

**SMOKY LAKE COUNTY**

Minutes of the **County Council Meeting for the purpose of Departmental Operations** held on Monday, **March 22, 2021**, at 1:01 P.M. held virtually online through Electronic Communication Technology: Zoom Meeting and physically in Council Chambers.

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

			<b>ATTENDANCE</b>
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Monday, March 22, 2021</u>	
1	Dan Gawalko	Present in Chambers	
2	Johnny Cherniwchan	Present in Chambers	
3	Craig Lukinuk	Present in Chambers	
4	Lorne Halisky	Present in Chambers	
5	Randy Orichowski	Present in Chambers	
CAO	Gene Sobolewski	Present in Chambers	
Assistant CAO	Lydia Cielin	Virtually Present	
Finance Manager	Brenda Adamson	Present in Chambers	
Legislative Svcs/R.S.	Patti Priest	Virtually Present	
Public Works Manager	Doug Ponich	Virtually Present	
Public Works Foreman	Bob Novosiwsky	Virtually Present	
Plan/Dev Manager	Jordan Ruegg	Virtually Present	
Plan/Dev Assistant	Kyle Schole	Virtually Present	
Natural Gas Manager	Daniel Moric	Virtually Present	
Agricultural Fieldman	Carleigh McMullin	Virtually Present	
GIS	Carole Dowhaniuk	Virtually Present	
Communications Tech.	Evonne Zukiwski	Virtually Present	
Fire Chief	Scott Franchuk	Virtually Present	
Safety Officer	Trevor Tychkowsky	Virtually Present	
Enviro. Op. Manager	Dave Franchuk	Virtually Present	
P.W. Shop Foreman	Dave Kully	Virtually Present	

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**2. Agenda:**

499-21: Orichowski That the Smoky Lake County Council Meeting Agenda for the purpose of Departmental Operations for Monday, March 22, 2021 be adopted as presented.

Carried Unanimously.

**3. Minutes:**

No Minutes.

**Manager's Reports:**

**Agricultural Fieldman  
 Department of Fisheries and Oceans (DFO)**

500-21: Lukinuk That Smoky Lake County write a letter to the Department of Fisheries and Oceans (DFO) to advocate for red tape reduction in respect to the administrative processes for beaver dam blasting, as the paperwork which the DFO requires consumes manhours to photograph and map each beaver dam, also it is difficult to predict where flooding issues will arise in advance of the season and it limits the ability to protect municipal infrastructure and abate emergent issues; and send carbon copies of the said letter to the Alberta Minister of Agriculture, local Member of Parliament (MP) and local Member of Legislative Assembly (MLA) for awareness.

Carried.

**Basic Chainsaw Training for Agriculture Service Board Department**

501-21: Gawalko That Smoky Lake County's Safety Officer coordinate with the Agricultural Fieldman to ensure Basic Chainsaw Training is completed by Agricultural Service Board Department operators and relevant staff prior to the Year-2021 mowing season.

Carried.

**Policy Statement No. 62-28-02: Mowing Program**

502-21: Halisky That Smoky Lake County Policy Statement No. 62-28-02: Mowing Program, be reviewed by Council to address clarifying the term "one-pass" and include language relating to "mowing property line to property line", as well as language in respect to mower operators completing Basic Chainsaw Training for the purpose of removing tree debris in ditches.

Carried.

**Planning and Development Manager**

**Municipal Planning Commission Meeting**

503-21: Halisky That Smoky Lake County scheduled a **Municipal Planning Commission Meeting** for Friday, **April 23, 2021 at 10:00 a.m.**, to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 **and/or** physically in County Council Chambers.

Carried.

**Committee of the Whole**

504-21: Gawalko That Smoky Lake County scheduled a **Smoky Lake County Committee of the Whole Meeting for the Purpose of Planning** for Friday, **April 23, 2021 at 11:00 a.m.**, to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 **and/or** physically in County Council Chambers.

Carried.

**Fire Chief**

**Emcon Services Inc. – Alberta Contract Highway Maintenance Service Area**

505-21: Halisky That Smoky Lake County's Fire Chief prepare a letter to send to the Alberta Provincial Highway Maintenance Contractor: Emcon Services Inc., to address three issues:

1. lack of public signage with Emcon's contact information,
2. lack of support at emergency scenes, and
3. lack of roadkill and debris removal,

and send a carbon copy of the said letter to Alberta Transportation, and the local Member of Legislative Assembly (MLA) for awareness.

Carried.

**Manager's Reports**

506-21: Cherniwchan That the Smoky Lake County Management Reports received for the period between February 19, 2021 to March 16, 2021, from the Public Works Manager, Public Works Foreman, Public Works Shop Foreman, Peace Officer, Natural Gas Manager, Environmental Operations Manager, Agricultural Fieldman, Planning and Development Manager, Safety Officer, Fire Chief, GIS Officer and Communications Technician, be accepted as presented and filed for information.

Carried.

**Management Policy Statement No. 02M-02-10: Safety Officer Work Plan**

507-21: Orichowski That Smoky Lake County's Management Policy Statement No. 02M-02-10: Safety Officer Work Plan, be accepted as amended for Year 2021 as follows:

<b>Title:</b> Public Works Department: Safety Officer: Work Plan	<b>Policy No.:</b> 02-10 E
<b>Section:</b> 2 - M	<b>Code:</b> P - A
<b>Page No.:</b> 1 of 6	
<b>Purpose:</b>	To establish a Safety Officer Work Plan for the Smoky Lake County Public Works Department Program.
<b>Policy Statement and Guidelines:</b>	
<b>STATEMENT:</b>	
The Public Works Department Safety Officer Work Plan, <i>Schedule "A"</i> outlines the Work Schedule of Projects and duties on a daily, weekly, monthly, periodic and seasonal time frame which provides detail work to be undertaken in the Public Works Department Program.	
<b>BENEFITS:</b>	
The Public Works Department Work Plan of the Safety Officer will provide the following benefits:	
<ul style="list-style-type: none"> <li>▪ Broaden the portfolio of the Public Works Department Program</li> <li>▪ Good understanding of the process of the Public Works Department.</li> <li>▪ Increase efficiency and strengthen time frame of deadlines.</li> <li>▪ Establishes accountability of the Program.</li> <li>▪ Communication Tool.</li> </ul>	
<b>REVIEW:</b>	
The Public Works Department Safety Officer Work Plan will be reviewed and presented to Council on an annual basis beginning of each year	

Section 02-M

Policy: 02-10



**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:**

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
<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 advice on what to look for and what should be done	Attend the meeting and act as advisor capacity only	Help neighboring municipality become safety compliant
Once per month <b>NEW</b>	Management reports	Make reports on cascade reporting system	Keeping council up to date as to activities done that month	Keeping council updated
<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.

Public Works Department: Safety Officer Work Plan

SUPERVISOR

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

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
<b>PERIODIC-Continued</b>				
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
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	Fill out WCB reports	Complete reports	Fill out reports to WCB	As require by government
When needed 2 hrs	Risk Management	Attend workshops provided by Jubilee insurance.	Complete homework as required as per Risk management requirements.	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

SUPERVISOR



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

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
<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.

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**Public Works Department: Safety Officer Work Plan**

**SUPERVISOR**

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

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
<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

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**Public Works Department: Safety Officer Work Plan**

**SUPERVISOR**

Carried.

Doug Ponich - Public Works Manager, Bob Novosiwsky – Public Works Road Foreman, Kyle Schole – Planning & Development Assistant, Daniel Moric – Natural Gas Manager, Carleigh McMullin – Agricultural Fieldman, Evonne Zukiwski – Communications Technician, and Dave Kully – Public Works Shop Foreman, virtually left the meeting, time 3:41 p.m.

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

508-21: Gawalko

That Smoky Lake County's Management Policy Statement No. 07M-01-07: Parks and Recreation: Work Plan, be **deferred** to the next Departmental Operations Meeting.

Carried.

**5. Correspondence:**

No Correspondence.

**7. Delegation:**

No Delegation.

**8. Executive Session:**

No Executive Session.

**Adjournment:**

509-21: Lukinuk

That the Smoky Lake County Council Meeting for the purpose of Departmental Operations for March 22, 2021, be adjourned, time 3:47 p.m.

Carried.

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REEVE

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CHIEF ADMINISTRATIVE OFFICER