor Snow Excavator								
Kozma, Gerry	x																	x	x	Shop help - winter								
Kwasniewca, Hank		x		x														x	x	Water Truck Tractor - Winter Rock Truck								
Minallo, Chris			x		x	x											x	x	x	Loader - Contract trucks Tractor - Snow								
Moric, Dale		x		x	x													x	x	Oil Tanker, Low Boy, Water Tanker, Cat, skid steer								
Nowoski, Mar		x	x																									
Podolski, John	x																											
Pritchard, Dwayne	x																											
Pritchard, Dwight		x	x																	Hydro Axe								
Rurka, Robert	x																			Tractor, Oil Truck, Garbage Truck, Belly Dump								
Smith, Rick				x				x-TH	x-TH																			
Trufyn, Matt		x	x	x																Plow Truck								
Watamaniuk, Justin					x	x		x-RT	x-RT											Plow Truck, Garbage Truck, Rock Truck, Oil Truck-Tandem								
Watamaniuk, Kirstin	Scale Shack Operator and Public Works Clerk																											Patching

NOTE: General Maintenance- All employees assist with Signs, Brushing, Tree Removal, Garbage Removal, Inventory, Assist other County Departments. Full-time basis and as duties needed.

Primary Job
Seasonal
Casual

SMOKY LAKE COUNTY



Title: Public Works Department: Shop Foreman Work Plan		Policy No.: 07-12	E
Section: 3 - M	Code: P - A	Page No.: 1 of 5	
Purpose:	To establish a Public Works Shop Foreman Work Plan for the Smoky Lake County Public Works Department Program.		

Policy Statement and Guidelines:	
STATEMENT:	
<p>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. Smoky Lake County Public Works Department: Shop Foreman Personnel List, <i>Schedule "B"</i> outlines the department's personnel and job classifications.</p>	
BENEFITS:	
<p>The Public Works Department Work Plan of the Shop Foreman will provide the following benefits:</p> <ul style="list-style-type: none"> ■ Broaden the portfolio of the Public Works Department Program. ■ Good understanding of the process of the Public Works Department. ■ Increase efficiency and strengthen timeframe of deadlines. ■ Establishes accountability of the Program. ■ Communication Tool. 	
REVIEW:	
<p>The Public Works Department Shop Foreman Work Plan will be reviewed and presented to Council on an annual basis beginning of each year.</p>	

	Date		
Approved	March 1, 2010	#437-10 – Page 9292	
Amended	February 17, 2011	#359-11 - Page 9656	
Amended	March 29, 2012	#418-12 - Page 10024	
Amended	March 1, 2013	#467-13 - Page 10502	
Amended	March 3, 2014	#352-14 - Page 11120	
Amended	March 20, 2015	#456-15 - Page 11649	
Amended	April 4, 2016	#542-16 - Page 12154	
Amended	March 30, 2017	#587-17 - Page 12595	
Amended	March 13, 2018	#365-18 - Page 12992	
Amended	March 13, 2019	#481-19 - Page 13514	
Amended	March 5, 2020	#619-20 - Page 14040	
Amended	March 4, 2021		

Chief Administrative Officer



SCHEDULE "A"

PUBLIC WORKS DEPARTMENT: SHOP FOREMAN WORK PLAN 2021

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
DAILY				
1 Hour	Six 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. Strat Plan 1.2e
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.	Strat Plan 1.2a
½ Hour	Pre-job assessment	Discuss which units to be repaired and recognize hazards.	Repair units accordingly and in a timely fashion.	Keep vehicles and equipment mobile.
WEEKLY				
2-3 Hours	Review purchase orders and invoices.	Sign and verify prices.	Make sure that we are charged for only items purchased, companies, are paid on time to avoid interest charges.	To keep equipment and vehicles mobile for projects.
½ - 1 Hour	Monday morning tool box meeting.	Discuss with employees daily procedures and equipment or vehicles being worked.	Designate equipment or vehicles to be worked on.	To keep equipment and vehicles mobile for projects.
1 ½ Hours	Management Meetings.	Meet with all management departments.	Update departments on Public Works Shop activities for the week.	Monitor and complete tasks. Communicate. 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
MONTHLY				
1-8 Hours UPDATED	325 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.

PUBLIC WORKS DEPARTMENT: SHOP FOREMAN WORK PLAN 2021- *Continued*:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
MONTHLY- <i>Continued</i>				
1-3 Hours	Report to Council.	Enter information into envisio reporting.	Maintenance on vehicles completed during previous month.	Deliver for Agenda Package. Strat Plan 1.1f
1-3 Hours	Safety Committee Meeting.	Attend and discuss safety issues.	Implement safety procedures.	Keep work place safe.
Occasional	Budget.	Review budget numbers.	Monitor progress.	Document.
PERIODIC				
1-3 days	31- Annual 3-Semi-Annually x 2 37 in total CVIP's on trucks, trailers, vans and buses. Trailers are done from December to February. Trucks are done from March to April.	Remove all wheels and brake drums, measure drums and shoes, replace any worn items, do all repairs required at this time. CVIP's and repairs may take from 1 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.	Keep equipment and vehicles mobile and repaired in a timely fashion.
As per budget	Spec out vehicles and equipment to be purchased for all departments.	As per Five-Year Capital Asset Budget.	Obtain spec.	Communicate. Supply budget numbers for year.
SEASONAL				
1-2 days	8 – Graders ready for winter Starting October 1 st . 2-3 graders at a time.	Change hydraulic, transmission and engine oil, install snow equipment.	Make sure maintenance is done according to manufacturer's specs.	Keep equipment mobile.
1-2 days	4 – Tractors.	Install snowblade.	Prepare for winter snowplowing.	Keep equipment mobile.
1-2 days UPDATED	3 – Sand trucks ready for October. 1 extra plow truck	Install sanders and snowplows. Remove cold mix patcher body.	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 season.	Keep equipment mobile.
1 – 2 days UPDATED	4 – Trucks ready for summer – April	Remove sanders and plows. Install cold mix patcher body	Prepare for gravel and patching 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.	Install as required when necessary.	Prepare for winter snowfall and summer projects.	Keep equipment mobile.
As required	15-20 Units: Prepare fire equipment for fire season. At all times 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.

PUBLIC WORKS DEPARTMENT: SHOP FOREMAN WORK PLAN 2021- *Continued*:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
SEASONAL – <i>Continued</i>				
1 day	Annual Safety Meeting	Discuss plans for the year and upcoming updates.	Inform staff of changes.	So staff understands what our goals are.
1-2 days	Work plan	Update work plan as necessary.	Make any necessary changes to reflect current tasks.	Keep Council informed of changes.
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.
1-2 days when time permits	Contract CVIPs	Commercial Vehicle Inspections on private trucks.	Inspect as per Alberta Transportation specs as we are a carrier open inspection facility.	Added revenue to County \$300/inspection.
3 days	RUSA Convention.	Attend seminars.	To get new information on products and services and new regulations.	Change with times.
1 day	RMA Spring Convention	Meet with various Suppliers.	To get new information on products and services and new regulations.	Keep current on new items.
1-2 days	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
CVIP's	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	



SCHEDULE "B"

Smoky Lake County: Public Works Department: Shop Foreman Year - 2021

Personnel List

	Shop Foreman	Mechanic	CVIP Technician	Welder	Shop Helper	Apprentice	Shop Clerk
Dave Kully							
Ed Pirzek							
Mike Skoreyko							
Mark Fedoretz							
Larry Kokotilo							
Ryden Shapka							
Darline Zdebliak							
NOTE:							

FULL TIME

SMOKY LAKE COUNTY



Title: Natural Gas Department: Natural Gas Manager Work Plan		Policy No.: 01-10	E
Section: 9 - M	Code: P - A	Page No.: 1 of 6	

Purpose:	To establish a Natural Gas Department Work Plan for the Smoky Lake County Natural Gas System.
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Policy Statement and Guidelines:**STATEMENT:**

The Natural Gas Department Work Plan, *Schedule "A"* outlines the Work Schedule of Projects and duties on a daily, weekly, monthly, periodic and seasonal time frame which provides detail work to be undertaken in the Natural Gas System. Smoky Lake County Natural Gas Department: Personnel List, *Schedule "B"* outlines the department's personnel and job classifications.

BENEFITS:

The Natural Gas Department Work Plan of the Natural Gas Manager will provide the following benefits:

- Broaden the portfolio of the Natural Gas System.
- Good understanding of the process of the Natural Gas Department.
- Increase efficiency and strengthen timeframe of deadlines.
- Establishes accountability of the Program.
- Communication Tool.

REVIEW:

The Natural Gas Department Work Plan will be reviewed and presented to Council on an annual basis beginning of each year.

	Date		
Approved	March 1, 2010	#438-10 – Page 9294	Chief Administrative Officer
Amended	March 1, 2013	#469-13 – Page 10507	
Amended	March 3, 2014	#353-14 - Page 11122	
Amended	March 20, 2015	#457-15 - Page 11652	
Amended	April 4, 2016	#543-16 - Page 12156	
Amended	March 30, 2017	#588-17 - Page 12597	
Amended	March 13, 2018	#366-18 - Page 12994	
Amended	March 13, 2019	#482-19 - Page 13516	
Amended	March 5, 2020	#620-20 - Page 14042	
Amended	March 4, 2021		



SCHEDULE "A"
NATURAL GAS DEPARTMENT: NATURAL GAS MANAGER
WORK PLAN 2021

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
DAILY				
2-8 Hours	Line locates	Locate and mark County gas lines for construction, seismic, and whoever is working by County gas lines.	Insure gas lines are located and properly marked. Manpower of 2 to 3 men.	Eliminate the possibility of disrupted gas service due to damage lines.
2-6 Hours	Customer complaints	Gas odor calls, on-off readings of meters, listen to general complaints.	Answer customer questions, delegate duties, going out to customer residents.	Document and monitor service for improvements.
1-2 Hours	Documentation of jobs	Complete necessary documentation work completed.	Address and monitor tasks.	Accountability.
0.5 Hours	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 Hour	Pre job meetings	Complete necessary paper work.	Identify and record hazards and control measures.	Safety at job site.
After Office Hours	On-Call	Man emergency phone.	Take after hour's emergency calls.	Continuance of gas service.
WEEKLY				
12 Hours	RMO Checks	Check RMO stations.	Record station operations, metering, meter oil levels, odorant, glycol, heaters, and line heaters.	Insure gas quality and operation of the station to insure continuous gas flow.
1.5 Hours	Management meeting	Meet with all management departments.	Update all departments of Natural Gas Department activities for the week.	Discuss and work with all departments. Help each other.
1-3 hrs.	Invoicing	Check Customer Service Requests.	Invoice for third party work.	Provides income for gas department.
1 hr.	Clean truck	Maintain a professional appearance.	Keep County vehicle clean.	Adhere to County Policy.
1 Hour	Utility Personnel Meeting	Communicate projects and tasks.	Work schedules reviewed for the week and month.	Education and monitoring.
2 Hour	Tool Box meeting	Communicate with all departments.	Review any incidents and report weekly activities.	Learn from past experiences.
MONTHLY				
1 Hour	Magazine check	Explosive inventory.	Check and record inventory.	Legal requirement.
20 Hours	Odor sample	Checking for gas quality.	Take sniff tests at different locations from each RMO and record.	Insures sufficient odor in gas line for customer safety and address legal requirements.
4 hrs.	Gas balancing	Check differences between bought gas and sold gas.	Document gas purchase verses gas sold.	Gives an indication of possible gas loss problems.
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 2021 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
MONTHLY-Continued				
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.	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.
1-8 hrs	Paperless billing	Set up customers monthly gas bills to be sent by email.	Send out notification that it is available, gather information from interested customers, and enter into our system.	Less paper consumed, less time spent folding and putting bill in envelopes, and less postage costs.
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.
PERIODIC				
2-3 Hours	Vehicle maintenance	Oil changes and general truck maintenance.	Assist in oil change and general repair when necessary.	Safe and well-maintained vehicle.
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 to fulfill the plan.	Communicate and educate.
80 hrs.	Equipment maintenance	Change oil, general repair and replacement.	Complete oil changes and lubrication.	Well maintained equipment works longer.
40 hrs	Utility meetings	Manager report.	Prepare request for decisions, agendas.	Communicate with council on activities happening in the department and natural gas industry.
40 hrs.	Budget meetings	Research information.	Prepare budgets for operating and capital purchases.	Long term financial stability.
20 hrs.	Replace defective gas meters	Replace gas meters if they have stopped reading gas.	Monitor readings monthly, inspect or replace meters that have stopped metering gas.	Accurate balancing and payment for gas used.
20 hrs.	Departmental meetings	Compile all information.	Prepare departmental work plan.	For all to know what the department does.
250 hrs.	Leak detection	Underground leaks.	Find and repair leaks.	Prevent gas loss and maintain public safety.
10 Hrs.	Job interviews	Interviewing for new staff	Advertise and arrange interviews.	Hire best available candidate when approved.
5 hrs.	Employee evaluations	Evaluate staff.	Complete documentation of evaluation.	Improve working relation and communication.

NATURAL GAS DEPARTMENT: NATURAL GAS MANAGER WORK PLAN 2021 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC- Continued				
4 hrs.	Work plan	Plan for the upcoming year :2021.	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.
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	Tetler bag samples	Collect sample bags of gas.	Take samples for each RMO at different locations, send away for a lab analysis.	Required legally. Provide documentation of gas quality.
151 hrs.	Compressed natural gas trailer	Provide compressed natural gas in emergency situations.	Travel to various locations with CNG trailer.	Provide emergency gas for other Gas Co-ops and Third party jobs.
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.

NATURAL GAS DEPARTMENT: NATURAL GAS MANAGER WORK PLAN 2021 - *Continued*:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC- <i>Continued</i>				
25 to 30 days	Other duties	Office.	Do bank deposits, take mail out, help with stuffing gas bills.	Make for good working relationship with office staff.
40 Hours	O & M Policy	Check if we are complying with the O & M Policies.	Fix, install or replace necessary equipment.	Comply with O & M Policy Manual Operations.
192 Hours	Inventory	Take inventory at shop.	Physical count all inventory in our shop.	Monitoring for year-end.
SEASONAL				
May to November	Construction	Install gas lines.	Construct new gas services.	New customers.
May to November	Construction	Install underground lines.	Install underground power lines, phone lines, temporary water and secondary gas lines.	Generates an income and helps County customers.
May to November	Construction	Wash and bleach all equipment.	Wash and bleach equipment used in construction prior to crossing property lines.	Prevent the spread of Club Root by this department.
May to November	Sign installation	Replace and install new signs.	Install new sign at new construction crossings and replace old unreadable or damaged ones.	Make people aware of gas lines crossing roads, etc.
8 to 80 Hours	Cut and Caps	Terminate released lines.	Dig up gas lines that have been released, cut and cap the service.	Remove unwanted gas lines.
May to November	Maintenance	Maintain facilities.	Do maintenance on above ground facilities (Reg Stations, RMO's, etc).	Tighten the system, less leaks more profit.
ASSIGNMENTS				
15 Hrs.	Automatic Meter Readings	Group AMR meter customers.	Group AMR customers to Taps and individual regulating stations.	Use for gas loss and balancing



SCHEDULE "B"

Smoky Lake County: Natural Gas Department Year - 2021

Personnel List

	Gas Manager	Gas Servicemen	Labourer
Daniel Moric	■		
James Vezeau		■	
Barry Letwin		■	
Daniel Malysh		■	
William Gray		■	
Summer Labourer			■
NOTE:			

FULL TIME

SEASONAL



Title: Environmental Operations Management Work Plan		Policy No.: 01-11
Section: 04 – M	Code: P – A	Page No.: 1 of 11 E

Purpose:	To establish an Environmental Operations Work Plan for the Smoky Lake County for the Environmental Operations of Water, Wastewater and Waste Management Program.
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Policy Statement and Guidelines:

STATEMENT:

The Environmental Operations Management Work Plan, *Schedule "A"* outlines the Work Schedule of Projects and duties on a daily, weekly, monthly, periodic and seasonal time frame which provides detail work to be undertaken in the Environmental Operations for Water, Wastewater and Waste Management Program. Smoky Lake County Environmental Operations Department: Personnel List, *Schedule "B"* outlines the department's personnel and job classifications.

BENEFITS:

The Environmental Operations Management Work Plan will provide the following benefits:

- Broaden the portfolio of the Environmental Operations of Water, Wastewater and Waste Management Program.
- Good understanding of the process of the Environmental Operations of Water, Wastewater and Waste Management Department.
- Increase efficiency and strengthen timeframe of deadlines.
- Establishes accountability of the Program.
- Communication Tool.

REVIEW:

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.

	Date		
Approved	January 12, 2009	# 014-09 - Page 33	<hr/> Chief Administrative Officer
Amended	January 10, 2012	# 233-12 – Page 130	
Amended	March 1, 2013	#472-13 - Page 10509	
Amended	March 3, 2014	#354-14 - Page 11125	
Amended	March 20, 2015	#458-15 - Page 11655	
Amended	April 4, 2016	#544-16 - Page 12160	
Amended	March 30, 2017	#589-17 - Page 12599	
Amended	March 13, 2018	#367-18 - Page 12996	
Amended	March 13, 2019	#483-19 - Page 13518	
Amended	March 5, 2020	#621-20 - Page 14044	
Amended	March 4, 2021		



SCHEDULE "A"

Environmental Operations Management: WORK PLAN 2021

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
DAILY				
½ Hour	Communication: Phone calls or emails from ratepayers, councilors and office.	Address issues regarding complaints or billing inquiries.	Inspect and Access provide reply if required.	Rectify and Document the issue.
¼ Hour	Organize daily projects.	Communicate plan, and safety concerns.	As per assigned work.	Time sheets.
¼ Hour	Morning mail	Collect County mail.	Collect and or mail if required and pick up parcels.	Provide mail to front desk.
¼ Hour	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 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.

Environmental Operations Management: WORK PLAN 2021- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
DAILY- Continued				
½ hour	Check on pumps and Booster station at the Smoky Lake regional station	Monitor pressure and chloramine residuals. Tend to the booster station. If results are not satisfactory the operator will trouble shoot the system.	Tend to adjustments required.	Record results on daily logs. Level 2 water distribution certification required.
½ hour	Check regional equipment and testing at the Vilna and Waskatenau water facilities	Collect water samples and testing for mono and free chloramine.	Tend to adjustments if required.	Record results on daily logs. Level 2 Water Treatment certification required.
1 hour	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. Keep these records for 3 years.
½ hour	Edward booster station check	Monitor pressure and pump runtimes, assure system is properly operating.	Tend to adjustments is required.	Record results on daily logs. Level 2 water distribution certification required.
½ hour	Check on Warspite Booster station	Assure proper operation of pumps and monitor pressure.	Tend to adjustments when required.	Record results on daily logs. Level 2 water distribution certification required.
½ hour NEW	Check Regional side of Whitefish Lake Reservoir.	Monitor water and chemical levels. Assure the system is in proper working order.	Tend to adjustments and visual inspections of system. Add chemicals when required.	Record results on daily logs. Level 2 water treatment required.
WEEKLY				
½ hour	Safety Meeting	Report Verbally.	Listen to 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 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 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.

Environmental Operations Management: WORK PLAN 2021 - *Continued*:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
WEEKLY - <i>Continued</i>				
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.
3 hours	Check on pumps and Booster station at the Egremont regional station	Monitor pressure and chlorine residuals. Tend to the booster station. If results are not satisfactory the operator will trouble shoot the system.	Adjust chlorine and ammonia pumps to ensure monochloramine levels are sufficient.	Record work done for future inquires. Service and maintain equipment.
24 hours	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.

Environmental Operations Management: WORK PLAN 2021- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
WEEKLY - Continued				
12 hours Winter 24 hours Summer	Smoky Lake Transfer Station/Landfill	Waste Transfer Operator is provided on site for maintenance and directing the public.	Direct public, maintain recycling sites and take it or leave it shack, weed trimming, picking litter, keeping records of loads brought in, and charging customers when required while providing receipts.	Maintain all logs and inform the manager of incidents, requirements and issues that may arise. All transfer stations and Landfills must have an operator present as per Alberta Environment and Parks requirements and must have a basic transfer station certification.
12 hours Winter 16 hours Summer	Bellis Transfer Station	Waste Transfer Operator is provided on site for maintenance and directing public.	Direct public, maintain recycling sites, weed trimming, picking litter, keeping records of loads brought in, and charging customers when required while providing receipts.	Maintain all logs and inform the manager of incidents, requirements and issues that may arise. All transfer stations must have an operator present as per Alberta Environment and Parks requirements and must have a basic transfer station certification.
12 hours Winter 16 hours Summer	Spedden Transfer Station/Landfill	Waste Transfer Operator is provided on site for maintenance and directing the public.	Direct public, maintain recycling sites, weed trimming, picking litter, keeping records of loads brought in, and charging customers when required while providing receipts.	Maintain all logs and inform the manager of incidents, requirements and issues that may arise. All transfer stations must have an operator present as per Alberta Environment and Parks requirements and must have a basic transfer station certification.
MONTHLY				
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.
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.

Environmental Operations Management: WORK PLAN 2021- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
MONTHLY-Continued				
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 valuable information regarding our own sites, compare ideas and networking.	Agenda package is forwarded to the utility meeting agenda.
PERIODIC				
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	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 all the new infrastructure that will be operating.	File all records of meetings to assist with future issues.
1 hour	Whitefish Lake Offsite Reservoir construction/technical meeting	Attend Regional Reservoir technical meeting, and onsite construction, become aware of the site and its operation.	Provide input regarding the County's and regional Waterline Commissions interests.	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.

Environmental Operations Management: WORK PLAN 2021- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC-Continued				
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	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.
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. Hold a pre job meeting to identify any safety issues that may arise. 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.

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC-Continued				
80 hours NEW	Dismantle and reconstruct Spedden waste bin site	Notify the public on social media and signs. Move existing bins to a designated temporary location. Remove existing fence. Prepare site to create room for more bins and to assure there are no encroachment issues. Erect fence and gates and bring back the bins to the new location.	Notify public regarding site changes. Complete First Calls. And maintain a tidy and clean site for the public.	Document all the work completed for future interest.
16 hours NEW	Move recycled oil containment are inside covered storage area at the Smoky Lake transfer site.	Remove items tidy up the existing storage sites. Move the oil recycling tank inside and include the barrels for filters and pail storage at this site.	Notify the public of Changes and maintain a clean and tidy used oil recycling site.	Document all the work completed and costs for future interests. Notify Evergreen Waste Management of the completion of this project.
8 hours NEW	Site prep and move oil recycling site into newly proposed containment shack combined with take it or leave it shack at the Bellis Transfer station	Move skid shack to designated area and move oil containment tank, filter barrels and pails inside. Install signage.	Notify the public of changes of oil containment and the availability of the take it or leave it service.	Document all the work completed and costs for future interest. Notify Evergreen Waste Management of the completion of this project.
8 hours NEW	Site prep and move oil recycling site into newly proposed take it or leave it shack to the Spedden transfer station.	Move Skis shack to designated area and move oil containment tank, filter barrels and pails inside. Install signage.	Notify the public of the new take it or leave it service that is provided.	Document all the work completed and costs for future interests. Notify Evergreen Waste Management of the completion of this project.
4 hours NEW	Prepare site and move the newly proposed take it or leave it shack to the Spedden Transfer site	Move skid shack to designated area and install signage.	Notify the public of the new take it or leave it service that is provided.	Document all the work completed and costs for future interests. Notify Evergreen Waste Management of the completion of this project.
SEASONAL				
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 hour	Review water pricing	Review price increases or decreases in water rates from Capital Region Waterloine Services Commission	Bring rates forward to Council with an updated draft of the Water and Sewer Bylaw with proposed changes.	Follow Councils decision and bill accordingly.

Environmental Operations Management: WORK PLAN 2021- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
SEASONAL - Continued				
1 month approximately 1 hour per day.	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.
2 hours or depending on amount of applicants	New hire on if required.	Create add for position and have it advertised in house if no eligible candidate then publicly advertise.	Review all applications, contact references, arrange for interviews.	Notify all applicants of the final decision. Prepare successful candidate for employment, provide payroll clerk necessary information and have new employee safety oriented
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 36 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.

Environmental Operations Management: WORK PLAN 2021- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
SEASONAL - Continued				
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.
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	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.
1 hour	Waste site Seasonal time changes	Have the winter/summer hours posted on the website and other County information sites, regarding the Landfills and Transfer stations.	Notify all staff which this may affect.	Continue to inform public and re-advertise if necessary.
2 hours	Update workplan	List new projects and maintenance of new facilities, and jobs that have been introduced to the department.	Review the expectations of the department and duties that have been added or removed, list accordantly.	Maintain records for future development and follow current work plans direction.



SCHEDULE "B"

Smoky Lake County: Environmental Department Year - 2021

Personnel List

	Water Stations	Waste Water	Regional Water	Skid Steer	Garbage Truck	Smoky Lake Transfer St.	Bellis Transfer St.	Spedden Transfer St.	Vilna Transfer St.	Transfer Station Maintenance
	Water	Water	Water	Waste	Waste	Waste	Waste	Waste	Waste	Waste
Terry Bodnar				If not busy with water						If not busy with water
Lorne Fedirchuk					Fill in for Syd					If not busy with water
Syd Kuryliw				1 day a week if Terry busy	3 days a week					
Ed Kuchera						3 days/week (summer) 2 days/ week (winter)	1 day a week			
Edgar Lacasse								2 days a week		
Scotty Keller							1 day a week			
Scott Adamson										2 days a week
Kal Mallory						Called when nobody available				
Walter Mazur								Called when nobody available		
NOTE:										

PRIMARY JOB

PART TIME

CASUAL

SMOKY LAKE COUNTY



Title: Agricultural Service Board – Agricultural Fieldman Work Plan		Policy No.: 01-14
Section: 62 – M	Code: P– A	Page No.: 1 of 8 <i>E</i>

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

	Date		
Approved	January 12, 2009	# 174-09 - Page 8832	Chief Administrative Officer
Amended	January 14, 2010	# 233-10 - Page 9200	
Amended	January 24, 2011	#241-11 - Page 9603	
Amended	January 10, 2012	#217-12 - Page 9936	
Amended	March 5, 2012	#366-12 - Page 9987	
Amended	March 1, 2013	#473-13 - Page 10514	
Amended	March 3, 2014	#355-14 - Page 11129	
Amended	March 20, 2015	#459-15 - Page 11661	
Amended	April 4, 2016	#545-16 - Page 12166	
Amended	March 30, 2017	#590-17 - Page 12603	
Amended	March 13, 2018	#368-18 - Page 13001	
Amended	March 13, 2019	#484-19 - Page 13523	
Amended	March 5, 2020	#622-20 - Page 14049	
Amended	March 4, 2021		



SCHEDULE "A"



AGRICULTURAL SERVICE BOARD: WORK PLAN 2021

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcome
DAILY				
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. Include proper departments on concern if needed.	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.
WEEKLY				
1hr	Manager Meetings	Meet with all department heads to ensure open communication between departments.	Assist other departments as required.	Communication tool. Method of accountability for the department
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 and safety.
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.
MONTHLY				
2-3 hrs	Monthly Reports to Council	Cascade Report.	Fill out report.	Maintain record of reports. Method of communication to Council and administration as to what the Ag. Department has done for the past 2 months.
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	Joint Health and 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.

AGRICULTURAL SERVICE BOARD: WORK PLAN 2021- *Continued*:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
MONTHLY - <i>Continued</i>				
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.
PERIODIC				
2-3 days	Job Interviews	Interviewing staff.	Advertise and arrange interviews.	Hire staff as required.
1 day	Northeast AAAF Regional Meeting	Attend meetings.	Meet with NE AAAF members to discuss agricultural issues of mutual concern.	Bring back issues to Council.
	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. Report to Alberta Agriculture.	Issue 1080 tablets to qualified producers. Reduction of coyote predation in livestock.
1 day	Wild Boar On-Farm Inspections	Investigate reports of Wild Boar at large and enforce Prohibited Animals Bylaw 1307-17.	Carry out require duties under the Agricultural Pest Act of Alberta.	Ensure wild boars are not at large in Alberta or Smoky Lake County.
5-10 days	Agriculture Workshops	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.
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 number of producers helped with grant applications.
SEASONAL: Yearly Outline				
January February	Agricultural Service Board Conference	Attend 3-day conference.	Book rooms. Complete registration packages.	Advise.
1-2hrs	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.
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.
5 days	Renew Licenses	Renew explosives and damage control licenses.	Complete the paperwork and submit.	Maintain records.
2 days	ASB Work Plan	Plan for the upcoming year-2021 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.

AGRICULTURAL SERVICE BOARD: WORK PLAN 2021 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
SEASONAL: Yearly Outline - Continued				
15-30 days NEW	ASB Staff Continuing Education	Continuing education.	Take applicable courses to the ASB.	Maintain and improve on existing knowledge and experience within the agricultural sector.
5 days NEW	DFO Blasting Submissions	Submit Notification Forms and Project review forms to the DFO	Pre-submit to the DFO on areas we suspect will be issues for flooding in the Spring based on historical data.	Be prepared for Spring trapping and blasting season.
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.
March April	Preparations for 2021 Summer Season	Order supplies. Review work plans and polices and prepare as required. Obtain easements as required.	Order herbicide, dynamite, strychnine, mower blades.	Monitor Budget. Maintain Records.
2-3 days	Hire summer staff	Hire summer staff for the Ag Department.	Advertise and interview if necessary.	County orientation.
5 days	Equipment Preparations	Prepare spraying and mowing equipment.	Mount sprayer and calibrate. Inspect equipment and maintain as needed.	Maintain records. Equipment ready for work.
3 days	Classroom Agriculture Program	Prepare a presentation and samples to deliver to students.	Give presentation to Grade 4 students whose teachers sign up for the program in the County.	Keep students connected to the agriculture in their area.
5 days	Farmer Appreciation Event	Plan to host event in conjunction with Bellis 4-H.	Buy supplies, prepare hall, coordinate with 4-H, book speakers or tradeshow.	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 days	ASB Poster Contest	Prepare poster contest packages to deliver to schools with theme for the year.	Pick up poster contest submissions from schools, display for council and distribute prizes.	Engage with students in our community.
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	Annual Safety Day	Attend Annual safety day.	Bring forward any safety concerns with the department.	Work safely. Communicate safety concerns appropriately.
May	Problem Wildlife	Beaver Control.	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.

AGRICULTURAL SERVICE BOARD: WORK PLAN 2021- *Continued*:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
SEASONAL: Yearly Outline - <i>Continued</i>				
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.
45 days	Spraying Program	The East half of the County is the target area of 2021. Spot spraying will be conducted in Zone 1 with remaining herbicide.	Spray for noxious weeds as required by the Weed Control Act of Alberta and brush for sightline safety on roads.	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.	Assistant Pesticide Applicator 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. Networking and relationship building with local producers
3 days	ASB Grant Reporting	Submit ASB year-end final report for 2020.	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.
June July August September	Roadside Spraying	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.
	Roadside Mowing	Grass Cutting Program.	Mow all County ROW's, as per Policy Statement 62-28 Mowing Program .	Document map records.
	Keep weekly records of Mowing progress and submit to GIS department for data input	Keep weekly records for GIS data.	Ensure records are submitted weekly to GIS department.	Maps and Data readily available for Ag Service Board meetings.

AGRICULTURAL SERVICE BOARD: WORK PLAN 2021 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
SEASONAL: Yearly Outline - Continued				
16 days	Pest Monitoring	Insect inspections and other.	Check Bertha Armyworm traps, Swede Midge Traps, Grasshopper surveys.	Maintain records.
20 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	Spot spraying to be completed in Zone 1 and problem patches in Zones 2 and 3.	Target infestations of noxious weeds.	As per Vegetation Management Policy (62-15) and Tansy Reduction Policy (62-23) .
3 days	Grasshopper Survey Program	Grasshopper survey inspections.	Inspect ditches and fields for grasshoppers as required by Alberta Agriculture.	Maintain records.
7 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.
1 day	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.
October	Problem Wildlife	Beaver dam control.	Install gizmos and remove dams to alleviate water issues for farmers and county infrastructure.	Maintain records. Develop site plan.
5 days	Spraying Equipment	Spray out and winterize spraying equipment to be 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 Policy Statement 62-12 Clubroot .	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.
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.

AGRICULTURAL SERVICE BOARD: WORK PLAN 2021 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
SEASONAL: Yearly Outline - Continued				
November and December	Training – AAAP IST	Annual In-Service Training for 4 days.	Attend IST, other relevant training opportunities.	Gain credits to maintain Pesticide Applicator License. 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.
5 days	Inventory	Take mileage, chemical, poison, explosives supply inventory.	Count supplies.	Maintain records.
1 day	Review of 2021 Action List	Review Action Lists from all ASB meetings that year.	Update Action List binder.	Ensure no action list items are missed.
SEASONAL: 2021 PROJECTS				
	Spraying and Weed Inspection Project	Re-structure Spraying program with new herbicide mower.	Re-structure duties for spraying and weed inspecting.	Redefined program with a designated weed inspector and sprayer operators.



SCHEDULE "B"



Smoky Lake County: Agricultural Department Year - 2021

Personnel List

	Agricultural Fieldman	Assistant Agricultural Fieldman	Weed/Pest Inspector	Seasonal Trapper	Vegetation Management Technician	Mower Operator
Carleigh McMullin						
Amanda Kihn						
Summer Student					Primary	
Trevor Cameron				Primary		
Perry Phillips						Primary
Paul Skarlicki						Primary
Don Pashishnek						Primary

NOTE:

FULL TIME

SEASONAL



SMOKY LAKE COUNTY

Title: Planning & Development Manager: Work Plan		Policy No.: 01-10	E
Section: 61 - M	Code: P - A	Page No.: 1 of 13	

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

	Date		
Approved	August 22, 2012	#748-12 – Page 10132	<hr style="width: 80%; margin: 0 auto;"/> Chief Administrative Officer
Amended	March 1, 2013	#474-13 – Page 10517	
Amended	March 3, 2014	#356-14 – Page 11132	
Amended	March 20, 2015	#460-15 - Page 11666	
Amended	April 4, 2016	#547-16 - Page 12173	
Amended	March 30, 2017	#591-17 - Page 12607	
Amended	March 13, 2018	#369-18 - Page 13004	
Amended	March 13, 2019	#485-19 - Page 13526	
Amended	March 5, 2020	#623-20 - Page 14052	
Amended	March 4, 2021		



**SCHEDULE “A”
PLANNING AND DEVELOPMENT: WORK PLAN 2021**

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

PLANNING AND DEVELOPMENT: WORK PLAN 2021 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	VERIFIED OUTCOME
WEEKLY			
4-6 hours/ application	Development Permits: Permitted Use or Variances under 25%	<ul style="list-style-type: none"> ▪ Meet with applicant to discuss the proposed development. ▪ Refer/discuss development proposals with other department heads as necessary. ▪ Review application to ensure that it is in compliance with the County’s planning documents (LUB, MDP, ASPs & IDPs where applicable). ▪ Collect Development Permit fees as per County Bylaw 1387-20: <i>Planning and Development Fees</i>. ▪ Prepare and send external agency referrals as necessary. ▪ Input application into MuniSightPD for coordination with The Inspections Group and other County departments. ▪ Draft Development Permit (including conditions) and send to applicant. ▪ Forward a copy of the issued Development Permit to the County’s Assessor, Safety Codes Agency, Gas Department and Peace Officer. ▪ Update Development Permit Listing. 	<ul style="list-style-type: none"> ▪ <u>Legislative requirement:</u> Issue notice of application completion within 20 days & decision for Development Permits within the 40 day timeframe prescribed under the MGA. ▪ Development Permit applications will be processed in a timely and consistent manner.
9-11 hours/ application	Development Permits: Discretionary Use or Variances above 25%	<ul style="list-style-type: none"> ▪ Meet with applicant to discuss the proposed development. ▪ Refer/discuss development proposals with other department heads as necessary. ▪ Review application to ensure that it is in compliance with the County’s planning documents (LUB, MDP, ASP & IDPs where applicable). ▪ Collect Development Permit fees as per County Bylaw 1387-20: <i>Planning and Development Fees</i>. ▪ Prepare and send external agency referrals as required. ▪ Prepare Development Report for MPC (Municipal Planning Commission) review and consideration. ▪ Prepare Public Notice for County website and newspapers. ▪ Prepare Notice of Decision in follow-up to MPC decision and mail to applicant. ▪ Prepare Adjacent Landowner Notification package (includes letter to adjacent landowner, FOIP Notice of Decision, FOIP Development Permit Application, Location Map) and mail to adjacent landowners. ▪ If no appeals are received during the 14-day appeal period, draft and issue Development Permit to the applicant. ▪ Forward a copy of the issued Development Permit to the County’s Assessor, Safety Codes Agency, Gas Department and Peace Officer. ▪ Update Development Permit Listing. 	<ul style="list-style-type: none"> ▪ <u>Legislative requirement:</u> Issue notice of application completion within 20 days & decision for Development Permits within the 40 day timeframe prescribed under the MGA. (The 40 day timeframe does not include the advertising period). ▪ Development Permit applications will be processed in a timely and consistent manner.

PLANNING AND DEVELOPMENT: WORK PLAN 2021 CONTINUED

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

PLANNING AND DEVELOPMENT: WORK PLAN 2021 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	VERIFIED OUTCOME
WEEKLY - CONTINUED			
6-8 hours/ application	Subdivision Application referrals from Subdivision Authority (Municipal Planning Services)	<ul style="list-style-type: none"> ▪ Review application and provide comments to ensure compliance with Statutory and Non-Statutory Plans. ▪ Discuss files with applicable department heads as needed. ▪ Compile adjacent landowners list for referral of subdivision application. ▪ Complete referral documents, scan to computer and send to Subdivision Authority. ▪ Coordinate approach inspections with the County Road Foreman once subdivisions have received conditional approval. ▪ Draft and print a Development Agreement for each subdivision file and meet with applicants to execute the Agreement. ▪ Follow-up meeting, letters and phone calls with the applicant as required to aid with the facilitation of completing conditions of subdivision approval. ▪ Conduct final review of subdivision file to ensure that all conditions have been completed by the applicant. ▪ Collect Subdivision Fees as per County Bylaw 1387-20: Planning and Development Fees. ▪ Prepare a letter of endorsement and send to the Subdivision Authority once satisfied that all conditions of the approval have been met. 	<ul style="list-style-type: none"> ▪ Ensure subdivision applications are being processed within the 60 day timeframe as mandated by the MGA. ▪ Ensure that all approaches are inspected and approved by the Road Foreman prior to endorsement of subdivision. ▪ Track received securities on a spreadsheet. ▪ Ensure each Development Agreement is scanned and saved in the electronic subdivision file folder. File a copy with subdivision file.
1 hour	Safety Codes Permits	<ul style="list-style-type: none"> ▪ Make copies of applications available to customers. ▪ Serve as a liaison between The Inspections Group Inc., office staff and safety codes officers for processing of safety codes permits with ratepayers and natural gas department. ▪ As contract manager, ensure the contract with The Inspections Group Inc. (Safety Codes Agency) is monitored and adhered to. The contract ends on December 31, 2021 with Village of Vilna, Village of Waskatenau, and Town of Smoky Lake. 	<ul style="list-style-type: none"> ▪ Ensure that the safety codes agency is fulfilling their contractual obligations in accordance with our UQMP (Uniform Quality Management Plan).
1 hour	Enforcement	<ul style="list-style-type: none"> ▪ Work with CAO/Peace Officer on any enforcement actions necessary to achieve compliance with the Land Use Bylaw or the conditions of a development approval or subdivision approval. ▪ Review previously issued Development Permits to ensure compliance. 	<ul style="list-style-type: none"> ▪ Ensure appropriate documentation is tracked and filed appropriately for any enforcement related issue or issued Stop Order.
TOTAL WEEKLY HOURS = 28-40 DEPENDING ON # OF DEVELOPMENT/SUBDIVISION APPLICATIONS IN PROGRESS			

PLANNING AND DEVELOPMENT: WORK PLAN 2021 CONTINUED

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

PLANNING AND DEVELOPMENT: WORK PLAN 2021 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	VERIFIED OUTCOME
MONTHLY - CONTINUED			
3 hours/file	Compliance Certificates	<ul style="list-style-type: none"> ▪ Obtain 2 originals of the Real Property Report as per County Policy 61-12: <i>Compliance Certificates</i>. ▪ Verify the zoning of the property. ▪ Review Land Use Bylaw setbacks to ensure the existing building meet the LUB. Prepare compliance certificate or letter. ▪ Ensure that a signed copy is filed in the land file and uploaded into Webmap. 	<ul style="list-style-type: none"> ▪ Main electronic record of each signed Compliance Certificate.
1 day	Monthly Council Meeting	<ul style="list-style-type: none"> ▪ Attend Council meeting and update Council on Planning and Development Matters 	<ul style="list-style-type: none"> ▪ Ensure that Council is kept informed on Planning and Development matters.
1-2 hours	Safety Committee	<ul style="list-style-type: none"> ▪ Attend the monthly Safety Committee Meeting 	<ul style="list-style-type: none"> ▪ Help ensure a safe & secure workplace
TOTAL MONTHLY HOURS = 40-50 DEPENDING ON # OF DEVELOPMENT/SUBDIVISION/REZONING/COMPLIANCE CERTIFICATE APPLICATIONS IN PROGRESS			
ANNUALLY			
7-10 hours	Accounting	<ul style="list-style-type: none"> ▪ Ensure that all Planning & Development invoices are received and coded prior to the County's year end. ▪ Ensure that Smoky Lake County Regional Heritage Board (SLCRHB) has prepared and submitted their year-end financial statements and yearly expenses to the Finance Manager. ▪ Answer any P&D related audit questions from the County's auditors. 	<ul style="list-style-type: none"> ▪ Ensure that proper financial reporting is completed according to County policy and practice.
1-2 hours	Memberships	<ul style="list-style-type: none"> ▪ Renew memberships to ADOA, CPAA, APPI and other related memberships as required. 	<ul style="list-style-type: none"> ▪ Maintain membership standing in professional organizations.
2-3 days	Work Plan	<ul style="list-style-type: none"> ▪ Review the previous year's work and update work plan to ensure it accurately reflects the Department's work. ▪ Present same to CAO/ACAO for review. ▪ Present same to Council as a management policy. 	<ul style="list-style-type: none"> ▪ If the work plan is current, it should accurately reflect workload, demands, and priorities of the Department.
3-5 days	Budget Planning	<ul style="list-style-type: none"> ▪ Research and prepare the Department's budget needs for the following year. 	<ul style="list-style-type: none"> ▪ Attend Budget Meetings and present same as required.
3-6 days	Grants	<ul style="list-style-type: none"> ▪ Research and make application to applicable P&D related grants. ▪ Prepare reports as required for approved grants. 	<ul style="list-style-type: none"> ▪ Ensure grants are applied for within the appropriate timelines.

PLANNING AND DEVELOPMENT: WORK PLAN 2021 CONTINUED

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

PLANNING AND DEVELOPMENT: WORK PLAN 2021 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	VERIFIED OUTCOME
PERIODIC			
6-8 days per file	Road Closures and Cancellations	<ul style="list-style-type: none"> ▪ Review and discuss Road Closure/Cancellation request with applicant. ▪ Collect Road Closure/Cancellation Fee in accordance with County Bylaw 1387-20: Planning and Development Fees. ▪ Obtain landowner(s) consent to close/cancel road via a Letter of Consent. ▪ Determine whether Road Closure/Cancellation will be effect by resolution or bylaw. ▪ Draft and send third party referrals to all parties affected by road closure/cancellation and obtain consent from these parties. ▪ Prepare Request for Decision for resolution or bylaw as required. Prepare bylaw as needed. ▪ Prepare advertisement of closure/cancellation bylaw in accordance with Sec. 606 of the MGA. ▪ Hold a Public Hearing before 2nd/3rd readings. ▪ Update road closure listing at the beginning of each year and throughout the year as needed. ▪ Work within the allotted road closure budget. 	<ul style="list-style-type: none"> ▪ Ensure that proper procedures as required by Alberta Transportation and Land Titles Office are followed to allow for quicker processing times.
2-3 days	Land Sales	<ul style="list-style-type: none"> ▪ Ensure that land sales comply with Section 70 of the MGA. ▪ Receive Expressions of Interest from ratepayers and review and discuss their application. ▪ Collect and track cash deposit as per County <i>Policy 61-10-01 – Disposition of County Owned Property</i> ▪ Circulate the Expression of Interest to department heads for comment. ▪ Obtain a current assessed value from the County's assessor. ▪ Prepare a Request for Decision, including compiled comments, with a recommendation to Council. ▪ Prepare an advertisement for newspapers/website if Council decides to sell the land in question. ▪ Prepare terms of the Agreement to Purchase and have signed by the Reeve, the CAO and the purchaser. ▪ Prepare a Notice to Transfer Land and have signed by the CAO. ▪ Update and maintain a list of County-owned lands for sale and review on an annual basis. 	<ul style="list-style-type: none"> ▪ Ensure that requests to purchase County-owned land are processed quickly and consistently. ▪ Ensure proper tracking is in place to follow up with land sales.
3-4 days	Land Filing	<ul style="list-style-type: none"> ▪ File Development Permits when all conditions have been complied with from the previous calendar year. ▪ File closed Subdivision Applications and Approvals as required. ▪ File completed Road Closure/Cancellations. ▪ File bylaws, caveats and Development Agreements as required. ▪ Ensure electronic copy has been scanned to appropriate electronic file. 	<ul style="list-style-type: none"> ▪ Ensure land filing is up to date and accurate.

PLANNING AND DEVELOPMENT: WORK PLAN 2021 CONTINUED

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

PLANNING AND DEVELOPMENT: WORK PLAN 2021 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	VERIFIED OUTCOME
PERIODIC - CONTINUED			
2-3 days per year.	Planning and Development Brochures and Articles and P&D Report for Annual Booklet.	<ul style="list-style-type: none"> ▪ Prepare one page flyers on planning tips to assist developers, ratepayers with developing lands in Smoky Lake County. ▪ Prepare advertisements for Planning and Development related information. 	<ul style="list-style-type: none"> ▪ Inform the public of P&D Department's activities from the previous year. ▪ Educate ratepayers on P&D processes and procedures.
5-10 days per year.	Planning Bylaw Amendments (LUB, ASP, IDP, etc.)	<ul style="list-style-type: none"> ▪ Prepare amendments to the County's planning bylaws as necessary. ▪ Prepare advertising required for Public Hearings involving planning bylaw amendments. Prepare and attend Public Hearings/Council meetings related to proposed bylaw amendments. 	Ensure that planning bylaw amendments are processed in a consistent and efficient manner.
TOTAL ANNUAL DAYS = 50-70 DEPENDING ON # OF DEVELOPMENT/SUBDIVISION/REZONING APPLICATIONS IN PROGRESS			
PROJECTS CARRIED OVER FROM PREVIOUS YEAR(S)			
TBD	Waskatenau Nuisance Grounds	<ul style="list-style-type: none"> ▪ Reclamation work has commenced on site and will be completed during the spring of 2021. ▪ Following completion of reclamation activities, the P&D Manager will be working with Action Land & Environmental Ltd. to apply for a reduction of the 300 metre development setback from Alberta Environment and Parks. 	<ul style="list-style-type: none"> ▪ Resolve nuisance grounds buffer issues to allow future development of adjacent lands and complete the Intermunicipal Development Plan with the Village of Waskatenau.
TBD	Warspite RV Park Concept	<ul style="list-style-type: none"> ▪ 304-17: 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. <ul style="list-style-type: none"> ▪ A Concept Plan will be drafted for the RV park and presented to the public at an Open House where the public will be able to provide their input. 	<ul style="list-style-type: none"> ▪ Present the proposed Concept Plan to the public through an Open House to obtain feedback.
TBD	Intermunicipal Development Plans & Intermunicipal Collaborative Frameworks	<ul style="list-style-type: none"> ▪ IDPs and ICFs have been completed with the Town of Smoky Lake, the Villages of Waskatenau and Vilna, the County of St. Paul, Two Hills County, Lamont County and Lac La Biche County (ICF only). ▪ Bylaw 1368-20 (ICF with Thorhild County) will be adopted prior to the deadline of March 31, 2021. 	<ul style="list-style-type: none"> ▪ Develop IDPs with the County's neighbouring municipalities within the two-year time frame established by the provincial government.

PLANNING AND DEVELOPMENT: WORK PLAN 2021 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	VERIFIED OUTCOME
PROJECTS CARRIED OVER FROM PREVIOUS YEAR(S)-Continued			
TBD	Edward Road Closure and Survey	<ul style="list-style-type: none"> ▪ Bylaw 1325-18 was given First Reading on December 6, 2018, to lose portions of “First Ave” and “Main St” in the Hamlet of Edward. The Bylaw will be forwarded to the Minister of Transportation for approval before being forwarded to Council for Second and Third and Final Reading. ▪ 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. 	<ul style="list-style-type: none"> ▪ Forward the request to Council for consideration and then implement the decision.
TBD	ER Bylaw	<ul style="list-style-type: none"> ▪ 993-16: That Smoky Lake County research and prepare a bylaw in regards to the permitted use on Environmental Reserves <p>An Open House was to be scheduled for 2020 but was postponed due to the COVID-19 pandemic.</p>	<ul style="list-style-type: none"> ▪ Produce a bylaw dealing with uses on Environmental Reserves in order to protect Environmental Reserves and educated the public
TBD	Victoria District Economic Development Strategy	<ul style="list-style-type: none"> ▪ 1136-19: That Smoky Lake County approve the Victoria District Economic Development Strategy Scoping Meeting Summary, dated August, 2019, as prepared by Community Design Strategies Inc., which provides an overview of the Victoria District Economic Development Strategy project area, scoping process, meeting materials distributed at the scoping meeting, and a verbatim record of all comments received during the scoping meeting held as a Committee of the Whole meeting, on August 26, 2019. ▪ Creation of a Municipally-Controlled Corporation (MCC) as the vehicle for advancing the Strategy. ▪ Assisting with the various sub-committees to develop the business plan, conduct public engagement and identify potential projects to be supported by the MCC. 	<ul style="list-style-type: none"> ▪ Development of an economic development strategy for the Victoria District (and beyond) that will leverage the County’s heritage assets as a driver of tourism and economic growth. ▪ Create policies that enable local entrepreneurs to benefit from increased tourism related to the Metis Crossing development and Victoria Settlement.
TBD	Pursuance of designation of the North Saskatchewan River as a Canadian Heritage River	<ul style="list-style-type: none"> ▪ 111-19: That Smoky Lake County provide a letter of support for the Canadian Heritage River System, which is a joint program administered by the federal, provincial and territorial governments to conserve and protect the best examples of Canada's river heritage, to give them national recognition, and to encourage the public to enjoy and appreciate them; in response to the email received from Katherine Finn, Manager, North Saskatchewan River Basin Council, dated October 16, 2019. ▪ The Planning and Development Department has been coordinating with the North Saskatchewan Watershed Alliance & the North Saskatchewan River Basin Council of Saskatchewan to secure additional support of the designation. 	<ul style="list-style-type: none"> ▪ Designation of the North Saskatchewan River as a Canadian Heritage River will help increase the profile of Smoky Lake County and the Victoria District. ▪ The Designation aligns with the County’s Economic Development Strategy which leverages heritage assets and resources as a driver of tourism.

PLANNING AND DEVELOPMENT: WORK PLAN 2021 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	VERIFIED OUTCOME
PROJECTS CARRIED OVER FROM PREVIOUS YEAR(S)-Continued			
TBD NEW	Boat Launch Approvals	<ul style="list-style-type: none"> ▪ 878-19: That Smoky Lake County estimate the cost of completing the North Saskatchewan River Emergency Access at Warspite and Waskatenau and proceed with construction, subject to it being within the remaining budget of \$9,500.00 from the \$25,000.000 allotted to the Pakan Ferry Access and subject to Public Works availability. ▪ Obtain the necessary approvals (Water Act and Public Lands Act) from Alberta Environment and Parks for the County's boat launches located on the North Saskatchewan River. 	<ul style="list-style-type: none"> ▪ Infrastructure improvements are authorized by AEP and allow the County to continue accessing the River for emergency management and recreation purposes.
TBD NEW	Dark Skies	<p>213-20: That Smoky Lake County proceed with investigating the feasibility and next steps of pursuing a Nomination of, and Designation as, a Dark Sky Community under the International Dark-Sky Association (IDA), for the purpose of providing leadership in reducing light pollution and promote responsible outdoor lighting that is beautiful, healthy and functional.</p>	<ul style="list-style-type: none"> ▪ Potential designation as a Dark Sky Community will help compliment the goals and objectives of the Victoria District Economic Development Strategy and to promote increased tourism in the County.
TBD NEW	Wetland Replacement Program MOU	<ul style="list-style-type: none"> ▪ 227-20: That Smoky Lake County authorize administration to proceed to execute a Memorandum of Understanding (MOU) with Alberta Environment and Parks (AEP) in support of identifying potential wetland replacement projects for the purposes of the Wetland Replacement Program. ▪ Work with Public Works Department and AEP to determine potential locations for wetland replacement. 	<ul style="list-style-type: none"> ▪ Address flooding problems and create potential opportunities for recreation and education.
TBD NEW	Lake Subdivision Signage	<ul style="list-style-type: none"> ▪ Work with the GIS Technician to create signage for subdivision identification. 	<ul style="list-style-type: none"> ▪ Provide signage to show location of lots. Easier for first responders to locate properties.
TBD NEW	Public Land Sale Application	<ul style="list-style-type: none"> ▪ 961-20: That Smoky Lake County Administration proceed, at no cost to the County, with a Public Land Sale (PLS) Application in conjunction with the Metis Nation of Alberta (MNA) or its designate as a co-applicant, for the Crown Land (Grazing Permit #787758) encompassed within the North Part of River Lot 10, Victoria Settlement, encompassing approximately 47 acres more or less, in accordance with applicable legislation, including the Alberta Public Lands Act RSA 2000, Ch. P-40; and update the legal description within the proposed Smoky Lake County Bylaw No. 1380-20, as per the information provided by Alberta Land Titles in preparation for the next Public Hearing. 	<ul style="list-style-type: none"> ▪ Assist the MNA with its application to purchase Public Land, allowing the County to foster its relationship with the MNA and to encourage additional opportunities for tourism and economic development, in pursuance of the goals and objectives of the Victoria District Economic Development Strategy.
TBD NEW	Safety Codes Contract Renewal	<ul style="list-style-type: none"> ▪ The Current Safety Codes Contract expires on December 31, 2021. ▪ As the Managing Partner, Smoky Lake County will be responsible for facilitating the renewal of the Contract. 	<ul style="list-style-type: none"> ▪ Provide ratepayers with efficient Safety Codes Act inspections service.

SMOKY LAKE COUNTY



Title: Public Works Department: Safety Officer: Work Plan		Policy No.: 02-10 E
Section: 2 - M	Code: P - A	Page No.: 1 of 6

Purpose:	To establish a Safety Officer Work Plan for the Smoky Lake County Public Works Department Program.
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Policy Statement and Guidelines:

STATEMENT:

The Public Works Department Safety Officer Work Plan, *Schedule "A"* outlines the Work Schedule of Projects and duties on a daily, weekly, monthly, periodic and seasonal time frame which provides detail work to be undertaken in the Public Works Department Program.

BENEFITS:

The Public Works Department Work Plan of the Safety Officer will provide the following benefits:

- Broaden the portfolio of the Public Works Department Program
- Good understanding of the process of the Public Works Department.
- Increase efficiency and strengthen time frame of deadlines.
- Establishes accountability of the Program.
- Communication Tool.

REVIEW:

The Public Works Department Safety Officer Work Plan will be reviewed and presented to Council on an annual basis beginning of each year

	Date		
Approved	March 25, 2010	#477-10 – Page 9308	Chief Administrative Officer
Amended	March 1, 2013	#475-13 – Page 10524	
Amended	March 3, 2014	# 357- 13–Page 11139	
Amended	March 20, 2015	#461-15 - Page 11672	
Amended	April 4, 2016	#546-16 - Page 12170	
Amended	March 30, 2017	#593-17 - Page 12614	
Amended	March 13, 2018	#370-18 - Page 13011	
Amended	March 13, 2019	#486-19 - Page 13532	
Amended	March 5, 2020	#624-20 - Page 14058	
Amended	March 4, 2021		



SCHEDULE "A"

PUBLIC WORKS DEPARTMENT: SAFETY OFFICER WORK PLAN 2021

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
DAILY				
End of day ½ 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 to Kytech emails regarding taxpayer concerns.	Call taxpayers from after hour call to kytech.	As per Work alone policy.
3 times per day- ½ 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- ½ hr	Answer phones	Field public complaints.	Talk to public to help with complaints.	Public relations.
When needed- ½ hr-2 hrs	Fix phone problems	fix phone problems or program problems.	Talk to Telus or fix the problem.	Better communications.
When needed – ½ hr – 2hrs	Monitor Phone plans	monitor phone plans for best pricing.	Talk to Telus or competitors.	Better communications and cost savings.
When needed- ½ hr – 2hrs	Fix Air card problems	Fix air cards or replace when needed.	Talk to communication companies.	Improves communication.
when operating vehicle-15 min	Vehicle check list	Checking fluid levels and light operations as well as overall vehicle condition.	Doing checklist.	Safe operations for vehicle.
As they come in ½ hr.	Check over JSA forms from site inspections	Review JSA forms to make sure proper hazards were identified.	Review.	Compliance as per safety policy.
Every day ½ hr NEW	Update information board	Update information board as to COVID progress in our county	Post latest updates as it pertains to staff to be placed on info board	Keeping staff aware of COVID progress
WEEKLY				
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 identified making sure jobs are safe.	Lower incidents.
Every Monday morning- 1hr	Toolbox meetings	Conduct a toolbox 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.
Once per week 2 hrs NEW	Virtual updates for COVID	Attend provincial virtual meetings with province	Get updates as to COVID progress	Keeping staff informed
MONTHLY				
Once per Month 2hrs	Cascade reports	Update on progress on projects.	Enter on computer duties and what has been done.	Reporting.
Once per Month 8hrs	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 reporting on events.	Complying with the OHS requirements and having staff awareness.

PUBLIC WORKS DEPARTMENT: SAFETY OFFICER WORK PLAN 2021 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
MONTHLY-Continued				
Once per month-1hr	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.
Once per month – 2hrs NEW	Act as advisory for Town of Smoky Lake safety committee	Give advice on what to look for and what should be done	Attend the meeting and act as advisor capacity only	Help neighboring municipality become safety compliant
PERIODIC				
When required 1-6 hrs NEW	Update training matrix	Keep training matrix updated as to staff qualifications.	Computer entries to keep updated.	Proper inventory of staff qualifications.
When required 1-8hrs	Work on special projects when required	Look into pricing of oversee a project as requested by P.W 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 4 hrs	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 1-40hrs	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 6hrs	De Escalating Potential violent situations	Safety Training.	Teaching to staff to keep them safe.	Trained staff.
When needed 16 hrs	Physiological first aid	Safety Training.	Teaching staff for mental health.	Trained staff.
When requested 2-4hrs	CPTED	Visiting taxpayers yards to give them ideas to keep their yards safe.	Do checklist for potential areas for crime.	Educate taxpayers and keeping their yards safe.
Every 3 years 6 hrs	Fork lift training	Safety training.	Teach as per policy requirements.	Trained staff.
When needed 1-16hrs	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 1-2 hrs NEW	Arrange online training for staff	Arrange online training for staff to keep updated as needed	Finding computers and registering staff	Trained staff

PUBLIC WORKS DEPARTMENT: SAFETY OFFICER WORK PLAN 2021 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC-Continued				
When needed 2 – 3 hrs	Orientation	Orientation of staff.	Instruct staff on how to do their job safely.	Trained staff.
When needed 1-4hrs	Incident investigation from public	Complete reports and determine root causes.	Trained in investigation of incidents.	Reduces pay out from county.
When needed 1-4hrs	Incident investigation from staff	Complete reports and determine causes.	Trained in investigation.	Awareness.
When needed 1-4 hrs	Work Plan	Plan for the upcoming year projection.	Review work plans and make the changes as needed.	Submit to Council.
When needed .6-2hrs	Work on security system and gate operation for P.W.	Making sure staff have accesses to buildings and also gate entrance.	Maintain and code compliance.	Security.
2X per year NEW	Service command unit	Have unit ready for summer use and also winterize	Service unit	Emergency preparedness
When needed When needed 2 hrs	Fill out WCB reports Risk Management	Complete reports Attend workshops provided by Jubilee insurance.	Fill out reports to WCB Complete homework as required as per Risk management requirements.	As require by government Incorporate guidelines & policies as per program.
When needed	Transport worker to OIS clinic Edmonton	Transport injured worker to OIS clinic.	Get worker to OIS doctor to be checked for injuries.	Worker support.
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 hour 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 1hr	Manage work alone account	Up keep data from kyetech.	Call kyetech to get and give update on staff.	Better working system.
When called 1hr	Receive calls from after hour operator for taxpayers concerns	Receive e-mails from call center for after hour concerns.	Contact taxpayer and answer question or forward onto responsible department	Keeping taxpayers answers answered as soon as possible
When the need arises 8 hrs	Write safety policies	Update and write new policies when needed.	Make new policies.	As per OHS regulations.
When the need arises	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	Provide information to Federation gas coop for safety compliance	Fill out application for gas dept to deliver odorant to company in Fort Mac.	Compliance audit requirement for oil companies.	Ability to deliver odorant products.
1X per year 24hrs	Attend Annual H&S safety conference	Attend conference for learning opportunity.	Listen to speakers.	Education.
2X per year 8-12hrs	Attend Safety group NASC	Attend workshop for learning opportunity.	Listen to other municipalities and also speakers from OHS,WCB, AMHSA.	Education.

PUBLIC WORKS DEPARTMENT: SAFETY OFFICER WORK PLAN 2021 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC-Continued				
4-5 X per year 2 days	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 more knowledgeable on safety and utilities developments.
1X per year 2-3 days	Attend yearly conference	Attend yearly conference and bring staff also to share ideas.	Listen to speakers.	Education.
4-6 meeting per year 1-8hrs	Chair Organized regional team (ASIST)	Training at provincial level.	Provide training and active phone list.	Provincial IMT team.
4-6 events per year 4-24hrs	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 40hrs	Up Date CEMP manual	Receive information from municipalities.	Enter info on computer.	As per Bylaws.
2X per year 4hrs	Hold regular meeting	Update upcoming training or updates for policy.	Chair meeting.	Keeping regional municipalities informed with COA's.
As needed 2-4hrs	Hold regular meeting	Update regional Councils.	Chair meeting.	As per Bylaws.
As needed 2-4hrs	Hold yearly meeting	Update outside agencies as to responsibilities.	Chair meeting.	Keeping agencies informed as per bylaw.
Yearly 8hrs	Hold table top training for EOC team	Do yearly training exercises.	Host and arrange coordinator.	Compliance as per LAEMR requirement.
1-2X per year 8-24 hrs	Yearly training for EOC team	Receive training or organize training when needed.	Organize training.	Emergency preparedness.
When required 8hrs	Apply for grants when needed	Apply for disaster services grants.	Arrange regional funding for emergency services.	Keep updated equipment.
When needed 1-8hrs	Public works requests	Assist P.W. managers in supervising jobs	Follow up on projects.	P.W. assist.
When needed 1-8hrs	Assist all other departments	Look up safety equipment or requests.	Research prices or look after jobs.	Working relations with other dept.
Quarterly 24hrs	Vice 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 children.
When required	Safety training	Further Education training.	Teach to public.	Trained public.
When required	Safety training	Foundation training.	Teach to staff.	Trained staff.
When required	Safety training	Fire dept training.	Teach to volunteers.	Trained fire fighter.
Quarterly	Strat plan meetings	Follow directives sat out by strategic plan.	Update council on progress.	Strat plan compliance.
When required	Assist P.W. when needed	Parts pick-up.	Pick up parts from various locations.	Helping public works completing jobs.
SEASONAL				
By October	Annual Safety Audit	Complete internal or participate in an external inspection	Do safety audit to achieve COR	Rebate in WCB rates

PUBLIC WORKS DEPARTMENT: SAFETY OFFICER WORK PLAN 2021 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
SEASONAL- Continued				
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	Learn new ways to deal with emergencies	Learning experience
November	Attend yearly AEMA Summit	Yearly Emergency Management Conference	Attend conference and sharing of ideas to improve awareness	Learning experience
June	Attend Disaster Summit	Yearly Emergency Management Conference	Attend conference to learn about global events	Learning experience
October	Alberta Safety Conference	Attend yearly safety Conference	Listen to high quality speakers to improve the safety program	Learning experience
December	Annual Safety Conference	Rural utilities Safety Conference	Attend conference	Learning experience
June – Sept	Jubilee insurance inspections	Inspect all buildings 3 rd party insured through county	Inspect buildings for county insurance when required	Reduces claims
Once per year	RMA Risk Pro Meeting and requirements	Attend RMA 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

SMOKY LAKE COUNTY



Title: Fire Chief: Emergency Services Work Plan		Policy No.: 03-10
Section: 02 – M	Code: P – A	Page No.: 1 of 8

E

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

	Date		
Approved	May 4, 2012	# 540-12 - Page 10064	Chief Administrative Officer
Amended	March 1, 2013	# 476-13 - Page 10527	
Amended	March 3, 2014	#358-14 – Page 11142	
Amended	March 20, 2015	#463-15 - Page 11676	
Amended	April 4, 2016	#548-16 - Page 12181	
Amended	March 30, 2017	#594-17 - Page 12616	
Amended	March 13, 2018	#371-18 - Page 13014	
Amended	March 13, 2019	#487-19 - Page 13535	
Amended	March 5, 2020	#625-20 - Page 14061	
Amended	March 4, 2021		



SCHEDULE "A"

FIRE CHIEF'S – EMERGENCY SERVICES: WORK PLAN 2021

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcome
DAILY				
0.5 hour	General Administration	Coding of purchased goods.	Code purchased goods to the correct department.	Monitor budget throughout the year and make sure every department gets paid on time.
15 min	Fire Permits	Issue fire permits to residents.	Write up permits, site inspections during dry periods or questionable burns.	Document
1-2 hours	If inspections are required			
1 hour	Office Work	Check emails, work on grants, phone calls.	Respond to email and research grants to fund projects for the fire departments.	Make sure grant deadlines are met.
0.5 hour	Bank Deposits	County deposits.	Deliver bank deposits.	Help out office staff.
15 min	Vehicle Pre-Trip Inspection	Complete Pre-Trip Inspection.	Report any issues to mechanics.	Working with safe equipment.
1 hour	Covid-19	Research, read and listen to the Alberta Health Services updates, precautions, restrictions and PPE requirements	Create memos, protocols, and secure PPE for fire departments to be compliant and for overall safety	Education and Communication tools.
NEW				
	Respond to Fire Calls	Organize equipment or manpower, if needed.	To be of assistance and guidance to the departments.	Complete the tasks safely and in a timely manner.
WEEKLY				
1 hour	Manager Meetings	Meet with other managers to ensure timely operations are occurring.	Assist other departments as required.	Communication tool.
6 hours	Fire Hall/ Equipment Inspections	Inspect fire hall trucks, equipment and document issues to be replaced or fixed.	Look for problems and issues the department may have with the equipment or vehicles.	Ensure all trucks and equipment are ready for calls.
1.5 hours per invoice	Emergency Services Invoicing	Invoice for all accidents and fires that occurred.	Obtain fire department reports as well as RCMP collision reports. Work with insurance companies to get claim numbers and the 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.

FIRE CHIEF'S – EMERGENCY SERVICES: WORK PLAN 2021 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
WEEKLY-Continued				
3 hours 2 hours 2 hours	Fire Meetings Smoky Lake Vilna Waskatenau	Meet with all fire departments.	Discuss concerns or equipment purchases. Maintenance and call sheets.	Communication.
	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.
4-6 hours NEW	Covid-19	Research and read all Covid-19 precautions, restrictions and PPE requirements needed for first responders	Create memos and protocols for fire department members to read and follow when responding to calls and for practices and training nights.	Education and Communication tools.
MONTHLY				
2 hours	Monthly Reports to Council	Manager report form.	Fill out forms.	Maintain record of reports.
2 days	Fire Protective Services Committee	Research topics. Prepare packages.	Prepare agenda every second month. Prepare Request for Decision forms. Photocopy packages.	Maintain agenda packages.
2 days	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	Joint Health and Safety Meeting	Attend Safety Meeting.	Bring up any issues and/or concerns.	Safety and Department Communication.
2 hours	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	AFRRCS Technical Administrator	Oversee Fire Protective Services and Peace Officer radio communications.	Review Government quarterly reporting, Submit request tickets for communications issues, repair or reprogram any radio infrastructure owned by the Municipalities.	Communication.
5 hours	VHF Radio Administrator	Oversee all Public Works radio communications.	Maintain and operation the VHF radio system, schedule all repairs and updates.	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.

FIRE CHIEF'S – EMERGENCY SERVICES: WORK PLAN 2021- *Continued*:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
MONTHLY-Continued				
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.
3-5 Days	Fire Apparatus Operations	Create and deliver a service/maintenance schedule and programs on the apparatus operations.	Starting all equipment in the apparatus, servicing the foam systems, exercising all valves, cleaning/flushing all equipment.	Ensure all equipment is in good working order and ready to use.
5 hours	Budget	Review and monitor budget process of expenditures.	Remain within budgetary guidelines.	Finance management.
3 days	Fire Department Supplies	Order supplies for the departments are requested.	Research best quality and prices. Place orders and deliver them.	Communication.
2 days	Fire Department Inventory	Review with Fire Department Inventory of Supplies and Materials.	Research and develop list for budget purposes.	Budget
PERIODIC				
	SOG Review	A standard established by the Municipalities for the level of service the fire departments will perform.	This is a working document. Fire Departments review and make recommendations based on more equipment and training or a need to provide a service.	Proper documentation.
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.
3-4 Days	Operation Cost Analysis	An analysis of operational costs for each municipality to operate the Fire Departments.	Working with each municipality to generate an operational cost for each fire department.	Monitor and Document.
2 hours	RCMP Liaison Meeting	Meeting with RCMP with Fish and Wildlife in attendance.	Focus to address issues or concerns with the RCMP or Fish and Wildlife.	Communication.
4-5 Days	Load Occupancies, Building Inspections, Fire Investigations	Provide inspections and information for businesses and homeowners 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	Drone Work	Fire investigations, Fire awareness, Formal requests.	Collect pictures and data for reports and requests.	Information, Reports and Assistance.
7-10 Days	Legal Proceeding	Key Contact for all legal proceeding involving fire protective services.	Provide reports, pictures, videos and information to Crown Prosecutor.	Assistance.

FIRE CHIEF'S – EMERGENCY SERVICES: WORK PLAN 2021 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC-Continued				
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 days	Emergency Preparedness Week	Provide content on emergency preparedness and other emergency operations.	Coordinate with other emergency services to provide an educational day for the public.	Education and public 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 department professional firefighter courses.	Work with Cory Whitlock and Lakeland College to meeting the requirement to host and teach the courses.	Fire department preparedness.
6 weeks	GIS	Tracks speed and location of emergency vehicles as well as have Bonnyville Regional Fire Authority able to route fire crew to the calls. Since 2014 all fire permits and collisions are entered into the GIS system.	Meet with Carole 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.	Documents.
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.
3 Weeks	Junior Fire Summer 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.
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	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.

FIRE CHIEF'S – EMERGENCY SERVICES: WORK PLAN 2021 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC-Continued				
2-4 hours	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.
7-10 Days	Wash Fire Gear	Clean/wash fire gear that was exposed to hazardous incidents.	Strip down fire gear that was worn by firefighters at fires and any other hazardous incidents and wash. Inspect for any repairs or if professional cleaning is needed. Gear will be sent away then.	Firefighter safety and OHS requirements.
SEASONAL				
January and February	Review Policies and Bylaws	Update all Policies and Bylaws.	Make the departments more efficient.	Education.
	Year End	Ensure all invoices are paid and bills were coded to proper accounts.	Go through the ledger.	Meet with Finance Department.
	Plan Fire Training	Talk to Cory Whitlock for Fire Courses.	Complete the year of training schedules.	Communication with Fire Departments.
	Renew Memberships	Renew all fire fighters and Councilors.	Fill out paper work and send away.	Document.
	Fire Fighter Insurance Renewal	Renew all fire fighters that would like insurance coverage.	Fill out paperwork and send to Finance Manager.	Forward to Finance Department.
	Fire Department SOG's	Review the Fire Department Standard Operating Guidelines.	Make recommended changes to the SOG binders. Review with each Fire Department. Make sure all binders are updated.	Communication with each respective Council.
	Fire Call Invoicing	Invoice for all calls.	Meeting with Fire Department, police to get all the reports for accurate billing.	Recover Costs.
	Order Equipment	Start ordering equipment for the Departments.	Order is approved as per Capital Budget.	Fire Department preparedness.
March / 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.

FIRE CHIEF'S – EMERGENCY SERVICES: WORK PLAN 2021 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
SEASONAL- Continued				
	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.
	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.
October	Fire Equipment	Service Fire Equipment.	Winterize 1 Ton Truck and skid unit. Ensure the 2 Ton is ready for winter and parked in the heated shop.	Communicate with the Public Works Shop Foreman.
	Budget Meeting for Fire and Capital Assets	Meet with the Finance Department to review Budget.	Evaluate programs and capital needs, price items and prepare budget.	Communicate with Fire Departments and Finance Department.
	Fire Department Budgets	Meet with each Fire Department on the training, equipment and maintenance the department would like to see the following year.	Prepare cost to date, price new equipment and prepare for the Budget to Council.	Communicate with Fire Departments and Finance Department.
November	Regional Fire Meeting	Attend Regional Fire Meeting.	Report to the region the Smoky Lake Fire year.	Communication.
	Formal Training (3)	Cory Whitlock teaches NFPA 1001 courses.	Train departments members to the professional fire fighter standards.	Fire Department preparedness.

FIRE CHIEF'S – EMERGENCY SERVICES: WORK PLAN 2021 - *Continued*:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
SEASONAL- <i>Continued</i>				
December	Grants	Apply for Grants.	Training Grants and Capital Grants.	Work with Finance Department.
	License Renewal	Renew Fire Fighters Medical License.	Complete paper work and submit.	Education.
	Fire Training	Preparation of fire training schedules.	Coordinate schedule with Cory Whitlock and develop a training calendar.	Document
	Budget Review	Review the Budget.	Review ledger- make sure all purchases and properly coded and all purchases are complete.	Communicate with Finance Department.
	Fire Department Payments	Reconcile Fire Department hours.	Review all call sheets and reimburse each department.	Communicate with Finance Manager.
2021 ASSIGNMENTS				
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

SMOKY LAKE COUNTY



Title: Administration- Finance Department: Finance Manager Work Plan		Policy No.: 02-09
Section: 08 – M	Code: P – A	Page No.: 1 of 12 <i>E</i>

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

Policy Statement and Guidelines:

STATEMENT:

The Finance Department Work Plan, *Schedule "A"* 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. Smoky Lake County Administration- Finance Department: Personnel List, *Schedule "B"* outlines the department's personnel and job classifications.

BENEFITS:

The Finance Department Work Plan will provide the following benefits:

- Good understanding of the tasks required to ensure that the County managers its finances and information technology in accordance with the Municipal Government Act, The Public Sector Accounting Board specifications, Revenue Canada requirements, and commonly accepted financial and IT control practices.
- Establishes accountability of the Finance Department.
- Communication Tool.

REVIEW:

The Finance Work Plan will be reviewed and presented to Council on an annual basis within the first quarter of each year.

	Date		
Amended	March 1, 2013	#478-13 - Page 10535	<hr/> Chief Administrative Officer
Amended	March 3, 2014	# 360-14 – Page11146	
Amended	March 20, 2015	#464-15 - Page 11680	
Amended	April 4, 2016	#549-16 - Page 12186	
Amended	March 30, 2017	#595-17 - Page 12619	
Amended	March 13, 2018	#372-18 - Page 13018	
Amended	March 13, 2019	#488-19 - Page 13539	
Amended	March 5, 2020	#626-20 - Page 14065	
Amended	March 4, 2021		



SCHEDULE "A"

FINANCE DEPARTMENT WORK PLAN 2021

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

Finance Department: WORK PLAN 2021- *Continued*:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
WEEKLY				
	Managers meeting	Attend managers meeting.	Communicate information as needed to managers, note information that will affect finances.	Finance Department is knowledgeable about events affecting budget.
	Weekly Backup Tape	Weekly backup tape is stored at the ATB.	IT provides tape to one of the 4 people who are able to take the tape to the safe deposit box every Friday.	Data is secure in case of emergency.
	Accounts Payable Cheque runs	Pay accounts payable invoices.	Run cheques, attach backup, provide to CAO/Council for signature, and distribute payments.	Accounts paid.
	Prepare Tax Certificates	Provide tax certificates as requested.	Assist with requests via telephone, prepare and send out certificate. Follow up with billing.	Tax certificates sent and payment received.
	Provide Assessment Sheets	Provide assessment sheets and information.	Assist with requests via telephone, prepare and sent 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.

Finance Department: WORK PLAN 2021- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
MONTHLY				
Semi- Monthly	Accounts Receivable invoicing	Accounts Receivable invoices sent out on the 15 th and 31 st .	Departments provide finance with miscellaneous charges to be billed. Invoices are created and sent.	Invoices are sent in a timely manner.
Semi- Monthly	Water Truck Fill Invoicing	Truck fill usage downloaded and invoiced to customers twice per month.	Truck fill usage downloaded, invoices entered into Bellamy and mailed out.	Invoices are sent in a timely manner.
Monthly	Salary Payroll	Salary payroll paid 21 st of every month.	Record days off, run payroll, have reviewed by finance manager, run cheques, have cheques approved by CAO or assistant, submit EFT file to bank minimum of 2 days before pay date.	Approved copy of cheques is filed. Salary employees receive payment.
	Council payroll	Council payroll paid 21 st of every month.	Run payroll, have reviewed by finance manager, run cheques, have cheques approved by CAO or assistant, submit EFT file to bank minimum of 2 days before pay date.	Approved copy of cheques is filed. Council members receive payment.
	Hourly Payroll	Hourly payroll paid 31 st of every month and advances paid on the 15 th .	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 th 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.

Finance Department: WORK PLAN 2021- *Continued*:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
MONTHLY-Continued				
	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 Statements	Reminder statements sent monthly.	Send out Monthly statements for arrears.	Increased AR collections.
	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.

Finance Department: WORK PLAN 2021- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
MONTHLY -Continued				
	Printers and Toner	Inventory and order toner.	Printers and toner are checked. Additional toner is ordered as needed.	Printing Capabilities are maintained and constant.
	Accounts Receivable Collections	Letters on delinquent receivables.	Send letters out to customers with old accounts due.	Payment on accounts.
	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 Canada Revenue Agency.	Reconcile levy, submit reporting online and pay by the end of every month.	Carbon Levy paid avoiding penalties.
	GST Returns	Effective 2019 GST returns are required monthly.	Balance GST payable remit via internet as per the forms sent as per Revenue Canada Requirements.	Confirmation of GST remittance filed. Refund received.
	Highway 28/63 financial reporting.	Prepare financial update for board.	Provide updates to board regarding budget status.	Board understands financial status and issues or concerns.
QUARTERLY				
	Garbage billing	Bill Village of Waskatenau and Village of Vilna for garbage pick up costs.	Calculate delivery costs and tippage fees.	Invoices entered into Accounts Receivable and forwarded for payment.
	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
YEARLY				
January	Year End	Prepare all year end working paper and coordinate audit	Reconcile accounts, record accruals, capital transactions, create audit working papers and year end entries.	Information ready for audit.
	Bill partnering municipalities	Allocate annual costs to partnering municipalities.	Calculate total costs for partnered projects and bill according to agreements.	Invoices entered and bills forwarded to municipalities.

Finance Department: WORK PLAN 2021- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
YEARLY-Continued				
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.
	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 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 st .	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.
May/June	Bill Taxes	Taxes billed by May 31 st .	Balance Assessment, balance tax billing, run notices and mail.	Tax notices sent out.

Finance Department: WORK PLAN 2021- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
YEARLY-Continued				
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.
June/July	Budget Consultation	Budget Public Consultation.	Prepare a budget consultation process for the public. To be complete by early fall. The results will be communicated to Council to be used to begin the net budget year.	Open and transparent budget process that allows ratepayers input.
July/August	Assessment Complaints	Process assessment complaints.	Acknowledge complaints, forward to assessor, set up hearing dates as per MGA.	Hearing is held Oct/Nov.
July/August	Five year financial plan	Create five year financial plan that meets MGA requirements.	A 2020-2025 financial plan document will be presented to council for approval.	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 st .
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.
Feb/March	Work Plan	Update Annual Work Plan	Review job tasks/duties with staff and update	Council and Public have a good understanding of the tasks required to carry out the financial administration of the County
Jan. / Feb.	CLC Grant	Verify grant funds spent by CLC	Ensure County records are in accord with CLC records	Smoky Lake County meets Provincial Grant requirements as the Host Municipality.

Finance Department: WORK PLAN 2021- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC				
	Set up new employees	Set up new employees in payroll, and benefits.	Ensure that all new employees are set up in the payroll system to have the correct benefits and deductions. Provide employee with benefits information and provide ensure all necessary registrations are complete.	New employees receive benefits and pay.
	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.
	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.

Finance Department: WORK PLAN 2021- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC-Continued				
	Credit Applications	Complete credit applications.	Provide information and complete applications for departments.	New vendor accounts set up.
	Meetings with Council	Attend meetings with Council.	Attend meetings to provide information, advice and to ensure decisions affecting budget are noted financially.	The finance department is knowledgeable in the affairs of operations.
	Members of the Government Finance Officers Association	Maximize training and networking opportunities.	Attend training opportunities and conferences. Member of the Professional Development Task Force.	The County maximizes opportunities to learn best practices from other professionals and municipalities.
	Member of the Society of Local Government Managers	Maximize training and networking opportunities.	Attend training opportunities and conferences.	The County maximizes opportunities to learn best practices from other professionals and municipalities.
	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.
	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.
	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.

Finance Department: WORK PLAN 2021- *Continued*:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC <i>Continued</i>				
	Asset Management	Asset Management Policy and Strategy.	Prepare an Asset Management Policy and Strategy for the organization.	Improve Asset Management Practices to include more than just financial management
NEW	Asset Management Software	Implement Asset Management into Munisight	Set up asset register on Munisight.	Improve Asset Management Data sharing.
	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.
NEW	New Financial System	Research and contract new software for the finance system	Send out Request for Proposals, review, evaluate, contract, and convert financial system	Smoky Lake County has a new up dated, finance software system at a lower operating cost.



SCHEDULE "B"

Smoky Lake County: Administration - Finance Department Year - 2021

Personnel List

	Finance Manager	Highway 28/63 Water Commission	Payroll	Reception	Natural Gas Clerk	Taxation	Accounts Payable
Brenda Adamson							
Lorraine Karvonen			Primary	Back-up			
Barb Shapka				Primary	Primary		
Debbie Hackman				Back-up	Back-up	Primary	
Lonnie Shulko				Back-up			Primary
Jenna Preston (under administration - back up only for finance)				Back-up			
NOTE:							

SMOKY LAKE COUNTY



Title: Geographic Information System (GIS) Services: Work Plan		Policy No.: 33-09
Section: 1 - M	Code: P-A	Page No.: 1 of 7 E
Purpose:	To establish a Department Work Plan for the Smoky Lake County GIS Services Program.	

Policy Statement and Guidelines:**STATEMENT:**

The **Geographical Information Systems (GIS) Work Plan, *Schedule "A"*** outlines the Work Schedule of Projects and duties on a daily, weekly, monthly, periodic and seasonal time frame which provides detail work to be undertaken within GIS.

BENEFITS:

The GIS Work Plan will provide the following benefits:

- Broaden the portfolio of GIS Operations for Smoky Lake County.
- Good understanding of the process of the GIS Operator.
- Good understanding of the responsibilities of the County GIS Program.
- Increase efficiency and strengthen departments using GIS data.
- Maximize effectiveness and accountability of County Spatial Data.

REVIEW:

The GIS Services 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.

	Date		
Approved	March 1, 2013	#477-13 - Page 10531	
Amended	March 3, 2014	#361-14 - Page 11152	
Amended	March 20, 2015	#465-15 - Page 11687	
Amended	April 4, 2016	#550-16 - Page 12192	
Amended	March 30, 2017	#596-17 - Page 12625	
Amended	March 13, 2018	#373-18 - Page 13023	
Amended	March 13, 2019	#489-19 - Page 13544	
Amended	March 5, 2020	#616-20 - Page 14032	
Amended	March 4, 2021		

Chief Administrative Officer



SCHEDULE "A"
GIS SERVICES: WORK PLAN 2021

Time	Work Schedule Projects	Work Description Projects	Verified Outcomes
DAILY			
2 - 4 hours UPDATED	Administration	<ul style="list-style-type: none"> Review and respond to emails from County Management/staff related to GIS issues. Review and respond to emails from the general public related to GIS inquiries. Approach and follow-up to emails from MuniSight/consultants/contractors relating to GIS projects. 	<ul style="list-style-type: none"> Ensure effective communication between departments. Ensure GIS projects are proceeding or completed in a timely manner.
1 - 3 hours UPDATED	GIS data input, Spatial Data Entry – MuniSight/Mobile App	<ul style="list-style-type: none"> Input/update Data supplied by departments into the GIS system: Road Use Agreements, Dust Control, Brushing / Axing, Spring Flooding, Fire Permits, Fireworks Permits, and Municipal Addressing. 	<ul style="list-style-type: none"> Maintain accurate and current data to meet the County's database requirements.
.5 - 1 hour	Weekly Council Report – Titan GPS	<ul style="list-style-type: none"> Run a daily/weekly query - Historical map trials of Grader Assets for weekly council report. 	<ul style="list-style-type: none"> Assist council with public inquiries.
.5	On Screen Fleet Summary – Titan GPS	<ul style="list-style-type: none"> Monitor – Stopped, Idling, and Moving Assets. 	<ul style="list-style-type: none"> Verify workers and assets are safe.
15 - 30 mins NEW	Organization	<ul style="list-style-type: none"> Organize and prioritize daily work tasks as per discussions at the weekly Manager's Meeting and other issues that may arise. 	<ul style="list-style-type: none"> Ensure tasks are completed as set out at the beginning of the week. If not completed, add the tasks to complete in the following week.
15 – 30 Mins NEW	Administration	<ul style="list-style-type: none"> Update timesheet, update day timer with daily tasks completed, update calendar with upcoming meetings and projects, organize workspace and file completed paperwork. 	<ul style="list-style-type: none"> Ensure the department is organized to promote efficient daily operations. Maintain records.
5 – 30 Mins NEW	Assist Office Staff	<ul style="list-style-type: none"> Assist with answering phone, accounts receivable, front counter inquiries. 	<ul style="list-style-type: none"> Ensure efficient operations and public assistance in a timely manner.

GIS SERVICES: WORK PLAN 2021- Continued:

Time	Work Schedule Projects	Work Description Projects	Verified Outcomes
WEEKLY			
1 hour UPDATED	Manager Meeting	<ul style="list-style-type: none"> Prepare report and attend weekly Manager's Meeting. 	<ul style="list-style-type: none"> Provide departmental activities to Manager's, staff and Council.
.5 – 3 hours NEW	Meet with Department Manager's or staff	<ul style="list-style-type: none"> Review progress of GIS projects. Work with staff to schedule workload priorities for data input into the GIS Database. Assist and generate queries for departments to eliminate duplicate entries. 	<ul style="list-style-type: none"> Ensure effective communication between departments. Ensure GIS projects are proceeding or completed in a timely manner. Ensure efficient operations. Ensure data integration meets the County's database requirements.
1 – 3 hours UPDATED	Assist management and staff with issues that come up	<ul style="list-style-type: none"> Perform various administrative functions related to GIS: <ul style="list-style-type: none"> Technical Issues Hardware Maintenance Coordinate Maintenance with IT when required. Coordinate Assistance or Maintenance with MuniSight or Titan when required. 	<ul style="list-style-type: none"> Ensure efficient operations.
5-8 hours	Council Report Titan GPS	<ul style="list-style-type: none"> Complete report: Run Fri – Sun queries - Historical map trials of Grader Assets. 	<ul style="list-style-type: none"> Assist Council with public inquiries.
1.5 - 4 hours UPDATED	County & Region Webmap -- MuniSight	<ul style="list-style-type: none"> Streamline data / maps and search tools offered to the county/region residence through County and Region Public MuniSight. Streamline data / maps and search tools offered to the County and Region staff through County and Regional Internal MuniSight. Verify and check all sites on MuniSight; County, Town, Villages and Regional. 7 sites 	<ul style="list-style-type: none"> Ensure efficient operations and accurate data for public GIS inquiries. Ensure efficient operations and accurate data for management, council, and staff.

GIS SERVICES: WORK PLAN 2021- Continued:

Time	Work Schedule Projects	Work Description Projects	Verified Outcomes
MONTHLY			
3 - 6 hours NEW	Monthly Council Report	<ul style="list-style-type: none"> Prepare Monthly Council Report. 	<ul style="list-style-type: none"> Maintain record of Report.
3 – 6 hours UPDATED	Monthly Council Meeting	<ul style="list-style-type: none"> Attend to gain information. Attend to address council inquires of GIS Monthly Operations. 	<ul style="list-style-type: none"> Analytical tool. Update Council, GIS Operations.
5 - 10 hours	GIS reporting and forecasting	<ul style="list-style-type: none"> Assist managers to develop reports utilizing the GIS data to optimized forecasting of short-term and long-term county activities related to development, infrastructure, and resource management. 	<ul style="list-style-type: none"> Analysis Tool for Managers, staff and Council. Ensure effective communication between departments. Ensure efficient operations.
3-5 hours UPDATED	Monitor Contracts	<ul style="list-style-type: none"> Review and validate Regional General Service Hours. Provide monthly reports to the Region. Remain withing Budget guidelines. 	<ul style="list-style-type: none"> Monitor and control expenditures of funds in accordance with the approved contracts by County Council.
5 - 10 hours UPDATED	Meeting with County Managers on GIS needs.	<ul style="list-style-type: none"> Develop and implement GIS advanced business intelligence analyses and reporting solutions. Design and implement manageable GIS projects. 	<ul style="list-style-type: none"> GIS Tool for Managers. Ensure effective communication between departments. Continually enhance GIS capability and demonstrate success.
1 hour NEW	Accounting - Budget	<ul style="list-style-type: none"> Coding of purchased good, charges and 3rd party invoicing. 	<ul style="list-style-type: none"> Monitor and control expenditures of funds in accordance with the approved budget set by County Council.
10 hours	GIS Data validation	<ul style="list-style-type: none"> Work with Management, test, validate, and conduct quality assurance to ensure the highest quality customer oriented analytical products. Test AltaLIS, MuniSight and Titan updates to GIS system. 	<ul style="list-style-type: none"> Ensure data integration meets the County's database requirements.
1 - 3 hours NEW	County WebmapTool MuniSight-QGIS	<ul style="list-style-type: none"> Provide geospatial info to internal/external Creating documents, maps, using geospatial data. 	<ul style="list-style-type: none"> Provide accessible, accurate and up to date information Communicate County information to residents and non-residents in an effective manner.
.5 – 1 hours NEW	Manage GIS User Accounts Smoky Lake County and Region	<ul style="list-style-type: none"> Manage user accounts. Manage user roles and permissions. 	<ul style="list-style-type: none"> Ensure secure system. Ensure effective communication with departments. Ensure effective communication with Regional Partners.

GIS SERVICES: WORK PLAN 2021- Continued:

Time	Work Schedule Projects	Work Description Projects	Verified Outcomes
PERIODIC			
30 - 50 hours UPDATED	Data Analysis	<ul style="list-style-type: none"> Data cleaning Provide strategic advice to managers and Councils base of queries generated from GIS. 	<ul style="list-style-type: none"> Ensure data meets the County's database requirements Asset Management and Financial tool.
10 hours UPDATED	GIS -- contracts & Data Sharing Agreements	<ul style="list-style-type: none"> Manage Third Party Contracts. Manage licensing agreements. Update contract listing to Municipal Clerk 	<ul style="list-style-type: none"> GIS Operations. Communication. Ensure efficient operations
10 - 30 hours UPDATED	Third Party Data Integration	<ul style="list-style-type: none"> Coordinate with MuniSight Data Integration from Engineers or Contractors. Verify AltaLIS updates to GIS system. 	<ul style="list-style-type: none"> Ensure data integration meets the County's database requirements. Ensure efficient operations and accurate data for management, council, and staff.
20 – 30 Hours UPDATED	Administrators Meetings	<ul style="list-style-type: none"> Provide services and support. Assist with Regional GIS Development and Integration. 	<ul style="list-style-type: none"> Ensure effective communication with Regional Partners. Ensure efficient operations. Facilitate the sharing of data, applications, knowledge and experience.
6 hours UPDATED	Annual Safety Meeting	<ul style="list-style-type: none"> Attend to educate and gain information from all county staff, to improve GIS Operations. Report unsafe condition to Safety Officer to resolve. 	<ul style="list-style-type: none"> Informational and analytical tool. Keep informed on safe practices and policies.
50 – 60 hours UPDATED	Implement Training	<ul style="list-style-type: none"> Cost effective training and support system for end users. Review level of training needs. Plans and provides in house training for the Region 	<ul style="list-style-type: none"> Enhance operations. Ensure efficient operations.
14 - 21 hours UPDATED	Budget Planning	<ul style="list-style-type: none"> Review and prepare the departments needs for the following year. Present, review and finalize with Finance Manager. 	<ul style="list-style-type: none"> Present to Council at Budget meeting.
12 – 16 hours UPDATED	Verify/Print Landownership maps	<ul style="list-style-type: none"> Apr and Oct, Verify Landownership map. Update county website. Distribute to Management, Council and staff. Print maps in house to sell & mail orders. Send copy to I Hunter. 	<ul style="list-style-type: none"> Internal use and external purchase. Provide accurate and up to date information to residents and non-residents in an effective manner.

GIS SERVICES: WORK PLAN 2021- Continued:

Time	Work Schedule Projects	Work Description Projects	Verified Outcomes
PERIODIC-Continued			
14 - 21 hours	Work Plan	<ul style="list-style-type: none"> Review the previous year's work and update work plan to ensure it accurately reflects GIS Services. 	<ul style="list-style-type: none"> Communication to Council. Provide detailed work to be undertaken by GIS Services.
30 hours NEW	Emergency Services	<ul style="list-style-type: none"> Monitor AVL – track speeds and locations of emergency vehicles. Prepare reports for Emergency Services Perform regular checks and test runs. Make sure emergency vehicles are checking in and tracking. Obtain Listing of Registered Equipment from Public Works to assist Fire Chief. 	<ul style="list-style-type: none"> Ensure efficient operations. Ensure effective communication between departments.
5 – 10 hours	Hardware Maintenance	<ul style="list-style-type: none"> Assist and coordinate IT maintenance – GIS tablets, computers, etc. 	<ul style="list-style-type: none"> Minimize System Downtime
5 – 10 hours	Server Maintenance	<ul style="list-style-type: none"> Work with IT and MuniSight to resolve issues on server. 	<ul style="list-style-type: none"> Minimize System Downtime
5 – 10 hours	Request from CAO and Managers	<ul style="list-style-type: none"> Run Spatial Queries upon request. 	<ul style="list-style-type: none"> Information for decision making.
5 – 10 hours	Request from CAO and Managers	<ul style="list-style-type: none"> Run AVL Queries upon request. 	<ul style="list-style-type: none"> Information for decision making. Ensure efficient operations.
30 – 50 hours UPDATED	Assist with Policy Development	<ul style="list-style-type: none"> Research and analyze GIS practices and draft policies. Research and analyze AVL practices and draft policies. 	<ul style="list-style-type: none"> Ensure efficient operations.
5 – 10 hours NEW	Website	<ul style="list-style-type: none"> Update Current Maps Develop Public Webmap User Guide Test and update Links for GIS Services 	<ul style="list-style-type: none"> Provide accurate and up to date information to residents and non-residents in a timely manner. Assist with public inquiries.
1 – 5 hours UPDATED	Drone	<ul style="list-style-type: none"> Assist with training set up for Emergency Services, Planning and Development and Public Works. 	<ul style="list-style-type: none"> Analytical tool for Management and Council.
10 – 50 hours NEW	Integration of New Software	<ul style="list-style-type: none"> Assist Departments with New Software. Review setup and configuration changes. Implementation plan for best practices. 	<ul style="list-style-type: none"> Ensure efficient operations. Ensure software and data integration meets the County's database requirements.
1 – 4 days NEW	GIS Conferences	<ul style="list-style-type: none"> Network with surrounding Municipalities. Share and obtain information, knowledge, and experience. 	<ul style="list-style-type: none"> Informational and analytical tool.

GIS SERVICES: WORK PLAN 2021- Continued:

Time	Work Schedule Projects	Work Description Projects	Verified Outcomes
SEASONAL			
40 - 100 hours UPDATED	GIS –Mobile App Data Collection	<ul style="list-style-type: none"> Data collection out in the field, assisting departments as required. 	<ul style="list-style-type: none"> Collect accurate data throughout the organization. Ensure data meets the County's database requirements.
50 - 70 hours UPDATED	Office Landscape	<ul style="list-style-type: none"> Plant and maintain flowers – main office. Seasonal Display – outside front entrance. 	<ul style="list-style-type: none"> Statement of curb appeal.
2021 ASSIGNMENTS			
10-15hrs UPDATED	Public Information	<ul style="list-style-type: none"> Communicate through the Smoky Lake Grapevine: GIS services available on the Smoky Lake County website. 	<ul style="list-style-type: none"> Public communication and notification.

SMOKY LAKE COUNTY



Title: Communication Services: Work Plan		Policy No.: 43-02
Section: 1 - M	Code: P-A	Page No.: 1 of 5 E

Purpose:	To establish a Department Work Plan for the Smoky Lake County Communication Services Program.
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<p>Policy Statement and Guidelines:</p> <p>STATEMENT:</p> <p>The Communications Work Plan, Schedule "A" outlines the Work Schedule of Projects and duties on a daily, weekly, monthly, periodic and seasonal time frame which provides detail work to be undertaken within Communications.</p> <p>BENEFITS:</p> <p>The Communication Services Work Plan will provide the following benefits:</p> <ul style="list-style-type: none"> • Good understanding of the process and responsibilities of the County Communication Program. • Increase efficiency and strengthen timeframe of deadlines. • Establishes accountability of Communications. <p>REVIEW:</p> <p>The Communication Services Coordinator Work Plan will be reviewed and presented to Council on an annual basis beginning of each year.</p>
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	Date		<p>_____</p> <p>Chief Administrative Officer</p>
Approved	March 5, 2020	#615-20 - Page 14031	
Amended	March 4, 2021		
Amended			
Amended			
Amended			
Amended			



SCHEDULE "A"

COMMUNICATION SERVICES: WORK PLAN 2021

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
DAILY				
½ hr	Administration	Respond to e-mails. Code Communication invoices. Complete Action List items.	Address questions/ requests for advertising. Keep up to date on emails, timely coding of invoices as per accounts payable requests.	Address questions, requests and follow up, as required. Keep detailed records regarding action items completed.
1.5 hr	Social Media	Post and update relevant information (Meetings, public hearings, office closures, notices, updates to programs or services, community events, etc.) on the County's Facebook and Twitter accounts in a timelier manner than placing a print ad or publishing in the Grapevine.	Make social media posts as requested by departments. Promote annual events or awareness days to increase public visibility and awareness. Promote important programs/ services/ updates that are non-County specific to residents.	Communicate Smoky Lake County information and public awareness events to residents in a timely and effective manner. Share non-County important information with ratepayers.
1.5 hr	Website Updates	Post and update relevant information (RFP's, public notices, policies, bylaws, events calendar, Reeve's Report, program services, etc.) on the County's website in a timely manner.	Work with departments to update department webpage content. Create new pages as needed. Update alerts/ notices as needed.	Communicate the most current County information and events to residents in a timely and effective manner.
½ 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.	Create and/or promote news ideas as they occur.	Communicate County information to residents in an effective manner.
2.5 hrs	Communications for Departments	Work with departments to meet specific communication needs as they arise (Public Participation, department specific services updates, bursary opportunities, advertisements as required by policy, changes to services, etc.). Create ads and advertise through appropriate methods.	Work with departments to create program information ads/ updates as they occur. Advertise and promote department programs/ services in a timely manner with consideration of department advertising budget.	Communicate department specific information to residents in an effective manner.
½ hr	Tracking- Advertisements placed	Track ads placed by Smoky Lake County.	Keep detailed records of all ads placed on social media, website and published in print media for historical reference.	Locate archived material.
½ hr	Ad Requests	Manage phone, email and walk-in ad requests for Smoky Lake County advertising promotion/ sponsorship. Determine whether to accept or decline (based on budget/ value), if chosen to accept, create advertisements for publishing.	Consider promotional advertising requests. Develop appropriate advertising if request is accepted and aligns with advertising budget.	Promote Smoky Lake County in a professional and budget conscious manner.
½ hr	Respond/ assist with concerns that arise.	Respond with day-to-day concerns that arise (ex: road conditions/ closures, truck fill outages, fire warnings, FOIP requests, etc.).	Respond to concerns as they arise. Work with departments to create public notice bulletins and advertise appropriately as needed.	Communicate County information to residents.

COMMUNICATION SERVICES: WORK PLAN 2021- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
DAILY-Continued				
½ hr	Deposit/ Mail	Take the County deposit to the bank and the County mail to the Post Office.	Deliver bank deposits and take mail to post office.	Assist office staff with daily County tasks.
WEEKLY				
1 hr	Management Meeting Notes	Attend, compile and distribute the Weekly Manager's Meeting notes to Council and all staff through email.	Attend weekly manager's meetings and compile Department Manager's notes and distribute through email to all staff and Council.	Provide department updates of activities to all staff and Council. Communicate departments weekly activities.
2 hrs	Management/ Staff Meetings	Be aware of County activities through meetings and staff interaction as communication tools for news releases, advertisements, etc. Seek out County news or department information that could be published on social media, website and print media.	Review any incidents or concerns and report monthly activities in office.	Discussion and awareness of other department activities.
3 hrs	Branding Development	Work on creating and implementing a consistent branding strategy for Smoky Lake County and promote the County in the most professional, cost effective and time efficient way.	Create and utilize promotional materials as deemed appropriate. Create logos for Municipal milestones celebrated.	Use a consistent and positive brand to promote Smoky Lake County.
3 hrs	Communication Advice	Provide communication advice to managers and staff as requested. Provide assistance on creating a communication strategy to fit their specific department request. Create ads for departments, as needed.	Work with departments to create ads, if requested, and publish/ advertise information to best reach the target audience.	Effective communication tools used to reach desired audience.
3 hrs	Develop Advertisements and Information Publications	Create advertisements and publications that are non-department specific (office holiday closures, proclamations, service weeks, graduations, etc.) and advertise through appropriate media outlets.	Create ads and promote events through appropriate platforms.	Communicate County information with residents.
5 hrs	County Website	Work with website developer/ host to create and maintain an attractive, user friendly and functional website. Organize, create new pages or new features to increase functionality.	Update current webpage content to reflect the most current information/ documents. Organize content into easily accessible locations on website.	Communicate and provide current County information to residents in an easily accessible location.
1 hr	Filing	File documents as required.	Physically or digitally file information for historical reference and accurate record keeping.	Locate archived documents.
MONTHLY				
6 hr	Council Meetings	Attend to gain information on Council activities that may need to be advertised or promoted.	Attend Council Meetings to be able to report Council highlights in the Grapevine.	Gain information on Council activities and advertise if appropriate.
3 hr	Manager's Reports	Prior to County Council Meetings provide a report on monthly Communications activities.	Complete a manager's report for monthly council meeting.	Provide Council with department activities.

COMMUNICATION SERVICES: WORK PLAN 2021-Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
MONTHLY-Continued				
2 hrs NEW	Joint Health & Safety Meetings	Attend monthly Joint Health & Safety Committee Meetings to review incidents, review safety policies and correspondence.	Review any incidents, report weekly activities, and review safety policies and correspondence.	Participate in development and implementation of programs to protect the employees' safety and health.
1 hr	Monthly Timesheet	As required.	Complete and hand in at the end of each month.	Documentation.
18 hrs	Grapevine	Plan, create ads (as required), produce and distribute the monthly Grapevine. Keep track of annual events/ campaigns/ holidays/ proclamations, etc. to include in appropriate Grapevine. Post the Grapevine on the County website once complete.	Create ads that promote monthly activities/ events/ deadlines/ department activities. Produce and publish the monthly Grapevine that is accurate and visually appealing. Send Grapevine to print media for publishing. Post monthly Grapevine on website.	Communicate County events, information and activities to residents.
PERIODIC				
Dependent on request.	FOIP/ Access to Information Requests	Work cooperatively with Legislative Services and with requesting parties to investigate requests to obtain Access to Information or FOIP (Freedom of Information and Privacy) information. Work with department managers, as necessary, to obtain requested information and document and maintain records of shared information.	Receive request and note timelines. Work with departments to determine if information requested is eligible for release. Release requested information and document information shared. Contact requesting party if information is not eligible for release. Report yearly FOIP requests received to the Province.	Provide information requested to the requesting party as allowed to by Legislation.
Dependent on Season.	Fire Ban Information	Work with Senior Management and the Fire Chief to draft and distribute Fire Ban Advisories to media outlets. Ensure information is posted on social media and the County website.	Receive Fire Restriction updates and advertise as accurately and quickly as possible. Create alerts for website and social media.	Communicate urgent County information to residents in an effective and efficient manner.
8 hrs	County Quick Facts	Revise as required to ensure the information in the brochure is current.	Revise and update as needed for target audience.	Communicate County information to residents.
6 hrs	Annual Safety Meeting	Attend.	Attend yearly Safety Meeting.	Obtain valuable information from speakers.
4 hrs	Prepare Budget	Work with Senior Management and Finance Manager to develop a Communications Budget.	Prepare budgets for operating and capital purchases.	Develop a budget and keep expenses within the approved budget.
4 hrs	Policy Development	Develop new and/or update existing Communications Policies and Best Management Practices to reflect current platforms used.	Work with Assistance CAO to create or update policies to reflect current practices to be incorporated into policy manuals.	Keep policies up to date with current protocols and technologies.
14 hrs NEW	Microsite Maintenance	Create microsites for requesting community organizations and assist organizations with site maintenance support, if needed. Communicate with organizations as website updates/ renewal occur.	Create microsites for requesting organizations. Create log in accounts and assign user permissions. Hand off microsite to organization with starter manual and tutorials. Assist users with troubleshooting if needed. Communicate with microsite users as website updates/ contracts need renewals.	Assist organizations in promoting their club/ service to the community.

COMMUNICATION SERVICES: WORK PLAN 2021-Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC-Continued				
36 hrs	Training	Participate in web design/ social media/ marketing/ branding training to better promote the County in the most professional, cost effective and time efficient way possible.	Register for training/ book accommodations if needed. Incorporate materials/ skills into Communications operations.	Education and increased skill set.
24 hrs	FOIP Training	FOIP Training to ensure most current information on the Legislation.	Register for training. Incorporate knowledge into FOIP requests received.	Increased education and awareness.
4 hrs	Annual Work Plan	Update the Communications Annual Work Plan to reflect work conducted within the department.	Submit to Council for approval.	Develop a Work Plan and keep up to date to reflect any changes and projects within the department.
SEASONAL				
20 hrs	Quick Reference Book	Revise, edit, produce and distribute the Quick Reference Booklet.	Revise/ edit reference book as needed. Print new copies if required.	Communication tool for County Council and staff.
90 hrs	County Annual Report	Revise, compile, edit, produce and distribute the Annual Report.	Gather information from department managers to be included in report. Include Financial Statements into report. Print and mail Annual Reports for Council, staff, residents that have requested mailed copies, and extras for in-office pick up.	Communicate County information to residents.
2021 ASSIGNMENTS				
50 hrs	Communication and Marketing: County Website	Continue to update and improve the existing County website to reflect the most current and up to date program information and data to highlight municipal programs and meet Municipal needs.	Update webpage content. Recreate more fluent department pages.	Communicate complete and current information in a central source to residents.
14 hrs NEW	Communications Policy: Microsite Contracts	Incorporate the Microsite Contract for Website Maintenance Service Agreement into the appropriate policy for record keeping, clarity and communication purposes. Execute the agreement with organizations approved for microsite use.	Develop a policy to include our current website provider services offered. Incorporate microsite user contract into the policy.	Maintain records for communication and historical reference.