

## SMOKY LAKE COUNTY

**A G E N D A: County Council Meeting**  
**for the purpose of Departmental Operations** to be held on  
Monday, **March 22, 2021** at 1:00 o'clock P.M.  
Virtual through Zoom Platform

Meeting ID: 851 5398 3158 Passcode: 693664

<https://us02web.zoom.us/j/85153983158?pwd=RGhtTElMYTEvbVdmaFMrNEI3NFg0dz09>

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

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**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: Manager's Reports**

1. Public Works Manager. ©
2. Public Works Foreman. ©
3. Public Works Shop Foreman. ©
4. Peace Officer. ©
5. Natural Gas. ©
6. Environmental Operations. ©
7. Agricultural Service Board. ©
8. Planning and Development. ©
9. Safety Officer. ©
10. Fire Chief. ©
11. GIS. ©
12. Communications. ©

**Recommendation:** Accept and file for information.

**Work Plan: Manager's Work Plans**

13. **Policy Statement No.02M-02-10:** Public Works Department: Safety Officer:  
Work Plan. ©

**Recommendation:** Accept for Information the Management Policy.

14. **Policy Statement No. 07M-01-07:** Parks and Recreation: Work Plan. ©

**Recommendation:** Accept for Information the Management Policy.

6. **Correspondence(s):**

7. **Delegation(s):**

8. **Executive Session:**

**Adjournment**



5.1

17  
GOALS

3%  
GOAL COMPLETION

DOUG PONICH

Goal	Progress Update	Current Completion
<b>Public Works Manager Work Plan</b>		2%
→ Public Works Department Daily/Weekly/Monthly Plan: 100%		98% behind
→ Maintenance (PW Manager): 100%	<p><b>Doug Ponich:</b>  <b>Achievements:</b> Graders benching along county roads. Feb. 18, 19, 22, 23, 24, 25</p> <p>Graders clearing drifted snow from road tops and ditches. March 1, 2, 3, 4</p> <p>Grader cutting icy areas in Divisions 3 and 4. March 11</p> <p>Plow trucks clearing and sanding oil-base and asphalt roads. Feb. 22, 23, 24, March 1</p> <p>Small plow truck clearing and sanding roads at resorts. Feb. 22, 23, 24, March 1, 2</p> <p>Small plow truck sanding H.A.K. parking lot. March 10.</p> <p>Grader shaving down streets and tractors assisting with removal:            - Warspite. Feb. 22 Div. 3            - Bellis. Feb. 22 Div. 4</p> <p>Tractor snow removal:            - Sokol Cemetery. Feb. 18 Div. 1</p>	5% 5 / 100% 95% behind
		50% 50 / 100% 50% behind

- Russo Ukrainian Orthodox Church yard at TWP 594, west of HWY 855. Feb. 19 Div. 4
- Smoky Lake Stampede entrance ; hauling snow from shop yard. Feb. 19 Div. 4
- Hanmore Lake east parking lot. Feb. 23 Div. 4
- Northbank Church yard. Feb. 23 Div. 3
- Vilna Cultural Center. Feb. 24 Div. 1
- Bonnie Lake Boy Scout Camp. Feb. 26 Div. 1
- Spedden Ukrainian Catholic Church. Feb. 26 Div. 1
- "Flag" driveways. March 2, 3

Skidsteer snow removal:

- Intersection of 50 St. & 50 Ave. in Spedden. Feb. 23 Div. 1
- Main office parking lot. Feb. 24, March 1
- Shop yard. March 1, 2

Brushing:

- RR 131, north of HWY 28. Feb. 18 Div. 1
- RR 125, TWP 602 - 604. Feb. 18 Div. 1
- RR 131, north of TWP 600. Feb. 22, 23 Div. 1
- TWP 594, west of RR 135. Feb. 25, 25 Div. 1
- TWP 594, west of RR 140. Feb. 26, March 1 Div. 1
- RR 144, south of TWP 594. March 8 Div. 2
- RR 141, south of TWP 584. March 10 Div. 2
- TWP 590, west of RR 141. March 10 Div. 2
- RR 140, north of TWP 594. March 10 Div. 1
- TWP 573, east of RR 141. March 11 Div. 2
- TWP 594, RR 134 - 142. March 11 Div. 1
- RR 170, north of TWP 590. March 12 Div. 3
- RR 163, south of TWP 600. March 12 Div. 4

Tree and leaner removal along county roads:

- RR 171, south of TWP 584. Feb. 18 Div. 3
- TWP 584A, east of RR 165. Feb. 19 Div. 3
- TWP 610A, east of RR 132. Feb. 22 Div. 1
- TWP 603, west of RR 142. Feb. 22 Div. 1



- Hanmore Lake east campground. Feb. 23 Div. 4
- Kaduk Lake camping area. March 2 Div. 4
- TWP 595A, RR 184 - 185. March 4 Div. 5
- RR 140, north of TWP 594. March 4 Div. 1
- TWP 594, west of RR 134. March 4 Div. 1
- RR 174, TWP 612 - 602. March 5 Div. 4
- TWP 614, west of RR 180. March 5 Div. 5
- RR 141, south of TWP 584. March 9 Div. 2
- TWP 590, RR 141 - 142. March 9 Div. 2

Hydro- axing :

- TWP 592, west of RR 143. Feb. 18, 22, 23, 24, 25 Div. 2
- TWP 592, east of RR 144. March 2, 3, 4 Div. 2
- RR 144, south of TWP 601. March 5, 8, 9, 10, 11, 12 Div. 4

Skidsteer with brushing head:

- NW. intersection of RR 124 & TWP 592. Feb. 24 Div. 1
- RR 125, TWP 602 - 604. Feb. 26 Div. 1
- TWP 595A, RR 184 - 185. March 3, 4 Div. 5
- Intersection of TWP 595A & RR 185. March 5 Div. 5
- Warspite drainage ditch at old School site. March 10, 11 Div. 3

Natural spring ice inspections; Feb. 23, March 1, 8

Natural spring ice removal and steaming of culverts:

- 17028 - TWP 584. Feb. 18, 24, March 4, 9 Div. 3
- Lots #204 , #206, #208 Mons Lake. Feb. 18, 24, March 2, 8, 11 Div. 4
- Steam culvert and catch basin at Intersection of 50 St. & 50Ave. in Spedden. Feb. 23 Div. 1
- Smoky Lake Landfill entrance. Feb. 24 Div. 4
- Remove ice and steam culvert at RR 164, 400 m. north of TWP 602. March 2, 3
- TWP 592A, RR 153 - 154 (2 culverts) March 4 Div. 2
- RR 175, north of TWP 595. March 8, 11 Div. 5

- 17429 - TWP 594. March 8 Div. 4
- TWP 602, east of HWY 855. March 8 Div. 4
- Culverts at intersection of TWP 584 & RR 172. March 8 Div. 3
- Culvert at #303 Mons Lake. March 9, 11 Div. 4
- TWP 584, east of RR 151. March 9 Div. 2
- RR 171, north of TWP 590. March 9 Div. 3
- 

Cat pushing up garbage at Smoky Lake Landfill. Feb. 19, 22, 23 Div. 4  
 Move cat to Spedden Landfill and push up garbage. Feb. 25, 26, March 1

Place concrete barriers at BF09915; RR 164, north of HWY 28. This bridge is closed to all traffic until repairs are complete. Appropriate signage has been placed on RR 164 to have awareness of the situation.

Sign installation , repair and straightening:

- Replace stop sign at TWP 594 & RR 185. Feb. 22 Div. 5
- Repair Road Address sign; TWP 590 & RR 191. March 1 Div. 5
- Replace checker board sign at TWP 620 & RR 133. March 3 Div. 1
- Replace stop sign at TWP 620 & RR 133. March 3 Div. 1
- Replace curve sign at TWP 595, east of RR 133. March 3 Div. 2
- Replace stop sign at TWP 592 & RR 170. March 3 Div. 3
- Replace curve sign at Victoria Trail, east of RR 180A. March 3 Div. 3
- Replace stop sign at RR 191 & TWP 600. March 4 Div. 5
- Replace stop sign at RR 191 & TWP 590. March 4 Div. 5
- Straighten Address sign at TWP 590 & RR 191. March 4 Div. 5
- Straighten stop sign at RR 185 & TWP 604. March 4 Div. 5
- Replace stop sign at TWP 604 & RR 124. March 5 Div. 1
- Replace stop sign at RR 130 & TWP 602. March 5 Div. 1
- Straighten stop sign at TWP 604 RR 155. March 5 Div. 4
- Straighten stop sign at RR 165 & TWP 612. March 5 Div. 4
- Display all 75% Road Ban signs on asphalt and oil base roads. March 10.
- Repair marker signs at BF7814, RR 163, south of TWP 600. March 10 Div. 4
- 

Muni- Site Entries:

- Culvert repairs. Feb. 22
- 2020 culvert installation. Feb. 23, 24, 25
- Brushing and axing. March 2, 3, 9, 10, 11, 12

Remove and haul ice from Smoky Lake Arena. Feb. 25

Haul snow pile from County Shop Yard to Smoky Lake Rodeo Grounds. Feb. 25

Loader moving drifted snow from NW intersection of RR 185 & TWP 604 to east side of road. March 1 Div. 5

Road inspection and evaluation. March 4, 9, 11

Begin opening up culvert ends as per documented spring high run-off areas. March 10

Back-hoe and grader ditching excess snow in preparation for spring run-off:

- TWP 582A, east of RR 183. March 11 Div. 3
- Victoria Trail, west of RR 185. March 11 Div. 3
- TWP 594, west of RR 174. March 11 Div. 4

**Challenges:** *No value*

**Next Steps:** *No value*

2021/02/24

**Doug Ponich:**

**Achievements:** Track-hoe breaking up gravel at Sowka Lake Pit in preparation for gravelling soft, muddy areas. March 11, 12

Skidsteer clearing snow and ice from scale at White Earth Pit.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/02/18

**Doug Ponich:**

**Achievements:** Post advertising for 2021 Dust control applications. March 8

**Challenges:** *No value*

**Next Steps:** *No value*

2021/01/25

→ Gravel (PW Manager): 100%

→ Dust Control (PW Manager): 100%

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100% behind

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100% behind



→ Administrative (PW Manager): 100%

**Doug Ponich:**

**Achievements:** Joint Health and Safety Meeting. Feb, 18

County Council Meeting. Feb. 25

County Departmental Meeting. March 4

Prepare Public Works report for Annual Booklet. March 10

**Challenges:** No value

**Next Steps:** No value

2021/02/26

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100% behind

→ Training (PW Manager): 100%

**Doug Ponich:**

**Achievements:** No update.

**Challenges:** No value

**Next Steps:** No value

2021/03/03

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100% behind

→ Council Member Inquiry (PW Manager): 100%

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100% behind

→ Roads (PW Manager): 100%

**Doug Ponich:**

**Achievements:** Put order in place for the Spring 75% Road Ban effective 8:00:00 A.M. March 10, 2021.

**Challenges:** No value

**Next Steps:** No value

2021/03/10

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100% behind

→ Administrative (PW Manager): 100%

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20% behind

→ Council Member Inquiry (PW Manager): 100%

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20% behind

→ Dust Control (PW Manager): 100%

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→ Gravel (PW Manager): 100%

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→ Maintenance (PW Manager): 100%

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→ Roads (PW Manager): 100%

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Report up to March 15, 2021.

Had a meeting with 2 Environmental Protection Officers and the land owners W and E side of 192 S of 594 about bales obstructing water flow. Told them that we would be cleaning snow from culvert ends to allow water to follow its natural channel. The officers told the land owners they were responsible to remove the bales in their property as not to impede the flow. If the problem isn't resolved we are to contact the officer.

Have to meet with landowner to go over brushing concern on NW corner of 131/584 intersection.

Have been doing some Fire Permits while conditions still allow.

The melt has started and will be following up on water concerns.

All will be watching the roads as the frost seems to be coming out now. We may have an early break-up.

Bob Novosiwsky



PUBLIC WORKS PLAN  
(PW) GOVERNANCE

Goal	Progress Update	Current Completi...
<p>Equipment (PW Shop Foreman): 100%</p>	<p><b>David Kully:</b>  <b>Achievements:</b>            1. 505 - Received transmission pump on March 8th then installed it and changed transmission oil and filter. Feb 18 - Mar 10.            2. 211 - Trencher has been repaired at machine shop and will be picked up this week Feb 18 - Mar 15.            3. 639 - Welded mount for angle cylinder on blade. Feb 19.            4. 525 - Change wing blades. Feb 19.            5. 604G - Picked up unit from Finning after warranty repairs were completed. Feb 22.            6. 508A - Replace skid shoes on front dozer. Feb 23.            7. 509 - Perform 500 hr service on unit. Feb 24.            8. 195C - Replace blades and right light. Feb 24            9. 640 - Replaced safety chains and trailer break away switch. Feb 24.            10. 509 - Replace moldboard and wing blades. Feb 24 - 25.            11. 900 - Service parts washer. Feb 26.            12. 190B - Replace blade lock pin. Mar 1.            13. 190C - Replace light assembly. Mar 1.            14. <b>190A - Remove side conveyor remove main conveyor chain tensioner assembly, ordered parts, still waiting for them to arrive. Mar 1 - 15.</b>            15. 640 - Replace electric brake assemblies and brake drums. Mar 4 - 5.            16. 472 - Replace front right tire. Mar 5.            17. 163 - Replace fuel pump for small engine. Mar 5.            18. 602 - Regular service. Mar 9.            19. 507 - Change wing and moldboard blades. Mar 8.            20. 508 - Change moldboard blades. Mar 12.  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>            2021/03/15</p>	<p>0% 0 / 100% 100% behind</p>

Vehicle (PW Shop Foreman): 100%

**David Kully:**

**Achievements:**

1. 116 - Replace left and right inner door handles. Feb 18.
2. 101A - Regular service. Feb 18.
3. 112 - Pulled truck from Smoky landfill to shop. Moved forks into stowed position, lift cab and found main power wires to ECM broken. Repaired wires, change 2 air pots, repair air leaks. Unit currently has an exhaust leak between turbo and exhaust manifold. Feb 19 - Mar 15.
4. 232 - Regular service. Feb 19.
5. 197 - Repair overflow pipe on radiator. Feb 22.
6. 204 - Regular service. Feb 23.
7. 435 - regular service, install concrete barrier for weight on deck. Repair mount for rear air bags. Feb 24.
8. 104 - Regular service. Feb 25.
9. 188 - CVIP. Replace rear brake shoes and drums, replace windshield, service air dryer. Feb 25 - Mar 3.
10. 195 - Replace fan belt and fan belt pulley. Feb 26.
11. 107 - Regular service. Mar 1.
12. 106 - Regular service. Mar 1.
13. 452 - replace battery. Mar 2.
14. 198 - CVIP. replace left front drive hub seal, replace air ride valve, service air dryer, replace tires, repair lights, replace low air warning buzzer. Mar 3 - 12.
15. 724 - Replace upper and lower ball joints. Mar 3 - 5.
16. 122 - Replace intake grid heater, replace brake light switch. Mar 5 - 12.
17. 226 - Regular service. Mar 8.
18. 208 - Replace head light switch. Mar 11.
19. 115 - Replace fuel filter. Mar 11.
20. 104 - replace power steering hose, and replace left front axle shaft. Mar 11.
21. 725 - Replace left head light bulb. Mar 11.
22. 204 - Replace battery. Mar 11.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/03/15

Protective Services Maintenance/Repair  
(PW Shop Foreman): 100%

**David Kully:**

**Achievements:**

1. No repairs during this reporting period.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/03/15

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**Contract Work (PW Shop Foreman): 100%**

**David Kully:**

**Achievements:**

1. No repairs during this reporting period.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/03/15

**Administrative (PW Shop Foreman): 100%**

**David Kully:**

**Achievements:**

1. Review invoices, oil samples, purchase orders, and vehicle and equipment checklists.
2. Attend managers meetings
3. Started weekly safety meetings. Mar 1.
4. Attended Departmental meeting Mar 4.
5. Took delivery of first truck from Enterprise. 1 ton for gas dept. Mar 11

**Challenges:** *No value*

**Next Steps:** *No value*

2021/02/18

**Training (PW Shop Foreman): 100%**

**David Kully:**

**Achievements:**

1. Apprentice has completed his 3rd year of technical training and passed with a mark of 90%. Mar 1

**Challenges:** *No value*

**Next Steps:** *No value*

2021/03/15

**Council Member Inquiry (PW Shop Foreman): 100%**

**David Kully:**

**Achievements:**

1. No council member inquiries during this reporting period.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/03/15

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EMERGENCY SERVICES PLAN  
(ES) COMMUNITY SERVICES

Goal	Progress Update	Current Completi...
<b>Training Activity (PEACE): 100%</b>	<b>Ed English:</b> <b>Achievements:</b> Attended Health and Safety meeting on Dec 17 and January 21  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i> 2021/01/21	0% 0 / 100% 100% behind
<b>Council Member Inquiry (PEACE): 100%</b>		0% 0 / 100% 100% behind
<b>Enforcement Activity: 100%</b>	<b>Ed English:</b> <b>Achievements:</b> Followed up on a tracked vehicle damaging Rge Rd 124 on January 5 and 6 Monitoring compliance of Alberta Health orders  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i> 2021/01/21	0% 0 / 100% 100% behind
<b>Land Use Development: 100%</b>	<b>Ed English:</b> <b>Achievements:</b> Confirmed house south of Smoky Lake had been removed on January 4 Took photos of fence across Rge Rd 164 near the river on January 19  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i> 2021/01/21	0% 0 / 100% 100% behind
<b>Resorts Activity: 100%</b>	<b>Ed English:</b> <b>Achievements:</b> STEP applications coming in. Deadline is March 26 Picnic tables have been repaired and taken to Bogdans Pit  Getting ready for camping season  Continue to do maintenance at day use areas  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i> 2021/03/16	0% 0 / 100% 100% behind

<b>Animal Control: 100%</b>	<p><b>Ed English:</b>  <b>Achievements:</b> Located owner of stray dog in the Hamlin area on December 23  New contract with kennel operator is being worked on</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i>  2021/01/21</p>	<p>0%  0 / 100%  100% behind</p>
<b>Protective Services: 100%</b>	<p><b>Ed English:</b>  <b>Achievements:</b> Continue to issue fire permits</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i>  2021/03/16</p>	<p>0%  0 / 100%  100% behind</p>
<b>ATV Trails: 100%</b>	<p><b>Ed English:</b>  <b>Achievements:</b> Snow getting scarce on IHT. More quad activity  Trail inspection and gate closures to be done in early April</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i>  2021/03/16</p>	<p>0%  0 / 100%  100% behind</p>
<b>Peace Officer Program: 100%</b>	<p><b>Ed English:</b>  <b>Achievements:</b> Completed Peace Officer annual report</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i>  2021/01/21</p>	<p>0%  0 / 100%  100% behind</p>
<b>Administrative Activity (PEACE): 100%</b>	<p><b>Ed English:</b>  <b>Achievements:</b> Ed was in hospital for this report period  Catching up on things</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i>  2021/03/16</p>	<p>0%  0 / 100%  100% behind</p>
<b>Rural Addressing: 100%</b>	<p><b>Ed English:</b>  <b>Achievements:</b> 9 addresses on the 2021 order (4 are replacements)</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i>  2021/03/16</p>	<p>0%  0 / 100%  100% behind</p>

**(ES) INFRASTRUCTURE**

Goal	Progress Update	Current Completi...
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## PARKS & RECREATION PLAN (P&R) COMMUNITY SERVICES

Goal	Progress Update	Current Completi...
Parks and Recreation Work Plan: 100%		0% 0.404 / 100% 20% behind



# 111

GOALS

## NATURAL GAS PLAN

Goal	Progress Update
<p>AMR meter expiration replacement Note: Strategic Priorities Chart Feb 6, 2017: 100%</p>	<p><b>Daniel Moric:</b>  <b>Achievements:</b>  <ul style="list-style-type: none"> <li>• AMR Meter installation is complete</li> </ul> <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>  2020/10/07</p>
<p>Odorant Activity: 100%</p>	<p><b>Daniel Moric:</b>  <b>Achievements:</b> <i>No value</i>  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>  2020/12/01</p>
<p>→Deliver Odorant</p>	<p><b>Daniel Moric:</b>  <b>Achievements:</b> -February 1/21 - February 28/21. 20 hrs x 2 servicemen = 40 hrs spent completing odorant deliveries to Smoky Lake County Gas, Village of Boyle Gas Utility, Paintearth Gas Co-op, Tervita Coronation, County of Vermillion River Gas Utility, and Minco Gas Co-op.  -March 1/21 - March 12/21. 40 hrs x 2 servicemen = 80 hrs spent completing odorant deliveries to Phoenix Gas Co-op, GLDC Gas Co-op, Rocky Gas Co-op, Chain Lakes Gas Co-op, and Athabasca Oil Corporation in Conklin.   <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>  2021/03/12</p>



CNG Trailer: 100%

**Daniel Moric:**

**Achievements:** *No value*

**Challenges:** *No value*

**Next Steps:** *No value*

2020/10/07

→ **Compressed natural gas trailer**

**Daniel Moric:**

**Achievements:** -Picked up CNG trailer from RCO Energy in Drayton Valley. Repairs were completed and is ready for service. -One CNG trailer was picked up by Phoenix Gas Co-op on March 9th for them to operate for a planned gas outage of theirs for repairs.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/02/08

**Administrative Activity (GAS):**  
100%

**Daniel Moric:**

**Achievements:**

- Attend weekly manager meetings.
- Receive customer phone calls.
- Respond to emails.
- Assist in producing monthly gas bills.
- February 2021 gas price was \$4.80/GJ. March 2021 gas price has increased to \$6.00/GJ.
- Apply for new gas services and complete all of the required paperwork.
- Continue to get easements and contracts signed as necessary.
- Working on invoicing construction, odorant and CNG jobs.
- Continually signing customers up for receiving their gas bills by email. Currently have 315 accounts registered.
- Posted in the gas bills for customers to give us updated account information with very good response. Also included this request in the Grapevine. Will continue to advertise for updated information.
- Practicing social distancing as much as possible during these uncertain times. Staff have been given additional PPE to help prevent contracting and transferring COVID-19

**Challenges:** *No value*

**Next Steps:** *No value*

2020/10/07

→Service Calls: 100%

**Daniel Moric:**

**Achievements:** -During the cold snap, there was a suspected pressure issue with one customer service. After further investigation, found that the furnace's exhaust was rotted out and was pulling exhaust gases back into the furnace intake, causing the furnace to choke itself out, mimicking a regulator pressure issue.

-One "no gas" service call. Contractor turned main gas riser off and left thinking it wasn't heating the second house in yard.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/03/12

→Documentation of jobs

→Daily Vehicle Inspections

→Pre job meetings

**Daniel Moric:**

**Achievements:** Employees fill out a Job Safety Analysis while working. They are supplied with a JSA booklet, as well as a simplified JSA is on our Customer Service Report that is completed for every job.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/02/08

→Undertake On-Call

**Daniel Moric:**

**Achievements:** Employees continue to be on call for after hours issues that may arise.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/02/08

→Management meeting

**Daniel Moric:**

**Achievements:** Attend weekly managers meetings

**Challenges:** *No value*

**Next Steps:** *No value*

2021/02/08

→Complete Invoicing

→Clean truck

→Utility Personnel Meeting

→Tool Box meeting

**Daniel Moric:**

**Achievements:** We, as a department, either meet at a safe distance or have a group phone call, as required to discuss any issues or jobs that are in progress, or will be starting. We have a meeting a minimum of once per week. Will also start attending the Monday morning safety meetings at the shop .

**Challenges:** *No value*

**Next Steps:** *No value*

2021/02/08

→Gas balancing

**Daniel Moric:**

**Achievements:** Every month, monitor the amount of gas purchased from Gas Alberta and compare to the amount of gas sold. Allows us to closely monitor possible under/above ground leaks or metering issues that may occur

**Challenges:** *No value*

**Next Steps:** *No value*

2021/02/08

→Main Office Safety Meeting

→Meter readings

**Daniel Moric:**

**Achievements:** Collect meter readings monthly for customer billing

**Challenges:** *No value*

**Next Steps:** *No value*

2021/02/08

→Managers reports

**Daniel Moric:**

**Achievements:** Create reports for Council for the Natural Gas Utility meetings as required

**Challenges:** *No value*

**Next Steps:** *No value*

2021/02/08

→Delinquent accounts

**Daniel Moric:**

**Achievements:** Send out overdue account notices to customers who are over 60 days overdue on paying their gas bill(s)

**Challenges:** *No value*

**Next Steps:** *No value*

2021/02/08

→Paperless billing

**Daniel Moric:**

**Achievements:** Currently have 315 natural gas accounts receiving bills by email.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/02/08

→Attend Conventions

**Daniel Moric:**

**Achievements:** No activity.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/02/09

→Auditor documentation

**Daniel Moric:**

**Achievements:** -Assisted financial auditors on February 17-19 with the 2020 financial statements.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/02/08

→Strategic plan

→Utility meetings

**Daniel Moric:**

**Achievements:** Prepare agendas and meeting packages as well as attend utility meetings with Council to discuss any issues, answer questions, and give information and updates as to what is happening within the Department.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/02/08

→Departmental meetings

**Daniel Moric:**

**Achievements:** Will be attending County Departmental Meeting on March 22, 2021

**Challenges:** *No value*

**Next Steps:** *No value*

2021/02/08

→Job Interviews



→Employee evaluations

**Daniel Moric:**

**Achievements:** Will be completing employee evaluations in April

**Challenges:** *No value*

**Next Steps:** *No value*

2021/03/12

→Other duties

**Daniel Moric:**

**Achievements:** Other duties include picking up the mail from the post office every morning, picking up parcels from the post office or Pappy's as needed, delivering mail from the County Office to the post office as needed, cleaning and disinfecting my office daily, and doing misc filing in the vault to ensure the natural gas paperwork is filed to the appropriate land file.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/02/08

→O & M Policy

**Daniel Moric:**

**Achievements:** Continually review and update the Federation O&M Policy Manual, as required.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/02/08

→Automatic Meter Readings

**Daniel Moric:**

**Achievements:** Continue to read natural gas meter using the AMR system monthly

**Challenges:** *No value*

**Next Steps:** *No value*

2021/02/08

**Training Activity (GAS): 100%**

**Daniel Moric:**

**Achievements:** Barry Letwin, Daniel Malysh, and William Gray are to take the yearly PE Fusion recertification course offered by the Federation on March 16th. This will be offered online and the in-class training will be scheduled for later in 2021. William Gray will be starting Gas Utility Operator Level 2 course offered by the Federation in February 2021. There is an at-home online class portion to complete first, followed by the in-class portion at the Federation Center beginning in April 2021.

**Challenges:** *No value*

**Next Steps:** *No value*

2020/12/01

**Natural Gas Construction of Infrastructure: 100%**

**Daniel Moric:**

**Achievements:** *No value*

**Challenges:** *No value*

**Next Steps:** *No value*

2021/02/09

→ **Line locates**

**Daniel Moric:**

**Achievements:**

- 19 line locates were completed since last report

**Challenges:** *No value*

**Next Steps:** *No value*

2020/12/01

→ **RMO Checks**

**Daniel Moric:**

**Achievements:** Check each RMO weekly as part of our regular maintenance. This ensures we can rectify any issues as they arise. RMO checks are completed daily in the extreme cold to ensure operation during the high flow conditions.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/02/08

→ **Magazine check**

**Daniel Moric:**

**Achievements:** Complete explosives magazine inventory monthly.

**Challenges:** *No value*

**Next Steps:** *No value*

2020/12/01

→ **Odor sample**

**Daniel Moric:**

**Achievements:** Monthly odorant intensity checks ( 20 locations )

**Challenges:** *No value*

**Next Steps:** *No value*

2020/12/01

→Vehicle maintenance

**Daniel Moric:**

**Achievements:** -Complete vehicle/equipment maintenance as required.  
-New truck to replace Unit 204 arrived on March 12th and was delivered March 13th to Western Truck Body for service body installation.

**Challenges:** *No value*

**Next Steps:** *No value*  
2021/03/12

→Equipment maintenance

→Leak detection

**Daniel Moric:**

**Achievements:** Investigating gas leaks as they are reported. Will be hiring a third-party line walking crew to perform leak detection on our underground gas lines, as required by the Federation policy.

**Challenges:** *No value*

**Next Steps:** *No value*  
2021/02/08

→PFM check

**Daniel Moric:**

**Achievements:** Check Pressure Factor Measurement (PFM) on meter sets measuring above 1 PSI, as required by Measurement Canada. Sent yearly PFM report to MC in January for the year 2020. They audit our PFM reporting every 3 years and complete a scheduled site visit to ensure correct metering practices are followed.

**Challenges:** *No value*

**Next Steps:** *No value*  
2021/02/08

→Public building inspections

→Cathodic protection

**Daniel Moric:**

**Achievements:**

- Cathodic protection is the protection of the underground metallic pipelines from oxidization and rusting using sacrificial anodes of varying metals. Yearly, we check the condition of these anodes and replace the anodes as they deplete beyond their effectiveness. This helps greatly extend the lifetime of our high pressure pipelines and the risers that extend out of the ground. This is completed during the summer, as the readings are less accurate during the winter due to frozen soil conditions. We also monitor the pipes for the fuel pumps at the County shop as required by the regulatory bodies
- Will be hiring a third party company this year to complete our cathodic protection study, as it is required by the Federation O&M Manual to be completed by a third party company every 2 years.

**Challenges:** *No value*

**Next Steps:** *No value*  
2020/12/01

→Tetlar bag samples

**Daniel Moric:**

**Achievements:** Will be collecting tetlar bag samples in March/April and sending them to Exova Labs in Edmonton for analysis. Required yearly to ensure the molecular content of the natural gas we are supplying to customers is within acceptable standards.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/02/08

→Hydro Axing

→End Pressure Test

**Daniel Moric:**

**Achievements:** Monitor end of line gas pressures and compare to monthly gas balancing to check for underground leaks. Monitoring pressure during the extreme cold weather also helps us plan out system upgrades, as it will show us the areas where our system is starting to get undersized, with adding customers and customers adding larger appliances. This is mostly an issue with people upgrading to tankless hot water heaters to replace their old ones. The tankless hot water heaters require 8x the amount of gas as compared to older tank style heaters. Example: standard tank water heaters use (on average) 38,000 BTU of gas per hour. Tankless water heaters use (on average) over 200,000 BTU per hour.

**Challenges:** *No value*

**Next Steps:** *No value*

2020/12/01

→GPS Services and Alterations

**Daniel Moric:**

**Achievements:** New services and alterations that were completed in 2020 were GPS-ed in late 2020 and the data has been sent to our GIS tech for submission to Rural Utilities and to be added to our as-builts.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/03/12

→Take Inventory

**Daniel Moric:**

**Achievements:** Inventory has been completed for the end of year 2020. Submitted inventory record to Brenda.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/02/08

→Install gas lines



→Wash and bleach all equipment.

**Daniel Moric:**

**Achievements:** During construction, equipment is washed and bleached prior to entering properties to minimize the risk of Clubroot transfer.

**Challenges:** *No value*

**Next Steps:** *No value*

2020/12/01

→Sign installation 0 Sign(s)

**Daniel Moric:**

**Achievements:** More signs and posts have been ordered for this year. Will be visiting the sites that only require the sign upgrade/straightening existing sign posts. Will be replacing the missing or extremely damaged sign posts as required when the ground thaws.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/02/08

→Cut and Caps

**Daniel Moric:**

**Achievements:** No cut and caps were completed during this reporting period.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/02/08

→Maintain Facilities.

→RMO Replacement

Meter recalls and maintenance:  
100%

**Daniel Moric:**

**Achievements:** *No value*

**Challenges:** *No value*

**Next Steps:** *No value*

2021/02/09

→AMR meters

**Daniel Moric:**

**Achievements:** Complete meter changes

**Challenges:** Locations

**Next Steps:** *No value*

2020/08/12

→ Replace defective gas meters

**Daniel Moric:**

**Achievements:**

- Replace as required. None have failed since last Council update. From talking with other co-ops in the province, there was issues with meters freezing up and AMR reader heads not working during the cold snap. They brought the meters inside to warm up and they started working again, as well as the AMR reader heads, since they are battery powered.

**Challenges:** *No value*

**Next Steps:** *No value*

*2020/12/01*

→ Meter Recalls

**Council Member Inquiry (GAS): 100%**

**Daniel Moric:**

**Achievements:** No Council inquiries during this reporting period.

**Challenges:** *No value*

**Next Steps:** *No value*

*2021/02/08*

**2021 Natural Gas (Revenue): \$3.03m**

**2021 Natural Gas (Expense): \$3.04m**

**2022 Natural Gas (Revenue): \$3.08m**

**2022 Natural Gas (Expense): \$3.1m**

**2023 Natural Gas (Revenue): \$3.14m**

**2023 Natural Gas (Expense): \$3.16m**

**2020 INFRASTRUCTURE LINE REPLACEMENT: 100%**

↳ Budget - 2020  
INFRASTRUCTURE LINE  
REPLACEMENT: \$50k

**2020 RMO STATION REPLACEMENT PLAN RESERVE: 100%**

↳ Budget - 2020 RMO  
STATION REPLACEMENT  
PLAN RESERVE: \$70k

**2020 MODEMS FOR RMO: 100%**

↳ Budget - 2020 MODEMS  
FOR RMO: \$22k

**2020 REPLACE TRUCK: 100%**

↳Budget - 2020 REPLACE TRUCK: \$50k

**2021 INFRASTRUCTURE LINE REPLACEMENT: 100%**

↳Budget - 2021 INFRASTRUCTURE LINE REPLACEMENT: \$50k

**2021 RMO STATION REPLACEMENT PLAN RESE: 100%**

↳Budget - 2021 RMO STATION REPLACEMENT PLAN RESE: \$70k

**2021 REPLACE TRUCK - removed: 100%**

↳Budget - 2021 REPLACE TRUCK - removed: \$61.2k

**2021 REFURBISH TRUCK BOX: 100%**

↳Budget - 2021 REFURBISH TRUCK BOX: \$7k

**2022 INFRASTRUCTURE LINE REPLACEMENT: 100%**

↳Budget - 2022 INFRASTRUCTURE LINE REPLACEMENT: \$50k

**2022 RMO STATION REPLACEMENT PLAN: 100%**

↳Budget - 2022 RMO STATION REPLACEMENT PLAN: \$140k

**2022 MAPPING UNIT: 100%**

↳Budget - 2022 MAPPING UNIT: \$10k

**2022 REPLACE TRUCK - removed: 100%**

↳Budget - 2022 REPLACE TRUCK - removed: \$61.8k

**2022 REFURBISH TRUCK BOX: 100%**

↳Budget - 2022 REFURBISH TRUCK BOX: \$7k

**2023 INFRASTRUCTURE LINE  
REPLACEMENT: 100%**

↳Budget - 2023  
INFRASTRUCTURE LINE  
REPLACEMENT: \$50k

**2023 RMO STATION  
REPLACEMENT PLAN RESE:  
100%**

↳Budget - 2023 RMO  
STATION REPLACEMENT  
PLAN RESE: \$70k

**2023 REPLACE T RUCK - re mo  
ve d: 100%**

↳Budget - 2023 REPLACE T  
RUCK - re mo ve d: \$62.4k

**2023 REFURBISH TRUCK BOX:  
100%**

↳Budget - 2023 REFURBISH  
TRUCK BOX: \$7k

**(GAS) Human Resources /  
Training / OH&S**

↳(GAS) Attend Annual Safety  
Meeting

↳(GAS) Training Event Form  
2021

↳(GAS) Attend Joint Health &  
Safety Meetings: 12  
Meeting(s)

**(GAS) Financial Accountability**

↳(GAS) Prepare a Draft 5  
Year Function Budget

↳(GAS) Prepare Annual  
Budget

**(GAS) Organizational Efficiency**

↳(GAS) Complete Annual  
Work Plan

**2020 CARRY OVER RMO  
STATION PROJECT: 100%**

↳Budget - 2020 CARRY OVER  
RMO STATION PROJECT:  
\$50k

WATER & WASTEWATER PLAN  
(W&W) INFRASTRUCTURE

Goal	Progress Update	Current Completi...
<b>Water Activity: 100%</b>	<p><b>Dave Franchuk:</b></p> <p><b>Achievements:</b> Reporting period from January 4, 2020 to March 8, 2021</p> <p>Jan 4 Read water meters at Warspite.</p> <p>Jan 11 Trouble shoot warspite truck fill clean out minor electrical issue with valve.</p> <p>Jan 14 Tend to Spedden truck fill credit card reader not working, reset and adjusted antenna.</p> <p>Jan 18 Order chemicals and water testing supplies. Enroll in Water operating courses required.</p> <p>Jan 22 Set up electric heater at the Spedden truck fill.</p> <p>Jan 28 Snow removal at all water sites and prevent slippery surfaces.</p> <p>Feb 1 Check out why customer couldn't get water at Spedden, show them how to use it.</p> <p>Feb 2 Water operator course webinar, and read water meters at Warspite.</p> <p>Feb 3 Water operator course webinar.</p> <p>Feb 4 Snow removal at water sites and prevent slippery surfaces.</p> <p>Feb 9 AWWOA training webinar, and complete report.</p> <p>Feb 10 AWWOA training webinar, and complete report.</p> <p>Feb 15 Trouble shooting Bellis potable water truck fill, possible freeze up of line under ground.</p> <p>Feb 17 Review and submit annual report to Alberta Parks and Environment.</p> <p>Feb 18 Continue trying to thaw line at Bellis.</p> <p>Mar 2 Completed to thaw underground lines at Bellis truckfill now working ok.</p> <p>Mar 3 Tend to overdue accounts in Warspite.</p> <p>March 9 to 12 AWWOA annual virtual seminar.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p> <p>2021/03/08</p>	93% 93 / 100% 3% behind

**Waste Water: 100%**

**Dave Franchuk:**

**Achievements:** Reporting period from January 4, 2021 to Mar 8, 2021

Jan 25 Minor alterations to lift pump hoists at Warspite.

Jan 26 Minor alterations to lift pump hoisting system at Warspite.

Feb 3 Install new screen bucket at Warspite lift station

Feb 5 Install winch on lift pump #1.

Feb 8 Install winch on lift pump #2.

Feb 10 Lift station clean up and organization.

Mar 3 Replace burn out lights clean debris from Pump # 1

Mar 8 Clean debris from pump # 2

**Challenges:** *No value*

**Next Steps:** *No value*

2021/03/08

96%  
96 / 100%

**Waste Management: 100%**

**Dave Franchuk:**

**Achievements:** Reporting period from January 4, 2021 to Mar 8, 2021.

Jan 6 Fire permits posted at each site.

Jan 7 Alberta recycle requested pictures of all electronic disposal site, pictures taken.

Jan 8 Pick up waste just south of Smoky Lake transfer station.

Jan 15 Open Smoky Lake dump for roofing contractor(Hospital).

Jan 19 Trouble shoot gas heater at garbage truck shop; not working.

Jan 22 Repair garbage truck shop heater.

Jan 28 Enroll in SWANA recertification course.

Jan 29 Replace lids on bins at Mons Lake and Bellis bin sites. Pick up loose garbage north of Vilna site.

Feb 2 Meet with Richmond Steel, provide key for access to bale metals.

Feb 3 Snow removal at sites.

Feb 4 Snow removal at sites.

Feb 8 Replace tires on Skid steer trailer.

Feb 11 Repairs to propane furnace at the Vilna Transfer Station.

Feb 18 Move all light tubes to the Smoky Lake site for disposal.

Feb 23 Richmond still completed sites, met with them to approve cleanup.

Mar 1 Pick up 2 refrigerator units in ditch by Spedden Transfer station.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/03/08

97%  
97 / 100%  
1% ahead



**Regional Water: 100%**

**Dave Franchuk:**

**Achievements:** Reporting period from January 4, 2021 to March 8, 2021.

Jan 11 Updating standard operating procedures for Smoky Lake fill station.

Jan 12 Go through deficiencies with plumbing contractor at Whitefish Lake reservoir.

Jan 19 Low heat alarm at Edward booster station.

Jan 20 Tend to alarms due to wind storm and power outages.

Jan 29 Meet with contractor in regards to Whitefish Lake reservoir deficiencies.

Feb 1 Submit operators Regional time and mileage.

Feb 4 Check on water leak near regional line test water and monitor to ensure it is not a leak but just a stream.

Feb 8 to 11 Monitor Vilna reservoir due to a leak within the Village system.

Feb 12 work on testing alarm system with Vector electronics.

Feb 17 Check into water loss for finance, determined not a leak.

Feb 17 Hwy 28/63 Regional Waterline Services Commission meeting.

Feb 18 Tend to and inform contractor regarding line locate at the Town reservoir.

Feb 22 Check into error at Vilna chlorine analyzer, and recalibrate.

Feb 23 Snow removal around CAV's and check CAV's. Design criteria meeting with AE.

Feb 26 Tend to PCL issue at Whitefish Lake with contractor.

Mar 2 Have dialer set up to text messages as well.

Mar 3 Collecting usage data for leak detection.

Mar 5 Whitefish Lake issues meeting with AE and First Nation.

Mar 9 leak detection from Smoky Lake to Bellis.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/03/09

97%  
97 / 100%  
1% ahead

**Administrative Activity (W&W): 100%**

**Dave Franchuk:**

**Achievements:** Reporting period from December 4, 2021 to March 8, 2021.

Jan 4 Managers meeting.

Jan 12 Council Budget meeting.

Jan 18 Managers meeting

Jan 27 Evergreen meeting

Feb 1 Managers meeting

Feb 8 Managers meeting, and work on utility agenda.

Feb 9 Work on utility agenda.

Feb 10 Work on utility agenda.

Feb 16 Utility meeting.

Feb 17 Hwy 28/63 Regional Waterline Services Commission meeting.

Feb 18 Joint Health and Safety meeting.

Feb 22 Managers meeting.

Feb 23 Design Criteria Hwy 28/63 and AE.

Mar 4 Council Departmental meeting.

Mar 5 WLFN # 128 delays and covid 19 issues meeting.

Mar 8 Managers meeting.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/03/09

**Training Activity (W&W): 100%**

**Dave Franchuk:**

**Achievements:** Reporting period from December 4, 2021 to March 8, 2021

Dec 14 Whitefish Lake reservoir operator training.

Feb 2 Benefits of digital communication AWWOA (Dave).

Feb 3 Benefits of digital communication AWWOA (Dave).

Mar 9 to 12 AWWOA Annual Seminar.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/03/09

**Update Plan/Budget for Truckfills: 100%**

**Council Member Inquiry: 100%**

96%  
96 / 100%

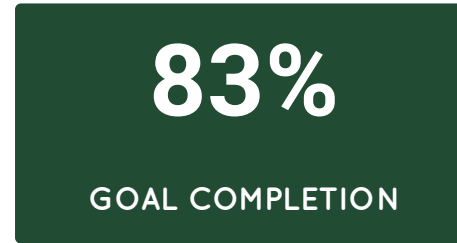
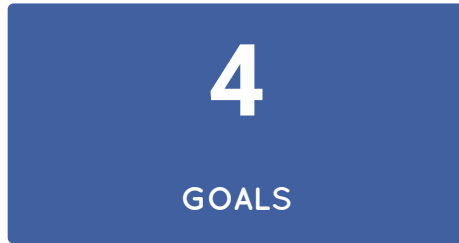
96%  
96 / 100%

0%  
0 / 100%  
100% behind

0%  
0 / 100%  
100% behind



5.7



## AGRICULTURAL SERVICE BOARD PLAN (ASB) PHYSICAL ENVIRONMENT

Goal	Progress Update	Current Com...	Start Date	Due Date
Administrative Activity: 100%	<p><b>NEW</b> Carleigh McMullin:</p> <p><b>Achievements: Meetings &amp; Training attended February 16th-March19</b></p> <ul style="list-style-type: none"> <li>• Joint Health &amp; Safety Meeting-February 18th</li> <li>• Quick Meeting with Gene &amp; Dave Kully RE: Tractor quotes- February 18th</li> <li>• Council Meeting-February 25th</li> <li>• Meeting with Gene &amp; Amanda RE: Upcoming season planning- February 26th</li> <li>• Quick Meeting with Carole and Amanda RE: AGMobile/GIS- March 1st</li> <li>• LARA AGM- March 2nd</li> <li>• ASB/Ag &amp; Forestry Updates-March 3rd</li> <li>• Cows &amp; Fish Webinar-March 4th</li> <li>• Departmental Meeting-March 4th</li> <li>• Carleigh attended AAAF Education Committee Meeting-March 5th</li> <li>• ASB/Ag &amp; Forestry Update-March 10th</li> <li>• Cows &amp; Fish Webinar- March 10th</li> <li>• ASB/Ag &amp; Forestry Update-March 17th</li> <li>• NE AAAF Regional Meeting-March 17th</li> <li>• Cows &amp; Fish Webinar-March 18th</li> <li>• Joint Health &amp; Safety Meeting-March 18th</li> <li>• Alberta Invasive Species Council Virtual Conference (Applicator credits included)- March 15th- March 19th</li> </ul>	<p>78%</p> <p>78 / 100%</p> <p>2% behind</p>	2017/12/31	2021/12/31

### Ag Department Highlights

- Weed Inspector deadline to apply is March 19th- **only have received one applicant**
- Secondary Trapper deadline to apply is March 26th
- Mower operator deadline to apply is April 30th
- Trevor Cameron will begin work April 6th
- Working with Dave Franchuk to arrange a skid steer and dump trailer to assist with ditch clean up this Spring
- Completed Olds College courses
- New Tractor and Blade Mounts have been ordered, delivery date scheduled for June 3rd

### Upcoming Events

- 4-H Achievement day-June 11th, 2021
- Farmer Appreciation Event-Decision needs to be made.

**Challenges:** *No value*

**Next Steps:** Looking for clarity on the 'One Pass' mowing for this upcoming season.

2021/03/12

**Blasting Activity (ASB): 100%**

**NEW** Carleigh McMullin:

#### Achievements:

- Completing DFO submissions for blasting. These applications are time consuming, and require going to get pictures of each dam that needs to be removed as well as maps. This is something we need to take into consideration for the upcoming season, as we can only pre submit so many because we can't always predict where the beavers are going to dam and where we will have issues.
- Received a WA\_19 permit to trap on Mons Lake.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/03/15

100%  
100 / 100%  
-

2020/08/01

2020/12/30

**Mowing Activity (ASB): 100%**

**NEW** Carleigh McMullin:

#### Achievements:

- Letters were sent directly to landowners for hay permits with a copy of the hay permit to be filled out and returned to us. They must have these returned to us by June 1st otherwise we will be mowing all ditches without applications.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/03/15

100%  
100 / 100%  
-

2017/12/31

2020/12/30

Safety Activity (ASB)

**NEW** Carleigh McMullin:

**Achievements:**

- Attended both February and March Joint Health & Safety Meetings
- Put an inquiry in to Trevor T in regards to chainsaw training for mower operators to help with ditch clean up
- Put another inquiry in to Trevor T for TDG Training for myself and Amanda
- Ordered PPE and chemical for upcoming season

**Challenges:** *No value*

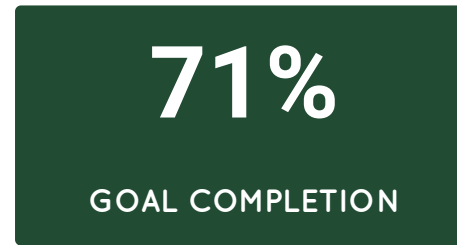
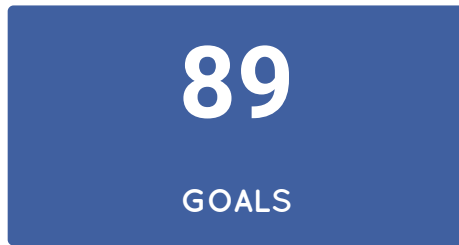
**Next Steps:** *No value*

2021/03/12

2020/01/01

2021/12/31

55%  
5% behind



### JORDAN RUEGG BEHIND

Goal	Progress Update	Current Completion	Start Date	Due Date
Industrial Park: 100%	<p><b>NEW</b> Jordan Ruegg:</p> <p><b>Achievements:</b> The Planning and Development Department continues to work with the Economic Development Officer to identify potential opportunities to attract industrial development.</p> <p>2021/03/15</p>	<p>15% 15 / 100% 5 behind</p>	2021/01/01	2021/12/31
Warspite Ironhorse Trail RV Parkas part of the 2018-2020 Strategic Priorities: 100%	<p><b>NEW</b> Jordan Ruegg:</p> <p><b>Achievements:</b> No action was taken during this period. Administration was instructed to hold an Open House on a potential RV park to be located in Warspite but this process has been put on hold due to the ongoing COVID-19 pandemic. Council had wished to hold the Open House in person to provide ratepayers with an opportunity to provide their input in person but this has not been possible due to the pandemic. Once large in-person gatherings are permitted again, an Open House will be scheduled.</p> <p>2021/03/15</p>	<p>0% 0 / 100% 80 behind</p>	2017/12/31	2021/12/31



<p><b>(P&amp;D) Attend Joint Health &amp; Safety Meetings: 12 Meeting(s)</b></p>	<p><b>NEW</b> Jordan Ruegg:  <b>Achievements:</b> The Planning and Development Department will attend the monthly Joint Health and Safety meeting on March 18, 2021.  2021/03/15</p> <p><b>NEW</b> Jordan Ruegg:  <b>Achievements:</b> The Planning and Development Manager and Planning and Development Assistant attended the Joint Health and Safety Committee meeting on March 18, 2021.  2021/03/15</p>	<p>25%  3 / 12 Meeting(s)  8 Meeting(s) behind</p>	<p>2021/03/15</p>	<p>2021/12/31</p>
<p><b>(P&amp;D) Prepare a Draft 5 Year Function Budget</b></p>	<p><b>NEW</b> Jordan Ruegg:  <b>Achievements:</b> No action was taken during this reporting period.  2021/03/15</p>	<p>0%  27% behind</p>	<p>2021/01/01</p>	<p>2021/10/01</p>
<p><b>(P&amp;D) Prepare Annual Budget</b></p>	<p><b>NEW</b> Jordan Ruegg:  <b>Achievements:</b> No action was taken during this reporting period.  2021/03/15</p>	<p>0%  27% behind</p>	<p>2021/01/01</p>	<p>2021/10/01</p>

**COMPLETE**

Goal	Progress Update	Current Completion	Start Date	Due Date
<p>Inter-municipal Collaborative Frameworks with the Counties of St. Paul, Lac La Biche &amp; Two Hills as part of the 2018-2020 Strategic Priorities: 100%</p>		<p>100%  100 / 100%  -</p>	<p>2017/12/31</p>	<p>2020/12/30</p>
<p>Inter-municipal Collaborative Framework with the Town of Smoky Lake as part of the 2018-2020 Strategic Priorities: 100%</p>		<p>100%  100 / 100%  -</p>	<p>2017/12/31</p>	<p>2020/12/30</p>
<p>Inter-municipal Collaborative Framework with the Village of Vilna part of the 2018-2020 Strategic Priorities: 100%</p>		<p>100%  100 / 100%  -</p>	<p>2017/12/31</p>	<p>2020/12/30</p>
<p>Inter-municipal Collaborative Framework with the Village of Waskatenau part of the 2018-2020 Strategic Priorities: 100%</p>		<p>100%  100 / 100%  -</p>	<p>2017/12/31</p>	<p>2020/12/30</p>
<p><b>Planning and Development Manager Work Plan: 100%</b></p>	<p><b>NEW</b> Jordan Ruegg:  <b>Achievements:</b> The 2021 Planning and Development Work Plan was adopted at the March 4, 2021 Departmental Meeting.  2021/03/15</p>	<p>100%  100 / 100%  -</p>	<p>2021/01/01</p>	<p>2021/04/01</p>

Land Use Bylaw Amendments - Recreational Vehicles	100% -	2021/01/01	2022/01/01
Intermunicipal Development Plan with Lamont County	<b>NEW</b> Jordan Ruegg: <b>Achievements:</b> A Public Hearing on proposed Bylaw 1383-20: Smoky Lake County & Lamont County Intermunicipal Development Plan was held at the February 25, 2021 Council meeting. Following the Public Hearing, the proposed Bylaw was given Second and Third and Final Readings. <i>2021/03/15</i>	2019/08/27	2021/04/21
Request to Purchase County Owned Land – Pt. SW-6-59-15-W4M (0.44 acres)	100% -	2020/10/22	2020/12/31
Bylaw No. 1380-20: Road Closure – Undeveloped Road Allowance; East Side of River Lot 10 (Victoria Settlement)	100% -	2020/10/22	2020/12/31
Canadian Heritage River System (CHRS)	100% -	2020/12/02	2020/12/31
International Dark-Sky Association (IDA)	100% -	2020/10/29	2020/12/31
Alberta Wetlands Replacement Program Memorandum of Understanding (MOU)	100% -	2020/10/29	2020/12/31
Policy Statement No. 61-11-01: Planning and Development Fees	100% -	2020/10/29	2020/12/31
Land Use Bylaw No. 1272-14 Amendment – RVs & Campsites	100% -	2020/10/29	2020/12/31
Land Use Bylaw No. 1272-14 Amendment – Shipping Containers	100% -	2020/10/29	2020/12/31
Land Use Bylaw No. 1272-14 Amendment – Tiny Homes	100% -	2020/10/29	2020/12/31
Land Use Bylaw No. 1272-14 Amendment – Small Livestock in Urban Areas	100% -	2020/10/29	2020/12/31
Bylaw No. 1385-20: Designation of Ferry Crossing as a Municipal Historic Area	100% -	2020/12/10	2021/12/31
Bylaw No. 1384-20: Rubuliak Ukrainian House: A Municipal Historic Resource Designation	100% -	2020/12/10	2021/12/31
Bylaw No. 1386-20: Land Use Bylaw 1272-14 Amendment for Recreational Vehicles, Campgrounds, Campsites & Recreational Vehicle Parks, Shipping Containers, Tiny Homes	100% -	2020/12/10	2021/12/31
Bylaw No. 1387-20: Planning and Development Fees	100% -	2020/12/10	2021/12/31
Policy Statement No. 61-05-05: Planning and Development Fees	100% -	2020/12/10	2021/12/31

Lamont County Intermunicipal Development Plan (IDP) Proposed Bylaw No. 1383-20	100% -	2020/12/10	2021/12/31
Lamont County - Intermunicipal Collaboration Committee (ICC) Meeting	100% -	2020/12/10	2021/12/31
Steven Leluik, Landowner - Waterfront Access Proposal	100% -	2020/12/10	2021/12/31
Request to Purchase County Owned Land – Pt. SW-6-59-15-W4M (0.31 acres)	100% -	2020/12/10	2021/12/31
Watershed Resiliency and Restoration Program	100% -	2020/12/10	2021/12/31
Wetland Replacement Program Memorandum of Understanding	100% -	2020/12/10	2021/12/31
Intermunicipal Collaboration Committee (ICC) Meeting with Lamont County	100% -	2020/12/10	2021/12/31
Alberta Environment and Parks	100% -	2020/12/10	2021/12/31
Alberta Development Officers Association (ADOA)	100% -	2020/12/10	2021/12/31
Victoria District Economic Development Strategy: Business Plan	100% -	2020/11/26	2021/12/31
Bylaw No. 1390-20: Victoria District Economic Development Strategy Business Plan	100% -	2020/12/16	2021/12/31
Victoria District Economic Development Strategy: Municipally Controlled Corporation (MCC)	100% -	2020/12/16	2021/12/31
Vision XS Ltd. Scope of Work – Memorandum of Understanding	100% -	2020/12/16	2021/12/31
Nuisance and Unsightly Properties	100% -	2020/12/11	2021/12/31
(P&D) Complete Annual Work Plan	<b>NEW</b> Jordan Ruegg: <b>Achievements:</b> The Planning and Development 2021 Work Plan was adopted by Council on March 4, 2021. <i>2021/03/15</i>	2021/01/01	2021/02/26
Heritage Board Volunteer Recognition Certificates	100% -	2021/01/28	2021/12/31
Bylaw No. 1386-20: Amending Land Use Bylaw No. 1272-14 for Recreational Vehicles, Campgrounds, Campsites & Recreational Vehicle Parks, Shipping Containers, Tiny Homes	100% -	2021/01/28	2021/12/31
Discharge of Caveat – NW-4-59-15-W4M	100% -	2021/01/28	2021/12/31

**Bylaw No. 1383-20: Lamont County Intermunicipal Development Plan**

**NEW** Jordan Ruegg:

**Achievements:** Bylaw No. 1383-20: Smoky Lake County and Lamont County Intermunicipal Development Plan was adopted at the February 25, 2021 Council meeting. Notice of adoption and three signed and executed copies were sent to Lamont County on March 3, 2021, for Lamont County's signature and execution.

2021/03/15

2021/01/28

2021/12/31

100%  
-

**Danny and Kathy Bittner - Landowners**

100%  
-

2021/01/28

2021/12/31

**Temporary Road Closure - Range Road 172, South of Township Road 600**

100%  
-

2021/02/16

2021/12/31

**Bylaw No. 1383-20: Smoky Lake County & Lamont County Intermunicipal Development Plan**

**NEW** Jordan Ruegg:

**Achievements:** Bylaw 1383-20: Smoky Lake County & Lamont County Intermunicipal Development Plan was adopted by Council at the February 25, 2021 Council meeting with the following changes:

1. Section 3.2 - Environment and Watershed Management of the bylaw be amended to revise Policy 3.2.5 to replace the word "shall" with "may." Policy now reads: Policy 3.2.5: "Development on lands identified as Environmentally Significant Areas (ESAs) by the Province of Alberta may be required to include as an application requirement, an Environmental Impact Assessment or Biophysical Assessment which provides sufficient information to ensure that important ecological features on the site are maintained and protected, as outlined in the respective County MDP."
2. Section 3.5 - Natural Resources of the bylaw be amended to include the following as Policy 3.5.4: Policy 3.5.4: "The Counties shall work with oil and gas infrastructure development proponents to maintain the integrity of existing pipeline corridors within the Plan Area."
3. Section 4.2 - Culture and Tourism Area of the bylaw be

100%  
-

2021/02/25

2021/12/31

amended to remove Policy 4.2.3, and renumber subsequent policies accordingly. The deleted policy previously slated: Policy 4.2.3: "Confined feeding operations shall not be allowed within the Culture and Tourism Area in order to minimize negative impacts on adjacent properties and the water quality of the North Saskatchewan River."

- 4. Section 4.2 - Culture and Tourism Area of the bylaw be amended to include the following new policies as Policies 4.2.3 and 4.2.4: Policy 4.2.3: "Development within the Culture and Tourism Area will be consistent with the Victoria District Economic Development Strategy." Policy 4.2.4: "Development within the Culture and Tourism Area shall be designed to enhance the socio-cultural authenticity of the communities, conserve built and living cultural heritage and traditional values, and contribute to intercultural understanding and tolerance."
- 5. Section 7 - Maps of the bylaw be amended to remove and replace Maps 7.3 - Future Land Use with the map attached to this motion as Schedule A.

2021/03/15

**Bylaw No. 1383-20: Smoky Lake County & Lamont County Intermunicipal Development Plan**

**NEW** Jordan Ruegg:

**Achievements:** Bylaw No. 1383-20: Smoky Lake County and Lamont County Intermunicipal Development Plan was adopted at the February 25, 2021 Council meeting. Notice of adoption and three signed and executed copies were sent to Lamont County on March 3, 2021, for Lamont County's signature and execution.

2021/03/15

100%

2021/02/25

2021/12/31

<p><b>Bylaw No. 1391-21: Smoky Lake County &amp; Lamont County Intermunicipal Collaboration Framework</b></p>	<p><b>NEW</b> Jordan Ruegg:</p> <p><b>Achievements:</b> Bylaw No. 1391-20: Smoky Lake County and Lamont County Intermunicipal Collaboration Framework was adopted at the February 25, 2021 Council meeting. Notice of adoption and three signed and executed copies were sent to Lamont County on March 3, 2021, for Lamont County's signature and execution. Notice of adoption of the Intermunicipal Collaboration Framework was also sent to the Honorable Rick Mciver, Minister of Municipal Affairs, on March 1, 2021, in accordance with Section 708.33(4) of the <i>Municipal Government Act</i>.</p> <p>2021/03/15</p>	<p>100%</p> <p>-</p>	<p>2021/02/25</p>	<p>2021/12/31</p>
<p><b>Request to Purchase County Owned Land – Pt. SW-6-59-15-W4M (0.44 acres)</b></p>	<p><b>NEW</b> Jordan Ruegg:</p> <p><b>Achievements:</b> The Planning and Development Manager informed Alberta Infrastructure that Smoky Lake County Council had declined its offer to purchase the lands legally described as Pt. SW-6-59-15-W4M, in the amount of \$705.00, on February 26, 2021.</p> <p>2021/03/15</p>	<p>100%</p> <p>-</p>	<p>2021/02/25</p>	<p>2021/12/31</p>
<p><b>Request to Purchase County Owned Land – Pt. SW-6-59-15-W4M (0.44 acres)</b></p>	<p><b>NEW</b> Jordan Ruegg:</p> <p><b>Achievements:</b> The Planning and Development Manager approached Alberta Infrastructure on February 26, 2021, to discuss a potential lease agreement between Smoky Lake County and Alberta Infrastructure, for the lands legally described as Pt. SW-6-59-15-W4M. Alberta Infrastructure rejected the proposal, informing the County that the Province does not lease land on which they plan to make capital investments.</p> <p>2021/03/15</p>	<p>100%</p> <p>-</p>	<p>2021/02/25</p>	<p>2021/12/31</p>

Private Property within the Hamlet of Spedden

**NEW** Jordan Ruegg:

**Achievements:** The Planning and Development Manager sent a letter on March 15, 2021, informing the owner of the lands legally described as Pt. SE-33-59-12-W4M, that the owner is required to obtain the necessary approvals/authorizations/permits to dispose of sewage on said lands.

2021/03/15

100%  
-

2021/02/25

2021/12/31

2021 Annual Planning Conference and Education Session

**NEW** Jordan Ruegg:

**Achievements:** The Planning and Development Manager completed and sent a registration form to the organizers of the annual Community Planning Association of Alberta Conference, to be held from May 3-5, 2021. All Council members who wish to attend may do so virtually with the Planning and Development Department.

2021/03/15

100%  
-

2021/02/25

2021/12/31

**ON TRACK**

Goal	Progress Update	Current Completion	Start Date	Due Date
Inter-municipal Collaborative Framework with the Counties of Lamont and Thorhild as part of the 2018-2020 Strategic Priorities: 100%	<p><b>NEW</b> Jordan Ruegg:</p> <p><b>Achievements: Lamont County</b> Bylaw 1388-20: Smoky Lake County and Lamont County Intermunicipal Collaboration Framework was adopted by Council on February 25, 2021.</p> <p><b>Thorhild County</b> The Public Works Departments of Smoky Lake County and Thorhild County have been working on a road maintenance agreement which will be reviewed by legal counsel prior to the ICF being adopted. The ICF must be adopted by both parties prior to the March 31, 2021 deadline. Bylaw 1368-20: Smoky Lake County and THorhild County Intermunicipal Collaboration Framework will be presented to Council for consideration on at the March 25, 2021 Council meeting.</p> <p>2021/03/15</p>	<p>95% 95 / 100% 4% behind</p>	2017/12/31	2021/04/01



<p><b>Road Closures: 100%</b></p>	<p><b>NEW</b> Jordan Ruegg:</p> <p><b>Achievements: ROAD CLOSURE FILE RC 029</b>  Bylaw 1380-20 was sent to Alberta Transportation for the Minister's approval in October 2020. Once the Minister's approval is granted, the Bylaw will be brought back to Council for consideration of Second and Third Readings.</p> <p><b>OTHER ROAD CLOSURE FILES</b></p> <p>The Planning and Development Department continues to work on a number of Road Closure files that are at various stages of completeness and will continue to process new applications as they arise.</p> <p><i>2021/03/15</i></p>	<p>25%  25 / 100%  5% ahead</p>	<p>2021/01/01</p>	<p>2021/12/31</p>
<p><b>Land Use Planning/Development: 100%</b></p>		<p>25%  25 / 100%  3 ahead</p>	<p>2021/01/01</p>	<p>2021/12/01</p>
<p>→ <b>Public Hearing - Re: Amendment: 1 Milestone(s)</b></p>	<p><b>NEW</b> Jordan Ruegg:</p> <p><b>Achievements:</b> Bylaw 1393-21: A Bylaw to Amend the Land Use 1272-14 to rezone parts of the lands legally described as Pt. SE-29-59-19-W4M, will be brought to the March 25, 2021 Smoky Lake County Council meeting for consideration of First Reading.</p> <p><i>2021/03/15</i></p>	<p>15%  0.15 / 1 Milestone(s)  -</p>	<p>2021/03/15</p>	<p>2021/06/01</p>
<p><b>GIS Activity (P&amp;D): 100%</b></p>	<p><b>NEW</b> Jordan Ruegg:</p> <p><b>Achievements:</b> The Planning and Development Department has been working with the GIS Technician to finalize the maps for the subdivision wayfinding signage. Prior to having the signs fabricated, the Planning and Development Department will bring the finalized signs to Council for review and approval.</p> <p><i>2021/03/15</i></p>	<p>30%  30 / 100%  10% ahead</p>	<p>2021/01/01</p>	<p>2021/12/31</p>

<p><b>Heritage: Management: 100%</b></p>	<p><b>NEW</b> Jordan Ruegg:  <b>Achievements:</b> The Planning and Development Manager and the Planning and Development Assistant attended the March 19, 2021, meeting of the Smoky Lake Regional Heritage Board.  2021/03/15</p>	<p>25%  25 / 100%  5 ahead</p>	<p>2017/12/31</p>	<p>2033/12/31</p>
<p><b>Subdivision Development Appeal Board Updates: 100%</b></p>	<p><b>NEW</b> Jordan Ruegg:  <b>Achievements:</b> The appeal of Subdivision File 20-R-209, was heard by the Municipal Government Board on February 4, 2021. A Decision from the Board was received on March 11, 2021. The applicant (appellant) was successful in his appeal and the subdivision will proceed once the applicant has completed the conditions attached to the conditional approval.   There were no additional appeals filed or heard during this reporting period.  2021/03/15</p>	<p>30%  30 / 100%  10% ahead</p>	<p>2021/01/01</p>	<p>2021/12/31</p>
<p><b>Training Activity: 100%</b></p>	<p><b>NEW</b> Jordan Ruegg:  <b>Achievements:</b> The Planning and Development Assistant continues to work on the following courses offered through the University of Alberta's Extension Program:   Public Administration Professionalism;   Organizational Behaviour and Leadership; and   Local Government Finance.  2021/03/15</p>	<p>55%  55 / 100%  35% ahead</p>	<p>2021/01/01</p>	<p>2021/12/31</p>
<p><b>Council Member Inquiry (P&amp;D): 100%</b></p>	<p><b>NEW</b> Jordan Ruegg:  <b>Achievements:</b> No action was taken during this reporting period.  2021/03/15</p>	<p>20%  20 / 100%  -</p>	<p>2021/01/01</p>	<p>2021/12/31</p>

<p><b>Sales of Municipally-Owned Land: 100%</b> <b>NEW</b> Jordan Ruegg:</p> <p><b>Achievements:</b> The Planning and Development Manager sent signed and executed copies of the Agreement for Purchase, as well as the necessary transfer documents which will be registered at the Land Titles Office, respecting the lands legally described as Pt. SW-06-59-15-W4M, to Peter Bubula, Property Agent, Properties Division - Realty Services Branch, Alberta Infrastructure, on March 4, 2021. The Planning and Development Manager will inform Council when the property has transferred and been registered with Land Titles.</p> <p><i>2021/03/15</i></p>	<p>30% 30 / 100% 10 ahead</p>	<p>2021/01/01</p>	<p>2021/12/31</p>
<p><b>Victoria District Economic Development Plan as part of the 2018-2020 Strategic Priorities: 100%</b> <b>NEW</b> Jordan Ruegg:</p> <p><b>Achievements:</b> The Planning and Development Department attended a meeting with the Metis Crossing Executive Board on Friday, March 12, 2021, to discuss a range of options for the partnership between Smoky Lake County, the Metis Nation of Alberta and the Town of Smoky Lake, with respect to the Victoria District Economic Development Strategy. The Planning and Development Manager will provide an update to Council once the County has received feedback from the Metis Nation of Alberta regarding the options that were presented at the meeting.</p> <p><i>2021/03/15</i></p>	<p>55% 55 / 100% 35% ahead</p>	<p>2021/01/01</p>	<p>2021/12/31</p>
<p><b>Land Use Bylaw Changes as part of the 2018-2020 Strategic Priorities Planning and land development policies and regulations are streamlined for efficiency and regionally focused to encourage sustainable development within the region.: 100%</b></p>	<p>45% 45 / 100% 23 ahead</p>	<p>2021/01/01</p>	<p>2021/12/01</p>
<p><b>Public Hearing - Re: Amendment: 1 Milestone(s)</b> <b>NEW</b> Jordan Ruegg:</p> <p><b>Achievements:</b> Bylaw 1393-21: A Bylaw to Amend the Land Use 1272-14 to rezone parts of the lands legally described as Pt. SE-29-59-19-W4M, will be brought to the March 25, 2021 Smoky Lake County Council meeting for consideration of First Reading.</p> <p><i>2021/03/15</i></p>	<p>15% 0.15 / 1 Milestone(s) -</p>	<p>2021/03/15</p>	<p>2021/06/01</p>

**Nuisance Ground StudyNote: Strategic  
Priorities Chart Feb 6, 2017: 100%**

**NEW** Jordan Ruegg:

**Achievements:** 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. As the weather continues to warm, the work will be able to recommence and once it has been completed, the County will be able to continue its discussions with Alberta Environment and Parks regarding reduction/elimination of the development setback.

2021/03/15

85%  
85 / 100%  
45 ahead

2021/01/01

2021/07/01

**Field Work/Research**

**NEW** Jordan Ruegg:

**Achievements:** The Planning and Development Department will conduct site inspections as necessary to ensure compliance with County bylaws and policies.

2021/03/15

0%  
-

2020/01/01

2021/12/31

**Manager's Meetings**

**NEW** Jordan Ruegg:

**Achievements:** The Planning and Development Manager will attend the weekly Managers' Meeting to provide an update of the Department's weekly activities to the management team.

2021/03/15

0%  
-

2021/01/01

2021/12/31

**Heritage Resources**

**NEW** Jordan Ruegg:

**Achievements:** The Planning and Development Department continues to work with the Smoky Lake Regional Heritage Board to identify potential heritage resources for municipal historic designation in 2021. No new heritage resources were identified for Municipal Historic Resource designation during this reporting period.

2021/03/15

10%  
10% ahead

2021/01/01

2021/12/01

<b>Enforcement Actions</b>	<p><b>NEW</b> Jordan Ruegg:  <b>Achievements:</b> No action was taken during this reporting period.  2021/03/15</p>	<p>0% -</p>	<p>2021/01/01</p>	<p>2021/12/31</p>
<b>International Dark-Sky Association (IDA) - Dark Skies Nomination and Designation</b>	<p><b>NEW</b> Patti Priest:  <b>Achievements:</b> This item is on the Committee of the Whole Agenda for March 8, 2021.  2021/03/04</p>	<p>86% 65% ahead</p>	<p>2020/12/10</p>	<p>2021/12/31</p>
<b>Bylaw No. 1371-20: Smoky Lake County Regional Heritage Board</b>	<p><b>NEW</b> Jordan Ruegg:  <b>Achievements:</b> The Planning and Development Department attended the February 22, 2021 meeting of the Intermunicipal Collaboration Committee to discuss the regionalization of the Heritage Board. The Planning and Development Department was given instruction to prepare additional information to be brought back to the Committee at a future date.  2021/03/15</p>	<p>25% 4% ahead</p>	<p>2020/12/10</p>	<p>2021/12/31</p>
<b>Bylaw No. 1368-20: Intermunicipal Collaboration Framework (ICF) - Thorhild County</b>	<p><b>NEW</b> Jordan Ruegg:  <b>Achievements:</b> Bylaw No. 1368-20: Intermunicipal Collaboration Framework between Smoky Lake County and Thorhild County will be brought to the March 25, 2021 Smoky Lake County Council meeting for consideration for First, Second &amp; Third Readings.  2021/03/15</p>	<p>80% 59% ahead</p>	<p>2020/12/10</p>	<p>2021/12/31</p>
<b>Request to Purchase County Owned Land – Pt. SW-6-59-15-W4M (0.44 acres)</b>	<p><b>NEW</b> Jordan Ruegg:  <b>Achievements:</b> The Planning and Development Manager sent signed and executed copies of the Agreement for Purchase, as well as the necessary transfer documents which will be registered at the Land Titles Office, respecting the lands legally described as Pt. SW-06-59-15-W4M, to Peter Bubula, Property Agent, Properties Division - Realty Services Branch, Alberta Infrastructure, on March 4, 2021. The Planning and Development Manager will inform Council when the property has transferred and been registered with Land Titles.  2021/03/15</p>	<p>85% 75% ahead</p>	<p>2021/01/28</p>	<p>2021/12/31</p>

<p><b>Government of Alberta's Heritage Preservation Partnership Program</b></p>	<p><b>NEW</b> Jordan Ruegg:  <b>Achievements:</b> No action was taken during this reporting period.  2021/03/15</p>	<p>25% 15% ahead</p>	<p>2021/01/28</p>	<p>2021/12/31</p>
<p><b>Smoky Lake County Regional Heritage Board - 2021 Alberta Heritage Conservation Grant</b></p>	<p><b>NEW</b> Jordan Ruegg:  <b>Achievements:</b> No action was taken during this reporting period.  2021/03/15</p>	<p>20% 10% ahead</p>	<p>2021/01/28</p>	<p>2021/12/31</p>
<p><b>Alberta Conservation Association's 2021-22 Conservation, Community &amp; Education Grant</b></p>	<p><b>NEW</b> Jordan Ruegg:  <b>Achievements:</b> No action was taken during this reporting period.  2021/03/15</p>	<p>10% -</p>	<p>2021/01/28</p>	<p>2021/12/31</p>
<p><b>Government of Canada's 2021 Environmental Damages Fund</b></p>	<p><b>NEW</b> Jordan Ruegg:  <b>Achievements:</b> The Planning and Development Department intended to apply to the Environmental Damages Fund for the North Saskatchewan Canadian Heritage River System Management Plan. However, upon further investigation, the Department became aware that there was no funding available for Alberta during this intake period, as the program distributes grant funding in the same jurisdiction that it was collected. As there has not been any fines/penalties levied in Alberta during the previous period, there is no available funding at this time. The Planning and Development Department will continue to review the program and reapply if and when funding becomes available in Alberta.  2021/03/15</p>	<p>55% 45% ahead</p>	<p>2021/01/28</p>	<p>2021/12/31</p>
<p><b>Canadian Heritage Rivers System (CHRS) - Parks Canada Funding Contribution</b></p>	<p><b>NEW</b> Jordan Ruegg:  <b>Achievements:</b> The Planning and Development Department sent an invoice (#49171) to the Government of Canada, Heritage Designation and Parks Canada, in the amount of \$4500.00 for the contribution made by Parks Canada, towards the Nomination Document for the designation of the North Saskatchewan River as a Canadian Heritage River.  2021/03/15</p>	<p>40% 30% ahead</p>	<p>2021/01/28</p>	<p>2021/12/31</p>



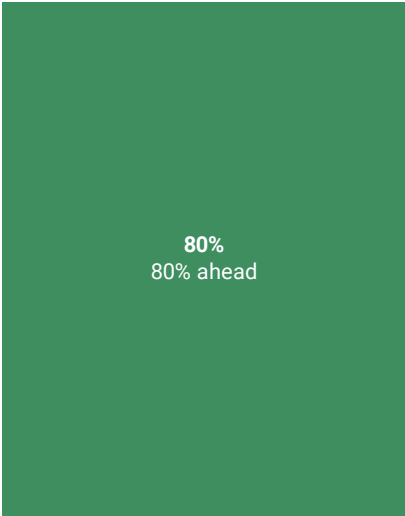
<b>Recreational Lease Disposition Renewal – REC Lease 170005 (NW-24-60-17-W4M)</b>	<b>NEW Jordan Ruegg:</b> <b>Achievements:</b> No action was taken during this reporting period. 2021/03/15	10% -	2021/01/28	2021/12/31
<b>Recreational Lease Disposition Renewal – REC Lease 170007 (NE-34-61-17-W4M)</b>	<b>NEW Jordan Ruegg:</b> <b>Achievements:</b> No action was taken during this reporting period. 2021/03/15	10% -	2021/01/28	2021/12/31
<b>Department License of Occupation (DLO) Renewal – DLO 170189 (NE-20-61-17-W4M).</b>	<b>NEW Jordan Ruegg:</b> <b>Achievements:</b> No action was taken during this reporting period. 2021/03/15	10% -	2021/01/28	2021/12/31
<b>Municipal Excellence Award Nomination</b>	<b>NEW Jordan Ruegg:</b> <b>Achievements:</b> The Planning and Development Department met with the Community Economic Development Officer to discuss potential projects that could form the basis for the County's application to the Minister's Awards for Municipal Excellence under the "Smaller Municipalities" category. The Planning and Development Department will submit the nomination and supporting documentation to the Minister prior to the March 31, 2021 submission deadline. 2021/03/15	50% 49% ahead	2021/02/25	2021/12/31
<b>Request to Purchase County Owned Land – Pt. SW-06-59-15-W4M</b>	<b>NEW Jordan Ruegg:</b> <b>Achievements:</b> The Planning and Development Manager sent signed and executed copies of the Agreement for Purchase, as well as the necessary transfer documents which will be registered at the Land Titles Office, respecting the lands legally described as Pt. SW-06-59-15-W4M, to Peter Bubula, Property Agent, Properties Division - Realty Services Branch, Alberta Infrastructure, on March 4, 2021. The Planning and Development Manager will inform Council when the property has transferred and been registered with Land Titles. 2021/03/12	80% 80% ahead	2021/03/04	2021/12/31

**Request to Purchase County Owned Land – Pt. SW-06-59-15-W4M**

**NEW** Jordan Ruegg:

**Achievements:** The Planning and Development Manager sent signed and executed copies of the Agreement for Purchase, as well as the necessary transfer documents which will be registered at the Land Titles Office, respecting the lands legally described as Pt. SW-06-59-15-W4M, to Peter Bubula, Property Agent, Properties Division - Realty Services Branch, Alberta Infrastructure, on March 4, 2021. The Planning and Development Manager will inform Council when the property has transferred and been registered with Land Titles

*2021/03/12*



2021/03/04

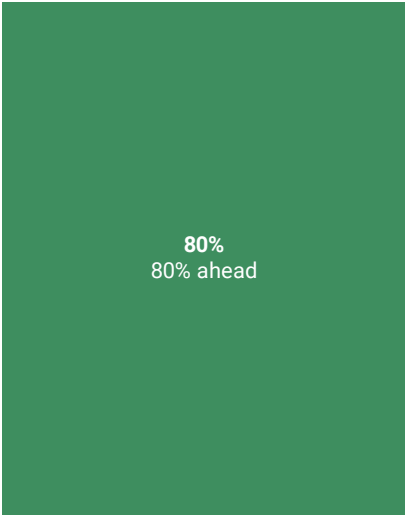
2021/12/31

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*2021/03/12*

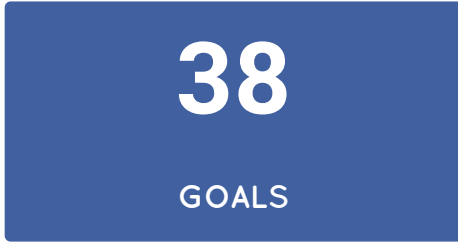


2021/03/04

2021/12/31



5.9



PUBLIC WORKS PLAN

Goal	Progress Update	Current Completion
(PW) Organizational Efficiency		0% 20% behind
→ (PW) Complete Annual Work Plan	<p><b>Trevor Tychkowsky:</b>  <b>Achievements:</b> Feb 22 completed work plans  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>            2021/03/15</p>	100% -
Safety (Safety Officer): 100%	<p><b>Trevor Tychkowsky:</b>  <b>Achievements:</b> Feb 19, 23,24worked on air card billing and account            Feb 22, 23 worked on phone plans            Feb 22 took incident investigation and taxpayer claim to go to council            Feb 23 investigated incident            Feb 24 inspection of first aid kit            Feb 26 worked on radios for communication for job site            Mar 8 contacted taxpayer that submitted claim for damage.            Mar 10 went to city to get computer fixed, phones and also parts for PW            Mar 15 received 10 Kyetech after hr calls and redirected to proper department or called them</p> <p><b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>            2021/03/15</p>	0% 0 / 100% 100% behind

<p>→ Assist all other departments</p>	<p><b>Trevor Tychkowsky:</b>  <b>Achievements:</b> Mar 5 received AED from golf course to check overordered batteries and pads  - contacted drop in center to check over there AED still ok.  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>  2021/03/16</p>	<p>0% 20% behind</p>
<p>→ Check over JSA forms from site inspections</p>	<p><b>Trevor Tychkowsky:</b>  <b>Achievements:</b> Feb 19 road inspections X2  Feb 25 site inspection X2  Feb 26 site and JSA inspections X1  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>  2021/03/15</p>	<p>0% 20% behind</p>
<p>→ Transport worker to OIS clinic Edmonton</p>		<p>0% 100% behind</p>
<p><b>Disaster Services (Safety Officer): 100%</b></p>	<p><b>Trevor Tychkowsky:</b>  <b>Achievements:</b> Feb 24 Provincial COVID update  Mar 3 Provincial COVID update  Mar 10 Provincial COVID update  Mar 9 worked on CEMP  Mar 9 started generators  Mar 9 attended community COVID update  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>  2021/03/15</p>	<p>0% 0 / 100% 100% behind</p>
<p>→ Apply for grants when needed</p>		<p>0% 20% behind</p>
<p>→ ASIST Training</p>	<p><b>Trevor Tychkowsky:</b>  <b>Achievements:</b> Mar 15 supply unit leader workshop  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>  2021/03/16</p>	<p>0% 20% behind</p>
<p>→ Attend Disaster summit</p>		<p>0% 20% behind</p>

<p>→ Attend yearly AEMA Summit</p>	<p><b>Trevor Tychkowsky:</b>  <b>Achievements:</b> Feb 10 registered for AEMA summit Virtual  Feb 22 registered Gene for AEMA summit Virtual  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>  2021/02/18</p>	<p>0% 20% behind</p>
<p>→ Attend yearly Disaster forum</p>		<p>0% 20% behind</p>
<p>→ Chair Organized regional team (ASIST)</p>	<p><b>Trevor Tychkowsky:</b>  <b>Achievements:</b> Mar 15 ASIST board meeting  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>  2021/03/16</p>	<p>0% 20% behind</p>
<p><b>Risk Pro (Safety Officer): 100%</b></p>	<p><b>Trevor Tychkowsky:</b>  <b>Achievements:</b> Feb 3, 12 worked on policy with Lydia on workplace violence  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>  2021/02/18</p>	<p>0% 0 / 100% 100% behind</p>
<p>→ Attend strat plan meetings</p>		<p>0% 20% behind</p>
<p><b>Public Works (Safety Officer): 100%</b></p>	<p><b>Trevor Tychkowsky:</b>  <b>Achievements:</b> Feb 19 help with moving broken down truck back to shop with site inspection  Masr 1 got fuel card, back gate code and phone for Mechanic  Mar 9 approved chains to be repaired and inspected  Mar 9 arranged for radios to be installed into skid steer  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>  2021/03/15</p>	<p>0% 0 / 100% 100% behind</p>
<p>→ Assist P.W. when needed</p>		<p>0% 20% behind</p>
<p><b>Administrative (Safety Officer): 100%</b></p>	<p><b>Trevor Tychkowsky:</b>  <b>Achievements:</b> Feb 16 had company come out for estimates for furnace cleaning at shop and office  Feb 19 had company come out for estimates for furnace cleaning at shop and office  Feb 25 attended council meeting  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>  2021/03/15</p>	<p>25% 25 / 100% 75% behind</p>

<p>→ Answer e-mails from Call center for after hour complaints 0 Complaint(s)</p>	<p><b>Trevor Tychkowsky:</b>  <b>Achievements:</b> Jan 21 to Feb 18 (6) Kyetech calls answered  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>  2021/02/18</p>	<p>0 / 0 Complaint(s) -</p>
<p>→ Answer phones</p>		<p>0% 20% behind</p>
<p>→ Cascade reports</p>	<p><b>Trevor Tychkowsky:</b>  <b>Achievements:</b> Mar 15 complete cascade report  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>  2021/03/15</p>	<p>0% 20% behind</p>
<p>→ Safety Committee</p>	<p><b>Trevor Tychkowsky:</b>  <b>Achievements:</b> Feb 18 safety committee meeting virtual  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>  2021/02/18</p>	<p>0% 16% behind</p>
<p><b>Training (Safety Officer): 100%</b></p>	<p><b>Trevor Tychkowsky:</b>  <b>Achievements:</b> Feb 23 online training for Joint H&amp;S committee training 3 staff  Feb 24 online training for workplace violence and harassment 13 staff  Mar 2-4 Advanced CPTED course online  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>  2021/03/15</p>	<p>0% 0 / 100% 100% behind</p>
<p>→ Attend Alberta Safety Conference</p>		<p>0% 20% behind</p>
<p>→ Attend Annual H&amp;S safety conference</p>		<p>0% 20% behind</p>
<p>→ Attend annual safety conference</p>		<p>0% 20% behind</p>
<p>→ Attend Safety group NASC</p>		<p>0% 20% behind</p>
<p>→ Attend yearly conference</p>		<p>0% 20% behind</p>
<p>→ ATV Training</p>		<p>0% 20% behind</p>

<p>↳ Chair Provincial Safety/ Utility group (RUSA)</p>	<p><b>Trevor Tychkowsky:</b>  <b>Achievements:</b> Mar 8 board meeting virtual  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>  2021/03/16</p>	<p>0% 16% behind</p>
<p><b>Council Member Inquiry (Safety Officer): 100%</b></p>	<p><b>Trevor Tychkowsky:</b>  <b>Achievements:</b> action on doing Annual safety day?  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>  2021/02/18</p>	<p>0% 0 / 100% 100% behind</p>
<p><b>Administrative (Safety Officer): 100%</b></p>		<p>0% 0 / 100% 20% behind</p>
<p><b>Council Member Inquiry (Safety Officer): 100%</b></p>		<p>0% 0 / 100% 20% behind</p>
<p><b>Disaster Services (Safety Officer): 100%</b></p>		<p>0% 0 / 100% 20% behind</p>
<p><b>Public Works (Safety Officer): 100%</b></p>	<p><b>Trevor Tychkowsky:</b>  <b>Achievements:</b> Jan 28 completed billing for emergency pumps and sandbags  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>  2021/02/18</p>	<p>0% 0 / 100% 20% behind</p>
<p><b>Risk Pro (Safety Officer): 100%</b></p>		<p>0% 0 / 100% 20% behind</p>
<p><b>Safety (Safety Officer): 100%</b></p>		<p>0% 0 / 100% 20% behind</p>
<p><b>Training (Safety Officer): 100%</b></p>		<p>0% 0 / 100% 20% behind</p>



## *Summary of Incidents for the period of Feb 18 – Mar 15, 2021*

### **1. County receiver comes out causes trailer to become unattached from vehicle and stopped on safety chains:**

On Feb 23 unit 116 was pulling unit 640 chipper that has been attached to that truck all winter. When they went to come back to the shop for the end of the day. They were turning off hwy 28 by the shell gas station when the trailer became unattached. The worker was able to bring the unit to a stop with the safety chains. When they brought it to a shop they called the shop to advise what had happened. It was discovered that the pin holding the receiver had fallen out.

- A) The worker stated that he did a walk around but wasn't sure if the pin was properly secured
- B) It was discussed at toolbox meeting and the pin will be replaced as soon as it shows signs of wear and pins MUST be checked as part of your walk around.
- C) Neither unit received damage but it was discovered that the brake system wasn't working on the trailer, so it was taken out of service and fixed.

### **2. Worker notices taxpayers gate damaged before entering residence:**

On Mar 3 a worker was going to enter a residence to clean snow and noticed that the gate was damaged. The worker contacted the shop to contact the taxpayer and he also took pictures.

- A) This was a proactive approach and was talked about at the toolbox meeting.
- B) The taxpayer advised us that they were aware of it.

### **3. Emergency vehicle has taxpayer pull out in front of them while responding to incident:**

On Mar 10 a fire unit was responding to an emergency when a taxpayer pulled in front of the fire unit causing them to slam on the brakes to avoid the collision.

- A) The vehicle had stopped but pulled out in front the fire unit had the right away.
- B) No damage was sustained but was discussed at the tool box meeting

### **4. Conclusion**

There were 3 incidents that were reported for the last reporting period. The corrective actions were also noted. This was also discussed at the tool box meeting to avoid further incidents.



5.10



## EMERGENCY SERVICES PLAN (ES) COMMUNITY SERVICES

Goal	Progress Update
<b>Administrative Activity (FIRE): 100%</b>	<p><b>Scott Franchuk:</b></p> <p><b>Achievements:</b></p> <ul style="list-style-type: none"> <li>• Completed and attended 1 Fire Protective Services Committee agenda package and meeting</li> <li>• Completed and attended 1 Smoky Lake Region Fire and Rescue Committee agenda package and meeting</li> <li>• Attended the RCMP Liaison Meeting</li> <li>• Completed 43 Alberta Transportation invoices for 2020</li> <li>• Completed 11 insurance claim invoices for 2020</li> <li>• Working on outstanding invoices</li> <li>• Alberta Transportation has requested more information on 3 invoices</li> <li>• Working with business owners in the Region on their Covid-19 load occupancy</li> <li>• Ordering and putting fire supplies into service for spring fire season</li> </ul> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i> 2020/10/13</p>
<b>Fire Protective Services: 100%</b>	<p><b>Scott Franchuk:</b></p> <p><b>Achievements:</b></p> <ul style="list-style-type: none"> <li>• 72 fire permits issued with 53 inspected</li> </ul> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i> 2020/10/13</p>

**Waskatenau Fire Department: 100%**

**Scott Franchuk:**

**Achievements:**

- Waskatenau Fire responded to 2 structure fires and 1 outside fire
- Working with Rocky Mountain Phoenix and Mechanics to fix the frozen valve on Engine 403
- 2 SCBA packs were sent for repair
- Wildfire supplies and gear are ordered for spring fire season
- 1 electrostatic disinfectant sprayer gun was purchased for the department
- Rapid Attack 462 will be serviced and inspected at the County Shop

**Challenges:** *No value*

**Next Steps:** *No value*

*2020/10/13*

**Smoky Lake Fire Department: 100%**

**Scott Franchuk:**

**Achievements:**

- Smoky Lake Fire responded to 5 collisions, 1 fire, 3 medicals, 2 carbon monoxide, 2 fire alarms and 2 dangerous goods calls
- The Department hosted 4 zoom fire practices and 2 zoom business meetings
- The Annual General Fire Department meeting was hosted on zoom and the executive was voted on Fire Chief - Juanita Cozicar, Secretary - Nicole Schenk, Treasurer - Bill Smith
- 2 SCBA packs were sent away for repair
- 1 electrostatic disinfectant sprayer gun was purchased for the department
- Wildfire supplies and gear are ordered for spring fire season

**Challenges:** *No value*

**Next Steps:** *No value*

*2020/10/13*

**Vilna Fire Department: 100%**

**Scott Franchuk:**

**Achievements:**

- Vilna Fire was out at 4 collisions, 2 fires, 3 medicals, 2 fire alarms, 1 carbon monoxide and 1 dangerous goods call
- Rapid Attack Skid was ordered
- Can-AM 6x6 was ordered
- The utility trailer was ordered
- 1 SCBA packs were sent away for repair
- 1 electrostatic disinfectant sprayer gun was purchased for the department
- Wildfire supplies and gear are ordered for spring fire season

**Challenges:** *No value*

**Next Steps:** *No value*

*2020/10/13*

**Training Activity (FIRE): 100%**

**Scott Franchuk:**

**Achievements:**

- NAIT 2021 Emergency Management Summit - March 23-24 Virtual
- 74th Annual Fire Chief Conference - May 18-19 Virtual

**Challenges:** *No value*

**Next Steps:** *No value*

*2020/10/13*

**Council Member Inquiry (FIRE): 100%**

**Scott Franchuk:**

**Achievements:**

- No Council inquiries

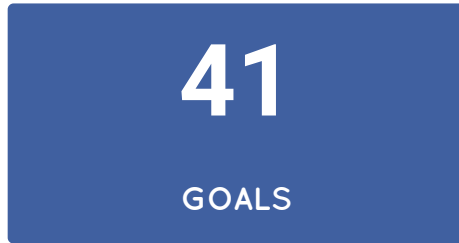
**Challenges:** *No value*

**Next Steps:** *No value*

*2020/10/13*



5.11



### GIS PLAN

Goal	Progress Update	Current Completion
<b>GIS Tasks: 100%</b>		20% 20 / 100% -
→ Coordination of GIS Data Input	<b>Carole Dowhaniuk:</b> <b>Achievements:</b> <ul style="list-style-type: none"> <li>• Updates are complete in Webmap</li> <li>• Verification of Regional Waterline with Environmental Operations staff Terry Bodnar</li> </ul> <b>Challenges:</b> <i>No value</i> <b>Next Steps:</b> <i>No value</i> 2021/03/15	0% -
→ County Website Tool – MuniSight- GIS Site Validation (Copy)	<b>Carole Dowhaniuk:</b> <b>Achievements:</b> <ul style="list-style-type: none"> <li>• <b>Smoky Lake County Public Website</b> - online public connection with MuniSight has had 173,574 visits from May 31, 2018 - March 14, 2021.               <ul style="list-style-type: none"> <li>◦ From February 17, 2021 - March 14, 2021 <b>(25 days) total visits were 9,384.</b></li> </ul> </li> <li>• <b>Regional Public Site</b> - online public connection with MuniSight has had 103,251 visits from May 31, 2018 - March 14, 2021.               <ul style="list-style-type: none"> <li>◦ From February 17, 2021 - March 14, 2021 <b>(25 days) total visits were 150.</b></li> </ul> </li> <li>• Verify quality assurance on Public Site</li> </ul> <b>Challenges:</b> <i>No value</i> <b>Next Steps:</b> <i>No value</i> 2021/03/15	20% -

<p>→ GIS – Data collection MuniSight/Mobile App (Copy)</p>	<p><b>Carole Dowhaniuk:</b>  <b>Achievements:</b> Carried on from last month</p> <ul style="list-style-type: none"> <li>• Adding Road Use Agreements</li> <li>• Adding Fire permits</li> </ul> <p>New</p> <ul style="list-style-type: none"> <li>• Started adding 2020 spray data</li> </ul> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p> <p>2021/03/15</p>	<p>16%</p> <p>-</p>
<p>→ GIS Data Reporting - Data Verification and data clean up (Copy)</p>	<p><b>Carole Dowhaniuk:</b>  <b>Achievements:</b></p> <ul style="list-style-type: none"> <li>• verification of Regional Water Line Update</li> <li>• Review 2019 ASB spray data</li> </ul> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b></p> <ul style="list-style-type: none"> <li>• Clean up digitizing of 2019 Spray Data</li> </ul> <p>2021/03/15</p>	<p>20%</p> <p>-</p>
<p>→ Input Spatial Data – MuniSight/Mobile App (Copy)</p>		<p>20%</p> <p>-</p>

→ GIS Work Schedule -- for staff (Copy)

**Carole Dowhaniuk:**

**Achievements:**

- Work with Public Works staff on GIS Priorities
  - updates to Culvert attribute table
  - Review roads and updates for Grader Beats
- Review ASB requirements and updates

**Challenges:** *No value*

**Next Steps:**

- Public Works
  - Update roads and Grader Beat Maps
  - Review Bridge Restrictions with Doug and update webmap
- Planning and Development
  - update zoning and zoning bylaw
- ASB updates for end of March beginning of April
  - Update Mower Beats - Zones 1 & 2
  - Update Chemicals and Target Species is spray layer
  - Produce Maps of Mower Beats
  - Follow up with Carleigh on possible additions from Departmental Meeting
    - Track Beaver problem areas

2021/03/15

20%  
-

→ GIS Data Analysis (Copy)

**Carole Dowhaniuk:**

**Achievements:**

- No Action was taken during this reporting period.

**Challenges:** *No value*

**Next Steps:** *No value*

2021/03/15

20%  
-

→ Verify Landownership Maps (Copy)

**Carole Dowhaniuk:**

**Achievements:** Inset Maps are complete

- fix road at Hamore Lake
  - remove road that goes through lot #28

**Challenges:** *No value*

**Next Steps:** Supply maps to:

- Planning and Development
- Emergency Services
- Chambers

Supply maps to Evonne for Website update

2021/03/15

19%  
1% behind



<p>→ GIS reporting and forecasting (Copy)</p>	<p><b>Carole Dowhaniuk:</b>  <b>Achievements:</b></p> <ul style="list-style-type: none"> <li>• No Action was taken during this reporting period</li> </ul> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b></p> <ul style="list-style-type: none"> <li>• Refresher with Public Works, Planning and Development, and Finance on reports currently generated through MuniSight.</li> </ul> <p>2021/03/15</p>	<p>19% 1% behind</p>
<p>→ GIS data validation (Copy)</p>	<p><b>Carole Dowhaniuk:</b>  <b>Achievements:</b></p> <ul style="list-style-type: none"> <li>• No action was taken during this report</li> </ul> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p> <p>2021/03/15</p>	<p>20% -</p>
<p>→ Management Meeting (Copy)</p>	<p><b>Carole Dowhaniuk:</b>  <b>Achievements:</b></p> <ul style="list-style-type: none"> <li>• Attended weekly meeting to provide departmental activities to staff and council</li> </ul> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p> <p>2021/03/15</p>	<p>20% -</p>
<p><b>Smoky Lake Region (GIS): 100%</b></p>	<p><b>Carole Dowhaniuk:</b>  <b>Achievements:</b></p> <ul style="list-style-type: none"> <li>• Support and assist the Region to access quality and timely information.</li> </ul> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b></p> <ul style="list-style-type: none"> <li>• Follow up with Regional Data Integration</li> </ul> <p>2021/03/15</p>	<p>20% 20 / 100% -</p>

**Carole Dowhaniuk:**

**Achievements:**

- No Action was taken during this reporting period

**Challenges:**

**Next Steps:**

- Prepare for next admin meeting March 23, 2021
- Each respective CAO is to review the (draft) Regional GIS Agreement to provide feedback to Smoky Lake County GIS Operator for further clarification and incorporate changes as necessary for the next Administrators Meeting to be held March 23, 2021. ( No feedback was given)
- Each Municipality bring forward a Council Motion for the execution of the Regional GIS Agreement between the Town of Smoky Lake, Village of Vilna, Village of Waskatenau and Smoky Lake County for March 23, 2021.
- Execute the Agreement.

2021/03/15

20%

-

Training (GIS): 100%

**Carole Dowhaniuk:**

**Achievements:**

- Assist Public Works (Dwight) with training .
- Reviewing New additions to MuniSight Academy.

**Challenges:** *No value*

**Next Steps:**

- 

2021/03/14

20%

20 / 100%

-

↳ Implement training and testing of workspaces (Copy)

**Carole Dowhaniuk:**

**Achievements:** Asset Management March 2, 2021

- Reviewed requested changes
- Implementation plan
- Training

Reviewing new training portals in MuniSight Academy

**Challenges:** *No value*

**Next Steps:** Update in house training manual for management and staff.  
MuniSight Reporting - Managers

Continue going through new training portals in MuniSight Academy and review Asset Management Program

Assist staff with MuniSight Academy training portal.

April 6, 2021 Asset Management Training.

April 20, 2021 Critical Decision thinking

*2021/03/15*

19%  
1% behind

**GIS -- manage third party contract**

**Carole Dowhaniuk:**

**Achievements:**

- No action was taken during this reporting period.

**Challenges:**

- Delay from MuniSight in receiving February report.

**Next Steps:**

- Review and validate February General Service Hours.
  - Distribute February General Service Hour Reports to the Region.

*2021/03/15*

0%  
-

**Request from CAO and Managers (AVL)**

**Carole Dowhaniuk:**

**Achievements:**

- No action was taken during this reporting period.

**Challenges:** *No value*

**Next Steps:** *No value*

*2021/03/15*

0%  
-

**(GIS) Human Resources / Training / OH&S**

↳ (GIS) Attend Joint Health & Safety Meetings: 12 Meeting(s)

**Carole Dowhaniuk:**

**Achievements:** No Action was taken during this report.

**Challenges:** *No value*

**Next Steps:** *No value*

*2021/03/15*

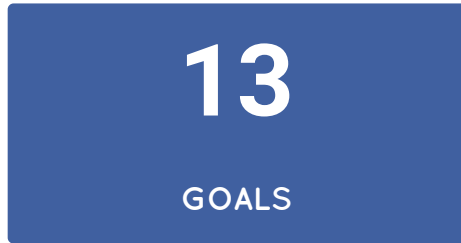
3%  
18% behind

0%  
0 / 12 Meeting(s)  
11 Meeting(s) behind

<ul style="list-style-type: none"> <li>→ (GIS) Attend Annual Safety Meeting</li> </ul>	<p><b>Carole Dowhaniuk:</b>  <b>Achievements:</b> No action taken during this report.  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>  2021/03/15</p>	0% -
<ul style="list-style-type: none"> <li>→ (GIS) Training Event Form 2021</li> </ul>	8% 8% behind	
<b>(GIS) Financial Accountability</b>	18% 2% behind	
<ul style="list-style-type: none"> <li>→ (GIS) Prepare a Draft 5 Year Function Budget</li> </ul>	18% 9% behind	
<ul style="list-style-type: none"> <li>→ (GIS) Prepare Annual Budget</li> </ul>	<p><b>Carole Dowhaniuk:</b>  <b>Achievements:</b></p> <ul style="list-style-type: none"> <li>• Monitor and review financial transactions</li> <li>• Monitor departments needs</li> </ul> <p><b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>  2021/03/15</p>	27% -
<b>(GIS) Organizational Efficiency</b>	53% 33% ahead	
<ul style="list-style-type: none"> <li>→ (GIS) Complete Annual Work Plan</li> </ul>	<p><b>Carole Dowhaniuk:</b>  <b>Achievements:</b></p> <ul style="list-style-type: none"> <li>• Review GIS Work Plan at Departmental Meeting March 4, 2021</li> <li>• Update plan as per Meeting.</li> </ul> <p><b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b></p> <ul style="list-style-type: none"> <li>• Make appropriate changes/updates to plan throughout the year.</li> </ul> 2021/03/15	100% -
<b>Create, Publish, and Distribute Annual Booklet 0 Report(s) Requested</b>	0 / 0 Report(s) Requested -	
<b>Review Finance (Copy)</b>	<p><b>Carole Dowhaniuk:</b>  <b>Achievements:</b></p> <ul style="list-style-type: none"> <li>• Review January and February GIS financial transactions</li> </ul> <p><b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>  2021/03/15</p>	20% -
<b>Administration (GIS) (Copy): 100%</b>	20% 20 / 100% -	

<b>Legislative (GIS) (Copy): 100%</b>	<b>Carole Dowhaniuk:</b> <b>Achievements:</b> <ul style="list-style-type: none"> <li>No Action was taken during this reporting period</li> </ul> <b>Challenges:</b> <i>No value</i> <b>Next Steps:</b> <i>No value</i> 2021/03/15	20% 20 / 100% -
<b>Complete Administration (Copy)</b>		20% -
<b>Communication (GIS) (Copy): 100%</b>		20% 20 / 100% -
<b>Hardware Maintenance (Copy)</b>	<b>Carole Dowhaniuk:</b> <b>Achievements:</b> <ul style="list-style-type: none"> <li>Maintenance updates to iPads - GIS mobile App</li> <li>Purchased Ipad charging station to provide a more secure charging station</li> </ul> <b>Challenges:</b> <i>No value</i> <b>Next Steps:</b> <i>No value</i> 2021/03/15	20% -
<b>Map Sales (Copy) 0 Map(s)</b>	<b>Carole Dowhaniuk:</b> <b>Achievements:</b> <ul style="list-style-type: none"> <li>2 Maps sold from January 29 - March 15, 2021</li> </ul> Total Map Sales to date: 7 <b>Challenges:</b> <i>No value</i> <b>Next Steps:</b> <i>No value</i> 2021/03/15	7 / 0 Map(s) 7 Map(s) ahead
<b>Council Member Inquiry (GIS) (Copy): 100%</b>	<b>Carole Dowhaniuk:</b> <b>Achievements:</b> <ul style="list-style-type: none"> <li>No Action was taken during this reporting period</li> </ul> <b>Challenges:</b> <i>No value</i> <b>Next Steps:</b> <i>No value</i> 2021/03/15	20% 20 / 100% -
<b>Server Maintenance (Copy)</b>	<b>Carole Dowhaniuk:</b> <b>Achievements:</b> <ul style="list-style-type: none"> <li>No Action was taken during this reporting period</li> </ul> <b>Challenges:</b> <i>No value</i> <b>Next Steps:</b> <i>No value</i> 2021/03/15	20% -

<b>Council Meetings (Copy)</b>	<b>Carole Dowhaniuk:</b> <b>Achievements:</b> Attended to gain or provide information for February 25, 2021 council meeting. <b>Challenges:</b> <i>No value</i> <b>Next Steps:</b> <i>No value</i> 2021/03/15	20% -
<b>Weekly Council Report – Titan GPS (Copy)</b>	<b>Carole Dowhaniuk:</b> <b>Achievements:</b> <ul style="list-style-type: none"> <li>Weekly reports of Grader Maps are up to date</li> </ul> <b>Challenges:</b> <ul style="list-style-type: none"> <li>No Road Numbers were attached to the maps to keep reports on time.</li> </ul> <b>Next Steps:</b> <ul style="list-style-type: none"> <li>Working with Titan to incorporate our road network.</li> </ul> 2021/03/15	20% -
<b>Assist with issues that come up (Copy)</b>	20% -	
<b>Seasonal Duties (Copy): 100%</b>	<b>Carole Dowhaniuk:</b> <b>Achievements:</b> <ul style="list-style-type: none"> <li>Take out Christmas decorations from planters out side front entrance.</li> </ul> <b>Challenges:</b> <i>No value</i> <b>Next Steps:</b> <i>No value</i> 2021/03/15	20% 20 / 100% -



### EVONNE ZUKIWSKI

Goal	Progress Update	Current Compl...
Administrative Activity (COM): 100%		2% 1.85 / 100% 78% behind
→ Council Meetings: 12 Meeting(s)	<b>NEW Evonne Zukiwski:</b> <b>Achievements:</b> <ul style="list-style-type: none"> <li>Virtually attended February County Council Meeting- February 25, 2021</li> </ul> <i>2021/03/15</i>	17% 2 / 12 Meeting(s) 2 Meeting(s) ahead
Communication Activity (COM): 100%		51% 50.67 / 100% 29% behind
→ Social Media Posts 0 Post(s)	<b>NEW Evonne Zukiwski:</b> <b>Achievements:</b> <ul style="list-style-type: none"> <li>Posted Virtual Mental Health resources available on Facebook- February 18, 2021</li> <li>Posted Virtual Mental Health resources available on Twitter- February 18, 2021</li> <li>Posted L.A.R.A AGM on Facebook, and scheduled for upcoming date (March 2)- February 18, 2021</li> <li>Scheduled Canada Agriculture Day awareness post of Facebook- February 22, 2021</li> <li>Shared RCMP Engagement Session on Facebook- February 22, 2021</li> <li>Posted Canada Agriculture Day awareness on Twitter- February 23, 2021</li> <li>Posted Pink Shirt Day awareness on Twitter- February 24, 2021</li> <li>Shared Hanmore Lake/ Island Lake booking information on Facebook- February 24, 2021</li> <li>Shared L.A.R.A AGM on Twitter- February 25, 2021</li> <li>Posted In Remembrance- Ron Sorchan on Facebook- February 25, 2021</li> <li>Scheduled 'Taxes Due' reminder on Facebook- February 25, 2021</li> <li>Posted Lakeland Primary Care brochure on Facebook- March 1, 2021</li> <li>Posted Lakeland Primary Care brochure on Twitter0 March 1, 2021</li> </ul>	66 / 0 Post(s) 66 Post(s) ahead

- Shared H.A.Kostash virtual career day on Facebook- March 1, 2021
- Scheduled DFO Beaver Dam Removal best management practices on Facebook- March 1, 2021
- Scheduled DFO Beaver Dam Removal best management practices on Twitter- March 1, 2021
- Scheduled STEP employment ads on Facebook (March 4, March 16, March 22)- March 4, 2021
- Scheduled all employment opportunity ads on social media (March 5, March 10, March 18, March 24, April 15, April 27)- March 4, 2021
- Posted Statistics Canada employment ad on Facebook- March 8, 2021
- Posted Statistics Canada employment ad on Twitter- March 8, 2021
- Scheduled Daylight Savings time reminder on Facebook- March 8, 2021
- Scheduled 'Notice to Register Equipment' ad (March 9, April 14, April 26) on Facebook- March 8, 2021
- Scheduled 'Dust Control' ad (March 19, April 22) on Facebook- March 9, 2021
- Scheduled Road Ban ads (March 10, March 12)- March 9, 2021
- Scheduled Ag Safety Week awareness posts- March 9, 2021
- Shared Environmental Farm Plan opinions survey on Facebook- March 9, 2021
- Shared Environmental Farm Plan opinions survey on Twitter- March 9, 2021
- Posted ASB Provincial website post- March 9, 2021
- Posted Heritage Board AGM on Facebook- March 10, 2021
- Posted Heritage Board AGM on Twitter- March 10, 2021
- Posted FCSS Coordinator position on Facebook (March 12, March 17, March 23)- March 12, 2021
- Posted FCSS Coordinator position on Twitter- March 12, 2021

*2021/03/15*



→ Website Updates 0 Update(s)

**NEW** Evonne Zukiwski:

**Achievements:**

- Added ICC meeting link to website calendar- February 18, 2021
- Moved 'Paddling Adventures' page under 'Living' tab- February 23, 2021
- Removed Thorhild County IDP from website pages- February 23, 2021
- Added 'Dark Skies' page under Planning and Development pages- February 23, 2021
- Posted In Remembrance- Ron Sorchan as a website notice- February 25, 2021
- Posted Reeve's Report- March 1, 2021
- Added Victoria Homeguard event- March 2, 2021
- Added March calendar and meeting links- March 2, 2021
- Posted STEP job ad- March 2, 2021
- Posted Secondary Trapper job ad- March 2, 2021
- Posted mower job ad- March 2, 2021
- Posted March Grapevine- March 4, 2021
- Created 'Register Equipment' notice- March 9, 2021
- Added Road Bans notice and pop-up alert- March 9, 2021
- Posted Heritage Board AGM notice and added as a calendar event- March 10, 2021
- Posted 'Past Council Activities' calendar- March 11, 2021
- Added updated map documents (Lake Lots, Subdivisions, Hamlets)- March 11, 2021
- Updated Maps webpage with dropdown menus- March 11, 2021
- Posted FCSS Coordinator position- March 12, 2021
- Updated Bylaws (x4)- March 12, 2021

2021/03/15

60 / 0 Update(s)  
60 Update(s)  
ahead

→ Communications for Departments 0 Ad(s) Created

**NEW** Evonne Zukiwski:

**Achievements:**

- Submitted Weed Inspector ad to Redwater Review (Ag Dept)- February 22, 2021
- Submitted FCSS Coordinator employment ad to Redwater Review and Smoky Lake Signal- March 12, 2021

2021/03/15

3 / 0 Ad(s) Created  
3 Ad(s) Created  
ahead

→ Produce & Distribute Grapevine: 12 Newsletter(s)

**NEW** Evonne Zukiwski:

**Achievements:**

- Completed March 2021 Grapevine and submitted to the Redwater Review and Smoky Lake Signal for publishing (Week of March 8, 2021)- March 4, 2021

2021/03/15

25%  
3 / 12  
Newsletter(s)  
1 Newsletter(s)  
ahead

Training Activity (COM) 0 Event(s)

0 / 0 Event(s)  
-

↳ FOIP Training 0 Training(s)

**NEW** Evonne Zukiwski:

**Achievements:**

- Completed FOIP Training Course #2 prerequisite material- March 1, 2021
  - Completed FOIP Training; Access to Information in Alberta Public Bodies course- March 2, 2021
- 2021/03/15

0 / 0 Training(s)

Legislative Activity (COM): 100%

↳ Develop Advertisements and Information Publications 0 Ad(s) Created

**NEW** Evonne Zukiwski:

**Achievements:**

- Created In Remembrance for Ron Sorchan- February 22, 2021
- 2021/03/15

67%  
66.67 / 100%  
13% behind

2 / 0 Ad(s) Created  
2 Ad(s) Created  
ahead

(COM) Attend Joint Health & Safety Meetings: 12 Meeting(s)

**NEW** Evonne Zukiwski:

**Achievements:**

- Attended Joint Health and Safety Committee Meeting- February 18, 2021
- 2021/03/15

17%  
2 / 12 Meeting(s)  
2 Meeting(s)  
ahead

(COM) Complete Annual Work Plan

**NEW** Evonne Zukiwski:

**Achievements:**

- Finalized 2021 Annual Workplan- February 18, 2021
  - Virtually attended Departmental Meeting to approve Annual Work Plan- March 4, 2021
- 2021/03/15

100%

## SMOKY LAKE COUNTY



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

<b>Purpose:</b>	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

	<b>Date</b>		
<b>Approved</b>	<b>March 25, 2010</b>	<b>#477-10 – Page 9308</b>	Chief Administrative Officer
<b>Amended</b>	<b>March 1, 2013</b>	<b>#475-13 – Page 10524</b>	
<b>Amended</b>	<b>March 3, 2014</b>	<b># 357- 13–Page 11139</b>	
<b>Amended</b>	<b>March 20, 2015</b>	<b>#461-15 - Page 11672</b>	
<b>Amended</b>	<b>April 4, 2016</b>	<b>#546-16 - Page 12170</b>	
<b>Amended</b>	<b>March 30, 2017</b>	<b>#593-17 - Page 12614</b>	
<b>Amended</b>	<b>March 13, 2018</b>	<b>#370-18 - Page 13011</b>	
<b>Amended</b>	<b>March 13, 2019</b>	<b>#486-19 - Page 13532</b>	
<b>Amended</b>	<b>March 5, 2020</b>	<b>#624-20 - Page 14058</b>	
<b>Amended</b>	<b>March 22, 2021</b>		



## SCHEDULE "A"

### PUBLIC WORKS DEPARTMENT: SAFETY OFFICER WORK PLAN 2021

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
<b>DAILY</b>				
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 from e-mails from kyetech on messages from tax payer concerns.	Call taxpayers from after hour call to kyetech.	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.	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 <b>NEW</b>	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
<b>WEEKLY</b>				
When needed- 1-3 hrs	Hazard Identification	Hazard identification is done whenever a new job is done.	Identifying hazards on the job.	Lower incidents.
One per week – 1hr	informal inspections	informal inspections are done at all jobs within the county.	Inspect the hazards 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 <b>NEW</b>	Virtual updates for COVID	Attend provincial virtual meetings with province	Get updates as to COVID progress	Keeping staff informed
<b>MONTHLY</b>				
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:**

<b>Time</b>	<b>Work Schedule Projects</b>	<b>Work Description Projects</b>	<b>Elements: Tasks Duties</b>	<b>Verified Outcomes</b>
<b>MONTHLY-Continued</b>				
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 <b>NEW</b>	Act as advisory for Town of Smoky Lake safety committee	Give advise 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
<b>PERIODIC</b>				
When required 1-6 hrs <b>NEW</b>	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 <b>NEW</b>	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:**

<b>Time</b>	<b>Work Schedule Projects</b>	<b>Work Description Projects</b>	<b>Elements: Tasks Duties</b>	<b>Verified Outcomes</b>
<b>PERIODIC-Continued</b>				
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 <b>NEW</b>	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:**

<b>Time</b>	<b>Work Schedule Projects</b>	<b>Work Description Projects</b>	<b>Elements: Tasks Duties</b>	<b>Verified Outcomes</b>
<b>PERIODIC-Continued</b>				
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 <b>NEW</b>	Council requests	Fill out grant applications or gov programs	Research or investigate concerns	Grant funding or reimbursement
When required	Assist P.W. when needed	Parts pick-up.	Pick up parts from various locations.	Helping public works completing jobs.

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

<b>Time</b>	<b>Work Schedule Projects</b>	<b>Work Description Projects</b>	<b>Elements: Tasks Duties</b>	<b>Verified Outcomes</b>
<b>SEASONAL- Continued</b>				
By October	Annual Safety Audit	Complete internal or participate in an external inspection	Do safety audit to achieve COR	Rebate in WCB rates
March or April	Yearly Spring Safety meeting	Coordinate annual safety meeting	Get guest speakers and organize meeting	Awareness
May	Attend yearly Disaster forum	Yearly Disaster conference	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 <sup>rd</sup> 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



<b>Title:</b> Parks and Recreation: Work Plan	<b>Policy No.:</b> 01-07 E
<b>Section:</b> 7 - M	<b>Code:</b> P - A
<b>Page No.:</b> 1 of 5	

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

	Date		
Approved	March 20, 2015	#466-15 – Page 11692	Chief Administrative Officer
Amended	April 4, 2016	#551-16 – Page 12197	
Amended	March 30, 2017	#597-17 – Page 12629	
Amended	March 13, 2018	#374-18 – Page 13026	
Amended	March 13, 2019	#490-19 – Page 13547	
Amended	March 5, 2020	#617-20 – Page 14034	
Amended	March 22, 2021		



## SCHEDULE "A"

### PARKS AND RECREATION WORK PLAN 2021

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
<b>DAILY</b>				
½ Hr.	Meet with Parks and Recreation staff	Discuss days plan.	As per assigned work.	Time sheets.
2 Hrs.	Communicate with ratepayers, office, and Council	Address issues.	As required.	Document.
½ Hr.	Approve staff timesheets and code invoices			
½ Hr.	Time sheets	Review and sign time sheets.	Ensure time sheets are being completed and handed in on time to payroll.	All time sheets are handed in and completed property and on time.
½ Hr.	Vehicle Inspections	Ensure vehicles are in safe working condition before operation.	Check fluids, lights, tires, visibility, etc.	Safe operating condition prior to driving.
½ Hr.	Pre-job hazard assessment	Identify possible dangers.	Eliminate or control hazards.	Ensure a safe working environment.
<b>WEEKLY</b>				
½ Hr.	Safety Meeting.	Communicate	Discuss incidents and concerns.	Safe work environment.
1 Hr.	Managers meeting	Meet with department heads to ensure open communication.	Assist other departments.	Working together for common good.
	Bank deposits	County deposits.	Deliver bank deposits.	Help out office staff
1 Hr.	Clean trucks	Maintain a professional appearance.	Keep County Vehicle clean.	Adhere to County policy
<b>MONTHLY</b>				
2 Hrs.	Joint Health and Safety Meeting	Communicate with all departments	Review any incidents and report weekly activities.	Learn from past experiences.
2 Hrs.	Main Office Staff and Safety Meeting	Attend monthly office safety meetings	Review any incidents and report monthly activities in office	Safer work environment
2 Hrs.	Reports to Council	Manager report form.	Complete a manager's report for monthly departmental meetings.	Provide information for Council and management.
<b>PERIODIC</b>				
2 Days min. 2x per yr.	Flags	Raise and lower flags as per Policy #01-35: Flags: Half-mast.	Spedden: 3; Vilna: 3; Bellis: 3; Smoky Lake: 4; Warspite: 4; Victoria Cairn: 3; Total: <b>20</b>	Exhibits respect.
On-going	Rural addresses	Determine document and order in fall.	Do one calls install address signs.	Provides safety and convenience for ratepayers.
	GIS	To provide spatial data to GIS.	Submit upon a new element created.	Monitor facility assets.
	Budget Meeting	Review budget.	Review ledger; make sure all purchases are properly coded and all purchases are complete.	Communicate with Finance Department.
	Minor building/furniture maintenance	Maintenance in office, shop or yards.	As required.	Ensure facility interior and exterior condition is maintained.

**PARKS AND RECREATION: WORK PLAN 2021 - Continued:**

<b>Time</b>	<b>Work Schedule Projects</b>	<b>Work Description Projects</b>	<b>Elements: Tasks Duties</b>	<b>Verified Outcomes</b>
<b>PERIODIC-Continued</b>				
2 Hrs.	Street lighting	Monitor and report street light problems in hamlets to ATCO.	As required.	Safety and convenience for ratepayers.
6 Hrs.	Work Plan	Plan for upcoming year.	Review work plan and make changes.	Submit to Council annually.
<b>SEASONAL</b>				
April to November	Inspect trail system	Visual inspection of the Iron Horse Trail as per Policy #07-01-01: Designated Recreational Trails.	Correct deficiencies.	Safety for trail users.
April to October	Inspect playground equipment	Visual inspection of all playgrounds as per Policy #07-02-01: Playgrounds.	Correct deficiencies in: Spedden, Bonnie Lake, Bellis, Bellis Beach, Mons Lake South and East, Warspite, Hanmore Lake East and West	Safety for users.
Daily/ Weekly	Inspect campsites	Visual checks on infrastructure.	Correct deficiencies.	Safety and enjoyment of the campers.
When required	Communicate with lake contractors	Answer phone calls, emails or person to person.	Address issues.	Safety and enjoyment of the campers.
May to September	Step Students	Advertise and hire for: 2 – 2 month positions 2- 4 month positions	Train and assign tasks.	Extra help during summer's heavy workload.
May to September  17 ½ Days	Grass cutting	Hamlets, parks, resorts, water fill stations, campsites, office, entrance signs and ball diamonds (Spedden: 2; Bellis: 2; Warspite: 1; Hamlin: 1).	Operate mowers and trimmers.	Keeps County property neat and clean.
2 Days	Parade float	Decorate float.	Display in parades in Vilna, Smoky Lake and Waskatenau.	Advertises County and supports municipalities.
9 Hours	Display parade float in 3 parades	Enter float in the 3 County parades.	Display in parades in Vilna, Smoky Lake and Waskatenau.	Advertises County and supports municipalities.
1 Hour/ Daily	Mower Equipment	Maintenance.	Sharpen blades and clean machine.	Prolongs life of mowers.
2 Days	Outhouses	Have outhouses pumped out.	51 Outhouses.	Facilities are clean.
4 Days	Building outhouses	Build and repair outhouses.	Pick up supplies and build.	Facilities are in good working order.
2 Days	Piers	Install and removed piers at: Kaduk: 1; Mons: 4; Hanmore: 3; Bonnie: 5.	Replace any worn planking.	Provides safe access to water.
1 Day	Swim rafts.	Install and remove rafts at: Mons: 1; Hanmore: 1	Replace any work parts.	Provides safe access to water.
1 Hour	Snow shoveling	Remove snow and ice from office walkways.	As required.	Provides safe walkways for public and staff.
	Tree removal	Remove dead and fallen trees from campsites and walkways.	As required.	Provides safe areas for the Public.

**PARKS AND RECREATION: WORK PLAN 2021 - Continued:**

<b>Time</b>	<b>Work Schedule Projects</b>	<b>Work Description Projects</b>	<b>Elements: Tasks Duties</b>	<b>Verified Outcomes</b>
<b>SEASONAL- Continued</b>				
	Firewood	Split firewood compiled from brushing.	As required.	Provides firewood for special occasions.
6 Days	Help set up for Smoky Lake Rodeo	Move bleaches and tables.	As required.	Helps volunteers.
2 Days	Help set up for parades.	Move bleachers and tables, cut grass and trim.	Grass cutting and trimming, painting and set up fences.	Helps County volunteer groups.
3 ½ Days	Help with Farmers Day, Pumpkin Fair, Women's Conference, Christmas party and other special events	Move bleachers, tables and the stage.	As required.	Helps County volunteer groups.
4 Days	Christmas decorations	Set up lights before "Christmas Light Up" in Smoky Lake and take down after January 20 <sup>th</sup> .	Warspite, Spedden, Shop and Office.	Celebrating the season.
1 Day	Equipment	Acquire estimates and order.	As required and budgeted for.	Ensures equipment is available to perform tasks.
1 Hour	Lights in office.	Repair lamps and ballasts.	As required.	Maximum light available for public and staff
1 Day	Annual Safety Meeting	Attend Annual Safety Meeting.	Be aware of the safety procedures set out by the County and follow them for a safe work environment.	Keep informed on safety practices of the County
5 Days	Inventory	Take inventory of all supplies.	County supplies.	Maintain records.
2 Hours	Employee Evaluations.	Performance appraisal.	Inform employees about their strengths and weaknesses.	Help employees understand their duties.
<b>2021 PROJECTS</b>				
5 Days	Camp kitchen at Hanmore East	Paint/stain camp kitchen.	Correct deficiencies as required.	Prolong life of structure.
5 Days	Camp kitchen at Kaduk Lake	Paint/stain camp kitchen.	Correct deficiencies as required.	Prolong life of structure.
5 Days	Assist with erosion problem at Mons Lake	Install retaining wall or landscape.	As required.	Preserve playground area.
5 Days	Assist with boat launch area by river	Assist with installing boat launch where needed.	As required.	Provides access to river.



**SCHEDULE "B"**

**Smoky Lake County: Parks and Recreation Department Year - 2021**

**Personnel List**

	Parks and Recreation Manager	Bylaw Enforcement	Equipment Operator	Labourer	Contract: Lake Caretaker
Ed English					
Ray Soch					
Student (2): High School				2 months in summer	
Students (2): College				4 months in summer	
Jaclyn Jarema					
Veronica Fox					
<b>NOTE:</b>					

**FULL TIME**

**SEASONAL**