

SMOKY LAKE COUNTY

A G E N D A: County Council Meeting
for the purpose of Departmental Operations to be held on
Tuesday, **April 27, 2021** at 9:00 o'clock A.M.
Virtual through Zoom Platform

Meeting ID: 870 1789 6890 Passcode: 875616

<https://us02web.zoom.us/j/87017896890?pwd=Ujl5VGtxTEt4dmlUMHpnQzc4ZjdZdz09> And
with Council physically present in the County Council Chambers, Smoky Lake.

1. Meeting:

Call to Order

2. Agenda:

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

3. Minutes:

No minutes.

4. Request for Decision:

No request for decision.

5. Issues for Information:

1. Manager Reports

Public Works:

- a. Public Works Manager. ©
 - i. Council Requests Summary: As of April 19, 2021. ©
- b. Public Works Road Foreman. ©
- c. Public Works Shop Foreman. ©
- d. Parks and Recreation Manager.

Protective Services:

- e. Peace Officer. ©
- f. Fire Chief. ©
- g. Safety Officer. ©

Planning and Development:

- h. Planning and Development Manager. ©

Natural Gas:

- i. Natural Gas Manager. ©

Environmental Operations:

- j. Environmental Operations. ©

Agricultural Service Board:

- k. Agricultural Service Board. ©

Administration:

- l. GIS Technician. ©
- m. Communications Technician. ©

Recommendation: Accept and file for information.

2. **Training Reports**

- a. Legislation and Communications. ©
- b. Safety Officer. ©
- c. Environmental Operations. ©

Recommendation: Acknowledge receipt.

3. **Manager Work Plans**

- a. **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.a



DOUG PONICH

Goal	Progress Update	Current Completion
Public Works Manager Work Plan		
→ Public Works Department Daily/Weekly/Monthly Plan: 100%		2% 98% behind
→ Maintenance (PW Manager): 100%	<p>Doug Ponich:</p> <p>Achievements: Two culvert crews begin spring clearing of culvert ends:</p> <ul style="list-style-type: none"> - Division 4 March 15, 16, 17, 18, 23, 24, 26, 30, 31, April 6, 16 - Division 2 March 15, 16, 17, 18, 22, 23, 25, 26, April 7 - Division 5 March 18, 19, 20, 22, 23, 25, 30, 31, April 6, 7, 12 - Division 1 March 19, 20, 22, 23, 24, 25, April 12 - Division 3 March 19, 20, 23, 26, 30, 31, April 6, 12 	5% 5 / 100% 95% behind
	<p>Two crews with steamers following up with culvert crews.</p> <ul style="list-style-type: none"> - Division 4 March 15, 16, 17, 18, 19, 23, 24, 25, 26, 30, April 1 - Division 2 March 16, 19, 20, 22, 24, 25, 31, April 1, 8 - Division 5 March 18, 19, 31, April 6 - Division 3 March 19, 20, 22, 23, 24, 26, April 1, 6, 13 - Division 1 March 20, 24, 25, 31, April 1, 5, 8 	50% 50 / 100% 50% behind

Pump water:

- RR 163, north of TWP 600. March 18 Div. 4

Track-hoe breaking up frozen gravel at Sowka Lake Pit. March 15, 16

Repair, straighten and replace signs:

- Straighten County address sign at TWP 592 & RR 155. March 15 Div. 4
- Straighten stop sign at TWP 610 & RR 174. March 15 Div. 4
- Straighten bridge markers at BF70923; RR 155, north of HWY 28. March 15 Div. 4
- Replace stop sign at TWP 592 & RR 170. March 16 Div. 3
- Replace stop sign at RR 164 & Sandy Lane. March 16 Div. 4
- Straighten markers at BF70734; TWP 604, east of RR 170. March 16 Div. 4
- Straighten County address sign at RR 192 & TWP 590. March 23 Div. 5
- Straighten bridge markers at BF71574; RR 165, north of TWP 602. March 24 Div. 4
- Bump signs at: TWP 600, west of RR 162. April 8 Div. 4
 - RR 165, south of TWP 602. April 8 Div. 4
 - TWP 590A, east of RR 161A. April 8 Div. 3
- Replace McDougal Grave Site sign along Victoria Trail, east of RR 172. April 15 Div. 3
- Remove 30 K sign from along TWP 604, east of RR 191 as log haul has ended. April 15 Div. 5
- Repair Natural Gas sign at TWP 600, east of RR 192. April 16 Div. 5

Remove trees and leaners:

- RR 164, north of TWP 600. March 15 Div. 4
- RR 183, north of TWP 604. March 15 Div. 5
- RR 184, north of TWP 610. March 16 Div. 5
- TWP 610, RR 183 - 184. March 16 Div. 5
- RR 183, TWP 604 - 610. March 16 Div. 5
- TWP 604, east of RR 181. March 16 Div. 5
- TWP 602, RR 131 - 130. March 16 Div. 1
- RR 131, north of TWP 604. March 16 Div. 1
- TWP 592, west of RR 124. March 17 Div. 1
- Hanmore Lake campsites; east end. March 19 Div. 4
- RR 175, north of TWP 594. March 24 Div. 5
- TWP 602, RR 164 - 165. March 24 Div. 4
- TWP 602, west of RR 170. March 26 Div. 4
- TWP 595A, RR 160 - 154. March 26 Div. 4
- TWP 590, east of HWY 857. April 1 Div. 2
- RR 133, south of TWP 590. April 1 Div. 2
- RR 141, north of HWY 652. April 1 Div. 2
- TWP 590, west of RR 131. April 1 Div. 2
- RR 131, north of HWY 28. April 1 Div. 1
- TWP 602, west of RR 131. April 1 Div. 1
- RR 131, north of TWP 610. April 9 Div. 1
- TWP 594, west of RR 185. April 12 Div. 5
- TWP 590, west of RR 164. April 12 Div. 3
- Intersection of TWP 592A & RR 154. April 12 Div. 3
- RR 192, north of HWY 28. April 16 Div. 5

Brushing:

- RR 183, north of TWP 604. March 15 Div. 5
- TWP 610, west of RR 183. March 15 Div. 5
- RR 184, north of TWP 610. March 15 Div. 5
- 60480 - RR 130. March 17 Div. 1
- NW intersection of RR 130 & TWP 604. March 17 Div. 1
- TWP 600, east of RR 125. March 17 Div. 1
- RR 144, north of TWP 600. March 18 Div. 4
- Victoria Trail , east of RR 190. March 18 Div. 5
- RR 174, south of TWP 604. March 22 Div. 4
- TWP 595A, east of RR 160. March 23 Div. 4
- RR 154, north of TWP 600. March 23 Div. 4
- TWP 602, west of RR 153. March 23 Div. 4
- Intersection of RR 155 & TWP 600. March 23 Div. 4
- Mons Lake Drive. March 25 Div. 4
- TWP 602, east of RR 170. March 25 Div. 4
- TWP 594, west of RR 140. March 30 Div. 1
- RR 142, south of TWP 594. March 30 Div. 1
- TWP 590, west of RR 142. March 30 Div. 2
- RR 132, north of HWY 28. March 31 Div. 1
- TWP 602, west of RR 131. March 31 Div. 1

Tree removal after strong winds on March 28, 29 -m All public works staff out inspecting and clearing fallen trees. March 29, 30 All Divisions.

Hydro-axing:

- Widen entrance to SE-22-59-18; RR 182, north of HWY 28. March 15 Div. 5

Skidsteer with brushing head:

- 60480 - RR 130 March 16 Div. 1
- Intersection of RR 130 & TWP 602. March 17 Div. 1
- RR 125, TWP 603 - 604. March 17 Div. 1
- TWP 592, east of RR 182. March 18 Div. 3
- NE intersection of RR 131& TWP 584. March 24 Div. 2
- NW, SW, NE intersection of HWY 857 & TWP 582. March 25 Div. 2
- NE intersection of TWP 582 & HWY 857. March 30 Div. 2
- RR 125, TWP 603 - 604. March 31 Div. 1
- TWP 594, west of RR 132. April 1 Div. 1
- RR 131, south of TWP 594. April 1 Div. 2
- Bonnie Lake Resort trails. April 8, 9, 12, 13, 14 Div. 1

Cat at White Earth Pit ; pit maintenance; clearing snow, creating drainage paths, shaping pads, March 16, 17, 18, 19, 24, 30, April 1

Haul cat from White Earth Pit to shop for servicing. March 22

Muni-site entries:

- Brushing March 23, 24, 25
- Axing March 23, 24, 26

Road inspections and evaluations. April 7, 8, 9, 12, 14, 15

Skidsteer snow removal:

- South ditch along TWP 594, east of RR 135 (assist with water flow) March 22 Div. 1
- Hillside Acres ; ditches and culvert ends. March 23 Div. 1

Plow trucks out sanding oil-base and asphalt roads after rain & snow on the 28th & 29th. March 30, 31 All divisions.

Small plow truck sanding County Resort road-ways. March 30, 31 All divisions.

Grader snow (drifting) removal. March 30, 31 Divisions 4 & 5.

Begin spring street sweeping: 2021 Schedule begins at the east end of Smoky Lake County.

- Sunrise Resort. April 6 Div. 1
- Parkview Resort. April 6 Div. 1
- Birchland Resort. April 7 Div. 1
- Spedden. April 7 Div. 1
- Bonnie Lake Resort. April 7, 8 Div. 1
- Vilna. April 8 Div. 1
- Bellis. April 12 Div. 4
- Mons Lake Resort. April 12, 13 Div. 4
- Sandy Lane Resort. April 13 Div. 4
- Town of Smoky Lake. April 14, 15, 16

Skidsteer sweeping areas to be patched on TWP 604; RR 184 - 191. April 6 Div. 5

Patching :

- TWP 604, RR 184 - 185. April 6 Div. 5
- TWP 604, RR 185 - 190. April 7 Div. 5
- TWP 604, RR 190 - 191. April 8, 9 Div. 5
- RR 163, south of TWP 600. April 13, 14, 15, 16 Div. 4
- TWP 602, east of RR 170. April 13, 14 Div. 4
- 59327 - RR 123. April 14 Div. 1
- RR 140, north of TWP 584. April 14 Div. 2
- RR 170, south of TWP 602. April 15 Div. 4
- RR 164, north of TWP 602. April 15 Div. 4

Skidsteer repairing washout at east approach along RR 170, south of TWP 595A. April 1 Div. 4

Repair washout at culvert end; TWP 602A, 900 m. east of RR 190. April 12 Div. 5

Grader spring road maintenance begins. April 7, 8, 9, 12, 13, 14, 15, 16

Challenges: *No value*

Next Steps: *No value*

2021/03/17

Doug Ponich:

Achievements: Track-hoe breaking up 1- 1/2" gravel at Sowka Lake Pit. March 16, 26

→ Gravel (PW Manager): 100%

0%
0 / 100%
100% behind

Skidsteer clearing snow and ice from scale deck at White Earth Pit. March 15 Div. 5

Haul gravel to soft spots:

- Hillside Acres. March 15, 22 Div. 1
- RR 133A, north of TWP 620. March 15 Div. 1
- RR 133, north of TWP 620. March 17 Div. 1
- RR 180, south of TWP 584. March 17 Div. 3
- RR 182, north of HWY 28. March 17 Div. 5
- RR 171, north of TWP 590. March 19 Div. 3
- RR 163, north of TWP 600. March 19 Div. 4
- Intersection of RR 173 & HWY 855. March 19 Div. 3
- RR 165, north of TWP 602. March 26 Div. 4
- RR 165, north of HWY 28. April 6, 12 Div. 4
- TWP 590, west of RR 142. April 6, 7 Div. 2
- RR 180, south of TWP 604. April 7 Div. 5
- TWP 584A, east of RR 164. April 7 Div. 3
- RR 171, south of TWP 590. April 8 Div. 3
- RR 173, , north of TWP 582. April 8 Div. 3
- TWP 594, west of RR 195. April 8 Div. 5
- TWP 572A, east of RR 134. April 9 Div. 2
- RR 171, south of TWP 595A. April 9 Div. 4
- TWP 604, east of RR 181. April 9 Div. 5
- RR 175, north of TWP 595. April 13 Div. 5
- TWP 584, east of HWY 857. April 13 Div. 2
- RR 173, south of TWP 584. April 13 Div. 3

- TWP 584A, east of RR 164. April 13 Div. 3
- Jackfish Court and Jackfish Place; Sandy Lane. April 14 Div. 4
- RR 171, south of TWP 592. April 14, 15 Div. 3
- RR 133, north of TWP 584. April 14 Div. 2
- TWP 590, HWY 855 - RR 171. April 15 Div. 3
- TWP 592, east of RR 170. April 15 Div. 3
- RR 200, south of HWY 28. April 15 Div. 5
- RR 180, north of TWP 610. April 16 Div. 5
- TWP 600, east of RR 171. April 16 Div. 4
- RR 172, north of TWP 610. April 16 Div. 4

Rock excavation and stock piling at White Earth Pit. April 7, 8, 9, 12

Move sand pile at white Earth Pit. April 13, 14, 15

Cat levelling out overburden into holes at White Earth Pit. April 13,14, 15

Challenges: *No value*

Next Steps: *No value*

2021/03/17

Doug Ponich:

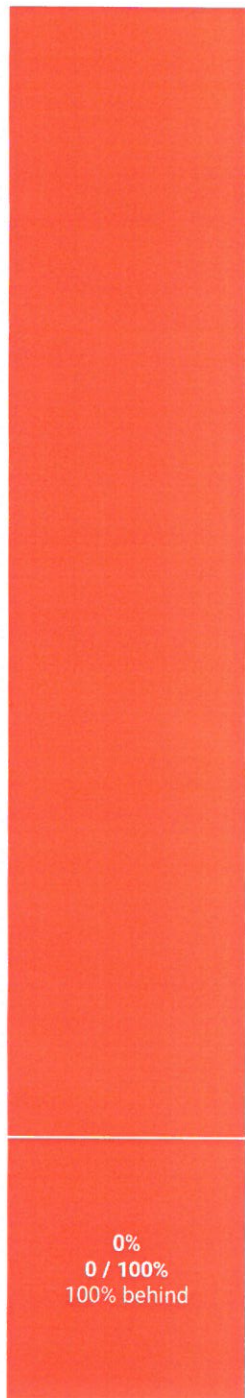
Achievements: No update.

Challenges: *No value*

Next Steps: *No value*

2021/04/14

→ Dust Control (PW Manager): 100%



→ Administrative (PW Manager): 100%

Doug Ponich:

Achievements: County Departmental Meeting. March 22

County Council Meeting. March 25

Joint Health and Safety Meeting. April 15

County Council Budget Meeting. April 16

Challenges: *No value*

Next Steps: *No value*

2021/04/14

Doug Ponich:

Achievements: No update.

Challenges: *No value*

Next Steps: *No value*

2021/03/03

→ Training (PW Manager): 100%

→ Council Member Inquiry (PW Manager): 100%

0%
0 / 100%
100% behind

0%
0 / 100%
100% behind

0%
0 / 100%
100% behind



SMOKY LAKE COUNTY

REQUEST FOR PROPOSAL (RFP)

**RFP Project No. C2113
Construction**

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1.0 PROJECT INFORMATION

1.1 Project Description

The intent of this Request For Proposal is for Construction to widen and reconstruct the road structure located in Smoky Lake County on **TWP 592 between:**

RR 172 and RR 171

1.2 Project Objectives

- 1.2.1 Widen the existing road top to a standard width of 7.3 meters, requiring approximately 3950 cubic meters of borrowed clay material.
The borrow area is adjacent to the road being reconstructed.
- 1.2.2 The road elevation from Station 0+400 to 0+800 will be raised to a maximum of 0.300 meters (one foot), requiring approximately 880 cubic meters of fill material.
- 1.2.3 Strip borrow area; stockpile top soil; haul suitable clay to required construction areas.

1.3 Evaluation Criteria

- 1.3.1 Smoky Lake County will review each proposal submitted in response to this Request For Proposal for responsiveness, completeness, signatures, and all required data before accepting the Proposal for further review.
- 1.3.2 Evaluation of Proposals will consist of three members of Smoky Lake County based upon:
 - Previous Road Building experience.
 - Construction Equipment
 - Opinion of the reference provided.
 - Timeline being able to accommodate the County's objectives.
 - Price is not the defining criterion, but is nevertheless, a significant consideration.

1.4 Project Inquires

Refer all proposal inquiries to **Doug Ponich, Public Works Manager:**

E-mail at dponich@smokylakecounty.ab.ca or

Telephone: 780-656-3755

Cellular: 780-650-5101

2.0 INSTRUCTIONS TO CONTRACTOR'S

2.1 Proposal Submissions

2.1.1 All proposals are to be received by the Chief Administrative Officer no later than **2:00:00 P.M., Friday, May 14, 2021.**

2.1.2 The envelope shall be sealed and clearly marked "**Proposal for Construction**" and the **RFP Project No.** and shall be addressed to:
Gene Sobolewski, Chief Administrative Officer
Smoky Lake County

2.1.3 All proposals can be delivered in Person or Mailed:
Smoky Lake County
Box 310
4612 McDougall Drive
Smoky Lake, Alberta T0A 3C0
(Fax submission will be accepted)

2.2 Proposal Award

A proposal award decision may be made after the County has had an opportunity to examine and evaluate all proposals in detail; tentatively Thursday, **May 20, 2021.**

2.3 Project Meetings and Site Visits

The Contractor's Project Manager and the Smoky Lake County Public Works Manager will attend:

2.3.1 Pre-Construction Meeting and Site Visit.

2.3.2 Progress Meeting, *if required.*

2.3.3 Final Inspection Meeting.

2.4 Weekly Reporting Submissions

The contractor shall be required to submit a weekly report on the Friday of every week to **Doug Ponich, Public Works Manager**, who is the Project Manager for the County.

Whatever that is unforeseen or a scope change, should be identified by the Contractor with a way to minimize the risk (minimize the cost and time impact) by the contractor during the project and reported to the Public Works Manager.

2.5 Expenses

The Contractor is solely responsible for their own expenses in preparing, delivering and submitting a proposal, and also for all expenses subsequently incurred in the preparation of a proposal, provisions of samples, or attendance at a pre- or post-award site meeting with Smoky Lake County, regardless of the outcome of any such proposal submission or of the reasons for such outcome.

2.6 Goods and Service Tax

The County is subject to Goods and Services Tax. All Goods and Service Tax shall be identified as a separate line item.

2.7 Invoicing

All charges and credits are to be shown on an invoice statement.

2.8 Ownership of Proposals

All documents submitted as the result of this RFP become the property of Smoky Lake County.

2.9 Confidentiality of Proposals

Proposals will be circulated only to Smoky Lake County Council and staff. Smoky Lake County will make all responsible efforts to keep confidential any personal information specifically identified in proposals, *as per the Freedom of Information and Protection of Privacy Act*.

2.10 Free From Obligation

Smoky Lake County is under no obligation under any circumstances, to accept or respond, in whole or in part to any proposal, or to negotiate with any proponent. Smoky Lake County is not bound to accept the lowest priced proposal, and shall have the right to reject any and all proposals. The decision of the County is final.

3.0 CONTRACT FORM AND REQUIREMENTS

3.1 Laws and Regulations: Compliance

The Contractor shall be responsible for complying with all Federal, Provincial, and Municipal laws, rules, regulations and guidelines that apply.

The Contractor shall ensure compliance to the:

- Safety Codes Act
- Occupational Health and Safety Act
- Industrial Safety Regulations
- Environmental Protection and Enhancement Act

3.2 Performance and Payment Bond

All Request For Proposals are to provide a guaranteed bond using any of the following methods:

3.2.1 Successful Contractor shall deposit with the County at the time of signing the Contract with the County the following bond(s):

- A **Performance and Maintenance Bond** in the amount of **fifty (50%) percent** of the agreed Request For Proposal construction cost, covering the faithful performance of the RFP.
- A **Labour and Material Payment Bond** in the amount of **fifty (50%) percent** of the agreed Request For Proposal construction cost, covering the faithful performance of the RFP.

Both bonds shall be issued by the same Surety Company licensed to do business in the Province of Alberta wherein the work is located. The cost of the bonds shall be borne by the Contractor.

OR

- A **Irrevocable Letter of Credit** to be deposited with the County "as the original signed", in the amount of **twenty-five (25%) percent** of the total Request For Proposal construction cost, covering the faithful performance of the RFP.

- Upon completion of the construction project and final project acceptance by the County, **ten (10%) percent** of the **Irrevocable Letter of Credit** will be released to the Contractor.

(Suggested wording for the **irrevocable Letter of Credit** should include:

The "Bank Branch" under this Letter of Credit in the form of a written demand, which we shall honor without inquiring whether the County has a right as between the County and "Contractor" to make such demand and without acknowledging any claim of the "Contractor".)

3.3 Warranty / Maintenance Period

For one calendar year following final project acceptance by the County, the County will hold:

- 3.3.1 The Performance and Maintenance Bond: **fifty (50%) percent** of the Request For Proposal construction cost shall not expire for a one-year following final project acceptance by the County.

OR

- 3.3.2 The Irrevocable Letter of Credit: **fifteen (15%) percent** of the Request For Proposal construction cost shall not expire for a one-year following final project acceptance by the County.

3.4 Liability and Insurance Requirements

- 3.4.1 The Contractor shall indemnify and save harmless the Smoky Lake County from any and all losses, costs, damages, actions, causes of action, suits, claims and demands resulting from anything done by the Contractor.

Smoky Lake County shall not be liable nor responsible for any bodily or personal injury or property damage of any nature what-so-ever that may be suffered or sustained by the Contractor, its employees or agents, in the performance of any agreement.

- 3.4.2 The Contractor shall provide evidence of a **Commercial General Liability Insurance** with insurable limits of not less than **Two Million Dollars (\$2,000,000.00)** for each occurrence or incident, PROVIDED, that such liability insurance shall remain in effect during the One (1) Year **Warranty Period**.

3.4.3 The Contractor shall provide evidence of an **Automobile Liability Insurance** of not less than **Two Million Dollars (\$2,000,000.00)**.

3.4.4 The Contractor shall provide evidence that Smoky Lake County is to be named as an additional named insured to the Contractor's Insurance Policy.

3.5 Workers Compensation

The Contractor shall at all times comply with all requirements of the Worker's Compensation Act of Alberta, amendments thereto, or any successor legislation; and shall upon notice by the County, provide evidence satisfactory to the County of said compliance with the Act within two (2) business days of request by the County.

3.6 Risk Management Plan

The Risk Management Plan should address the following:

- Identification of the key physical risks arising from the contracted activity.
- Specific risk control measures that will be implemented at each stage of work to reduce the chances of a loss occurring.
- Reporting of any incidents or claims to Smoky Lake County. .
- Periodic reporting to the Smoky Lake County to confirm ongoing compliance with the plan.

3.7 Safety Pre-Qualifications

Contracts will only be awarded to Bidders who, prior to the time fixed for receiving proposals possess a **Certificate of Recognition (COR)** which is relevant to their industry and which is recognized by Alberta Human Resources and Employment, Workplace Health and Safety.

Bidders are advised that a small employers certificate of recognition (for employers with less than ten employees) is not considered acceptable.

For Bidders who have not obtained a Certificate of Recognition, a valid Temporary Letter of Certification (TLC) issued by the Alberta Construction Safety Association (ACSA) will be considered acceptable.

Request For Proposal – Construction

Smoky Lake County will confirm that the Bidder possess a COR or a valid TLC through the Alberta Construction Safety Association.

Prospective Bidder's who do not possess a COR and wish to obtain information about obtaining a COR or TLC, are advised to contact:

The Alberta Construction Safety Association
#101, 13025 – St. Albert Trail
Edmonton, Alberta T5L 5G2
Telephone: 780-453-3311 or 1-800-661-2272
Fax: 780-455-1120
www.acsa-safety.org

4.0 SCOPE OF WORK

4.1 Project Work Plan

- 4.1.1 The Contractor will provide a detailed work schedule and anticipated time to complete the project.
- 4.1.2 The project is to be completed by, no later than **September 30, 2021**.
- 4.1.3 The Contractor shall provide Roadway Construction and Maintenance Work Plan for the following aspects:
- Traffic / speed control for vehicles approaching and proceeding through the site.
 - Use of warning signage and barriers.
 - Dust control, if the work may reduce visibility for drivers.
 - Control of construction related vehicles and equipment to minimize potential conflict with vehicle traffic.
 - Procedures for receiving and reporting complaints from ratepayers and motorists.
- 4.1.4 The Contractor shall ensure proper road building standards and procedures are followed: Common excavation of waste material, subgrade preparation, and base preparation.
- ▶ Side Sloping – 3:1 (See attached road cross section)
 - ▶ Surface dimension and crown – 4 % crown over 7.3m top
 - ▶ Proper ditch drainage

Request For Proposal – Construction

- ▶ County will supply culverts where necessary to be installed by Contractor.
- ▶ Testing of compacted fills will be carried out by E.& C. Testing.
- ▶ Minimum compaction of subgrade and base: 98% standard proctor density.
- ▶ Approach construction complete with culverts and rip rap
- ▶ Borrow pits as outlined by County Supervisor
- ▶ If tests do not meet specific requirements, remove defective fill, replace and retest at the Contractor's expense.
- ▶ County will be responsible for First Call.
- ▶ County will be responsible for obtaining and hauling of road gravel.
- ▶ Contractor will be responsible for all alignment and grade stakes.
- ▶ County will be responsible for reclaiming and disposing of the existing oil-base road surface.

4.2 Contractor's Questionnaire

4.2.1 The Contractor will provide a list of equipment they intend to use to complete the Project.

LIST OF EQUIPMENT					
Description of Unit	Size or Capacity	Condition	Age	Present Location	Hourly Rate

Request For Proposal – Construction

4.2.2 The Contractor will provide a list of sub-contractors.

LIST OF SUB-CONTRACTORS		
Name	Address	Work

4.2.3 The Contractor will provide a list of Suppliers.

LIST OF SUPPLIERS		
Name	Address	Product Brand and Trade Name

Request For Proposal – Construction

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4.2.4 The Contractor will provide a list of Personnel, required for the work specified in the Proposal.

Work Force:

The undersigned agrees to employ: *if required, for the work specified in the Proposal.*

Approximately _____ men from the local labour force.

Approximately _____ men from his own forces, and .

Approximately _____ men from the Sub-contractor's forces.

Supervision:

Supply the name(s) and previous experience on this type of work of the Manager(s) who will be in charge of the project (include and indicate the Sub-contractor's personnel).

PERSONNEL	
Name	Experience

4.3 Project Budget

Separate costs associated to the completion of the Project shall be identified.

Description	Dollar (\$) Amount
Brushing and Disposal	
Rock Removal and Disposal	
Road Construction	
Culvert Installation	
Approach Construction	
Material	

Request For Proposal – Construction

Labour	
Sub-Total Cost	
G.S.T.	
Construction Project: TOTAL COST	\$

4.4 Project Final Inspection and Acceptance

Final Inspection

Complete a final inspection of all work included in the Project or such portions thereof eligible for acceptance, after notification by the Contractor that the work is completed. The final inspection shall include notifying the Contractor in writing or particular defects to be remedied if work; and after the Smoky Lake County Public Works Manager rectified all deficiencies to the satisfaction of Smoky Lake County.

4.5 Payment

- 4.5.1 The County shall pay the Contractor in Canadian Funds for the performance of the Proposal, the amounts being determined by individual work items contained in the Project Budget.
- 4.5.2 Subject to applicable legislation and the provisions of the Request For Proposal, and in accordance with legislation and statutory regulations respecting holdback percentages and, where such legislation or regulations do not exist or apply, subject to a **10% holdback**, the County shall:
- 4.5.2.1 Make progress payments to the Contractor on account of the work performed as certified by the County, which will become due and payable **45 days** following the cut-off date of the progress certificate, (which unless agreed to differently, will be the **25th day** of the month), and
 - 4.5.2.2 Upon Final Construction Acceptance of the Work, as certified by the County pay to the Contractor the unpaid balance of holdback monies then due, and
 - 4.5.2.3 Upon termination of the warranty period as certified by the County pay to the Contractor the unpaid balance of monies then due.
- 4.5.3 If the County fails to make payments to the Contractor as they become due under the terms of this Request For Proposal or in an award by arbitration or court,

Request For Proposal – Construction

interest of **two (2) percent** per annum on such unpaid amounts shall also become due and payable until payment. Such interest shall be calculated and added to any unpaid amounts monthly.

SUBMITTED BY:

(Contractor Legal Name)

Witness

(Name and Title of Officer Signing for the Contractor)

(Signature of Officer)

S E A L

(Contact Name of Project Manager)

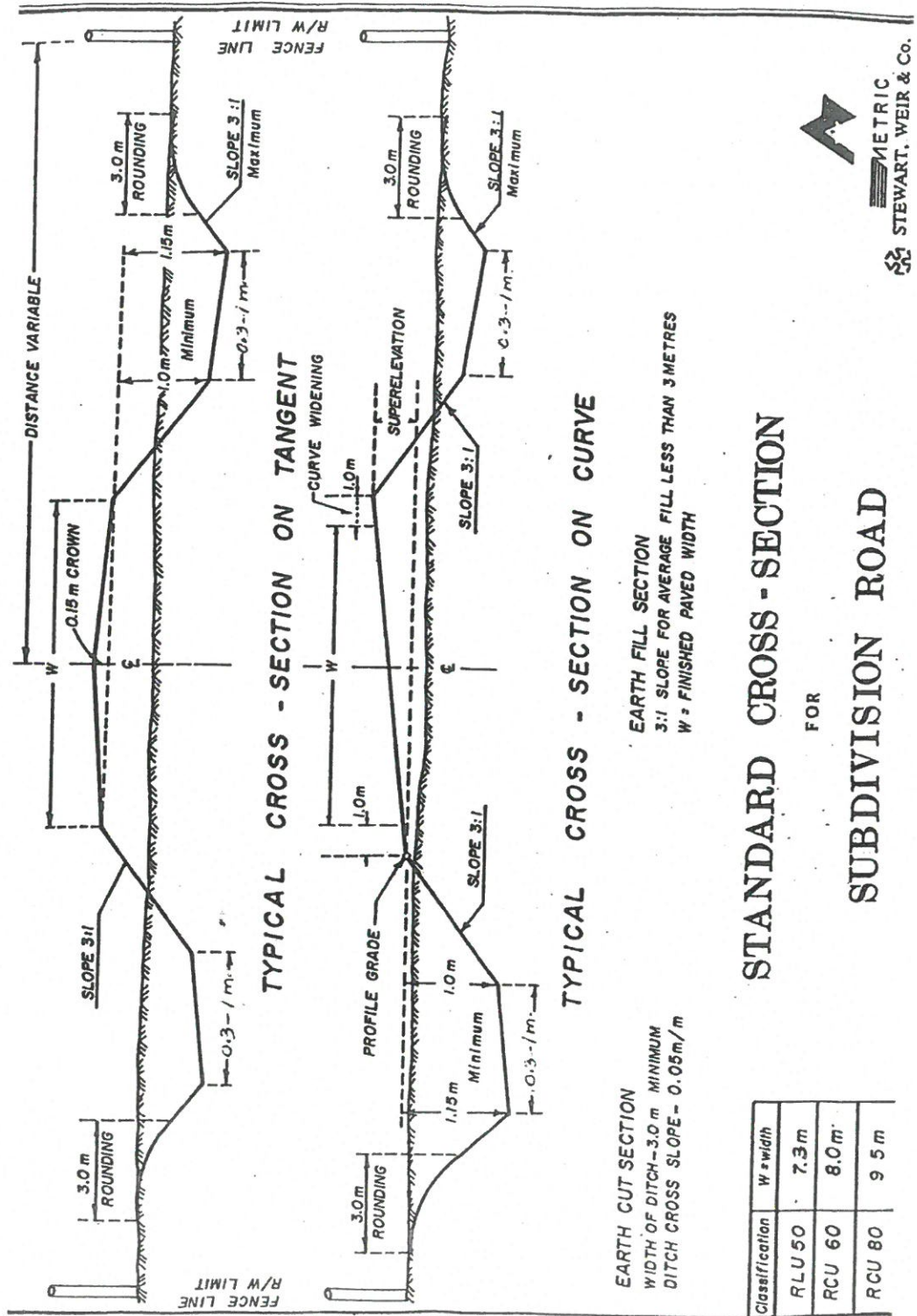
(Street Address)

(City, State, Zip Code)

(Phone Number)

(Facsimile Number)

(E-mail Address)



Council Requests							
FOR YEAR 2021							
	Date	Division	Department	Suggestion/Request	Location/Area	Action Taken/Notes	Date Completed
1	January 4 th	4	Public Works	Repair grader gouges	RR160 north of Hwy 28	Will be inspected in the afternoon	January 4 th
2	January 4 th	1	Public Works	Road damage from ratepayer	RR 124	Talk to ratepayer tomorrow and discuss payment for damage	January 4 th
3	January 14 th	5	Public Works	Drifts on road	RR 183 north of Hwy 28	Snow plows are graders are out- will get there as soon as possible	January 14 th
4	February 14 th	4	Public Works	Snow removal at Paraskevia Church	Twp 610 RR 174	Will be done week of Feb.16 th	
5	March 3 rd	3	Public Works	Snow from private driveway	Terry Prockiw's	Looking at it today, will talk with Terry.	March 3 rd
6	March 11 th	3	Communications	Calendar to be put on grapevine showing all meetings attended	n/a	Will post to calendar portion of website with a link. Too big for grapevine.	March 11 th
7	March 14 th	4	Public Works	Hyrdoaxing willows	RR 144	Area was hydroaxed. Procedure states that go as close to the fence line as possible as long as there are no obstructions.	March 15 th
8	March 18 th	5	Public Works	Cleaning culvert	RR 180 Twp 600	Culvert unplugged and flowing	March 19 th

Not completed

Completed

Council Requests							
FOR YEAR 2021							
	Date	Division	Department	Suggestion/Request	Location/Area	Action Taken/Notes	Date Completed
9	March 19 th	3	Public Works	Plugged culvert	By Hutterite Cemetery	Will look at/fix this morning	March 19 th
10	April 6 th	4	Ag/ Communications	Put article/Podcast into up on website "Farm Focused Mental Health Supports"	N/A	Information put on County Facebook with link	April 6 th
11	April 19 th	5	Public Works	Fix culvert – stopping water flow	602 – ½ mile east of RR 195	Will inspect.	April 19 th
12	April 19 th	5	Public Works	Winter plowing made a mess, ratepayer wants fixed up	Twp 590 and RR 191		
13	April 19 th	4	Public Works/Parks and Recreation	Cut grass	West side of Bellis Curling Rink		
14	April 19 th	3	Public Works	Look into roads being pounded out by water haulers	Twp 590 and RR 171/ South of RR 172 and Twp 590		
15							
16							
17							
18							
19							

Updated April 19, 2021

Report to April 19, 2021

Log hauling from NE-24/NE-25-60-18-W4 has being completed.

Log hauling from NW-19-60-16-W4 has being completed.

Logging will be done at NW/SW-17-61-16-W4 when roads firm up.

Following up on roads and graveling soft spots as need be.

Boys were steaming culverts and cleaning culvert ends with backhoe as need be to keep water flowing.

Had custom track-hoe open some beaver dams and will be getting him again before we have total break-up.

Graders are out doing a light blade on the roads before the frost is out.

Had issued Fire Permits earlier and will not be issuing any more until the restrictions are lifted.

Will be working on Oil Well and Pipe Line requests for Caltex for work they are proposing this summer.

Will be participating in workshop with managers on April 20 by zoom.

Bob Novosiwsky



PUBLIC WORKS PLAN (PW) GOVERNANCE

Goal	Progress Update	Current Completi...
<p>Equipment (PW Shop Foreman): 100%</p>	<p>David Kully:</p> <p>Achievements:</p> <ol style="list-style-type: none"> 1. 120 - Adjust brakes and repair wiring to brakes. Mar 15. 2. 181 - Retorque wheels. Mar 15. 3. 194 - Retorque wheels. Mar 15. 4. 217 - CVIP, found suspension worn excessively, waited for replacement parts almost a month. Finally received parts and installed. Mar 16 - Apr 19. 5. 163 - Replace fuel pump for steamer engine. Mar 16. 6. 164 - Diagnose issues with burner not coming on, switched burner from other steamer to get working. Replace battery. Mar 16 - 17. 7. 163 - Replace burner assembly for steamer, replace engine starter solenoid, replace temperature switch. Mar 17 - 23. 8. 604G - Install 2 way radio. Mar 18. 9. 190A - Received parts and reassemble side conveyor. Install main conveyor tensioner assembly. Mar 23. 10. 601 - Regular service, change final drive oils. Mar 23 - 24. 11. 240 - Change cutting edge on bucket. Mar 24. 12. 604G - Make up rear counter weights for more stability of unit. Mar 24 - 26. 13. 608 - Pump up flat tire and check over unit. Apr 6. 14. 121 - Repair lights. Apr 7. 15. 602 - Replace hydraulic lock out solenoid. Apr 7 - 8. 16. 181 - Replace hubcap on right center axle. Apr 7. 17. 511 - Repair tire. Apr 9. 18. 507 - Drain tandem oil to proper level, brake assembly is leaking hydraulic oil into tandem. Will have to reseal brake assembly at a later date. Apr 9. 19. 114A - Change rear broom and left and right gutter brooms. Apr 12. 20. 508 - Remove snow equipment and prepare unit for grading season. Apr 12. 21. 508A - Remove snow equipment and prepare unit for grading season. Apr 12. 22. 511 - Replace wing hose. Apr 12. 23. 240 - Replace hydraulic hose for drive motor. Apr 12. 	<p>0% 0 / 100% 100% behind</p>

24. 509 - Remove snow equipment and prepare unit for grading season. Apr 13.
25. 507 - Remove snow equipment and prepare unit for grading season. Apr 13.
26. 525 - Remove snow equipment and prepare unit for grading season. Apr 13.
27. 465 - Drain out water from engine and other compartments, dry out and replace oils. Replace spark plugs. Apr 13 - 15.
28. 241 - Replace battery, grease hoist. Apr 14
29. 511 - Remove snow equipment and prepare unit for grading season. Apr 15.
30. 502 - Remove snow equipment and prepare unit for grading season. Apr 15.
31. 505 - Remove snow equipment and prepare unit for grading season. Apr 15.
32. 209 - Install backfill blade back onto unit. Apr 19.

Challenges: *No value*

Next Steps: *No value*

2021/04/19

David Kully:

Achievements:

1. 208 - CVIP and repair lights, replace horn. Mar 15.
2. 122 - Repair fuel leak on injector line, replace injectors, regular service, replace fuel filter. Mar 15 - 18.
3. 198 - Replace leveling valve and retorque wheels. Mar 15.
4. 107 - Replace rear wheel seals. Mar 15 - 17.
5. 188 - Retorque wheels. Mar 15.
6. **197 - Diagnose issues with radiator pressuring up excessively. Determined that issue was with head or head gasket. Engine has 14,600 Hrs on it. Decided to do an engine overhaul. Installing inframe kit. Not completed yet. Mar 16 - Apr 19.**
7. 410 - Repair left signal light. Mar 16.
8. 203 - Replace fuel filter. Mar 17
9. 206 - Replace rear wheel seals, rear brake calipers and mounting brackets. Replace rear brake pads. Mar 19 - 22.
10. 705 - Replace tires. Mar 19.
11. 116 - Regular service, repair rear differential cover, replace # 2 and #7 glow plugs. Mar 24 - 25.
12. 101 - Replace left headlight bulb, and hood release lever. Mar 24.
13. 101B - Install decals and unit numbers. Mar 26.
14. 226A - Install decals and unit numbers. Mar 26.
15. 725 - Replace u-joint. Mar 29.
16. 170 - Switch gravel box over to new box, wire up lights, replace tipping sill mount, replace air ride switch. Mar 29 - Apr 8.

0%
0 / 100%
100% behind

Vehicle (PW Shop Foreman): 100%

17. 190 - Repaired air ride height valve. Mar 29.
18. 119 - Replace heater control switch assembly. Mar 29.
19. 112 - Replace fuse for DPF control module. Mar 31.
20. 117 - Regular service. Mar 31.
21. 226A - Install running boards. Apr 6.
22. 101B - Install running boards. Apr 6.
23. 705 - Install running boards. Apr 6.
24. 117 - Replace rear calipers and mounting brackets, replace rear brake pads. Apr 7.
25. 112 - Replace alternator. Apr 7 - 8.
26. 198 - Replace switches for belly dump gates. Apr 7.
27. 112A - Replace mud flaps. Apr 9
28. 190 - Remove winter sander and plow accessories. Prepare truck for summer season. Apr 14 - 15.
29. 190 - Replace alternator. Apr 19.
30. 226 - Remove radiator and clean out core. Clean out transmission oil cooler and A/C condenser cores. Apr 19.
31. 170 - Regular service. Apr 19.

Challenges: *No value*

Next Steps: *No value*

2021/04/19

David Kully:

Achievements:

1. 445 - CVIP, regular service, service pump engine. Mar 18 - 19.
2. 403 - CVIP, regular service, service air dryer. Mar 22.
3. 462 - Regular service, service pump engine. Mar 24 - 25
4. 451 - Replace batteries. Apr 19.

Challenges: *No value*

Next Steps: *No value*

2021/04/19

0%
0 / 100%
100% behind

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

Contract Work (PW Shop Foreman): 100%

David Kully:

Achievements:

- 1. No contract work during this reporting period.

Challenges: *No value*

Next Steps: *No value*

2021/04/19

0%
0 / 100%
100% behind

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. Attended Departmental meeting Mar 22.
- 4. Took delivery of 2 trucks from Enterprise, units 101B and 226A. Mar 25.
- 5. Attended Asset Management meeting. Apr 6.
- 6. Attended Joint Health and Safety Meeting. Apr 15.
- 7. Attended Meeting with Enterprise regarding fleet maintenance. Apr 15.
- 8. Attended Budget meeting. Apr 16.
- 9. Put together specs on skid steer to list for sale. Bids close Wednesday Apr 21.

Challenges: *No value*

Next Steps: *No value*

2021/02/18

0%
0 / 100%
100% behind

Training (PW Shop Foreman): 100%

David Kully:

Achievements:

- 1. No training during this reporting period.

Challenges: *No value*

Next Steps: *No value*

2021/04/19

0%
0 / 100%
100% behind

Council Member Inquiry (PW Shop Foreman): 100%

David Kully:

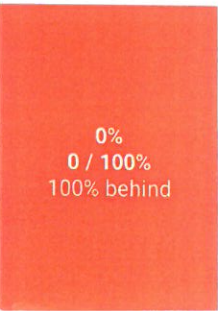
Achievements:

1. No council member inquiries during this reporting period.

Challenges: *No value*

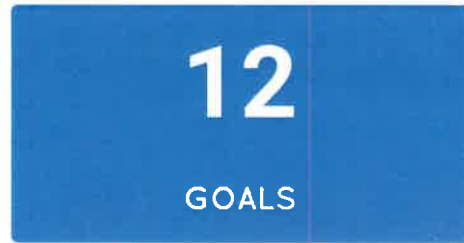
Next Steps: *No value*

2021/03/15





5.1.e



EMERGENCY SERVICES PLAN

Goal	Progress Update	Current Completion
Training Activity (PEACE): 100%	<p>Ed English: Achievements: Attended Joint Health and Safety meeting on March 18, and April 15. Challenges: <i>No value</i> Next Steps: <i>No value</i> 2021/04/19</p> <p>Ed English: Achievements: Attended Health and Safety meeting on Dec 17 and January 21 Challenges: <i>No value</i> Next Steps: <i>No value</i> 2021/01/21</p>	<p>0% 0 / 100% 100% behind</p>
Council Member Inquiry (PEACE): 100%		<p>0% 0 / 100% 100% behind</p>

Enforcement Activity: 100%

Ed English:

Achievements: Followed up on a tracked vehicle damaging Rge Rd 124 on January 5 and 6
Monitoring compliance of Alberta Health orders

Challenges: *No value*

Next Steps: *No value*
2021/01/21

Ed English:

Achievements: Working on annual report.
Continue to patrol trouble areas

Challenges: *No value*

Next Steps: *No value*
2020/12/03

Ed English:

Achievements: Following up on too many RV's issue at Bonnie Lake starting on April 12

Challenges: *No value*

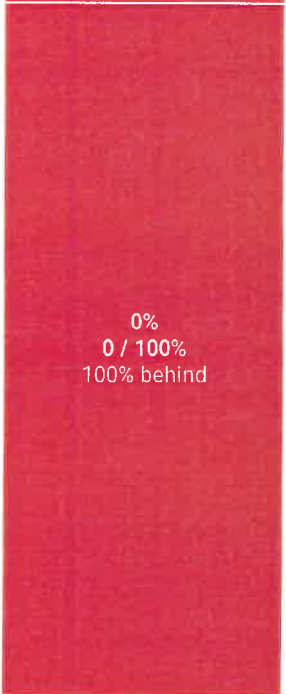
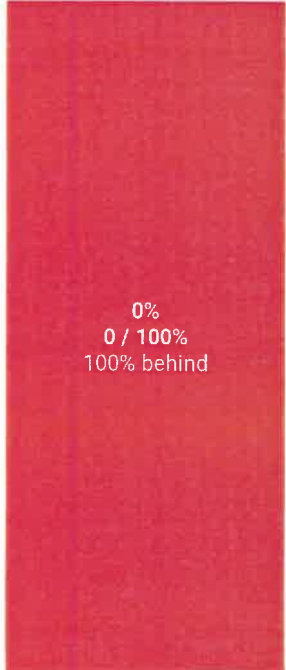
Next Steps: *No value*
2021/04/19

Ed English:

Achievements: 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

Challenges: *No value*

Next Steps: *No value*
2021/01/21



Land Use Development: 100%

Ed English:

Achievements: Cutting fallen trees and maintenance continue at campgrounds and day use areas.
Picked up lumber to repair 20' trailer and tables.

Replaced vandalized toilet paper dispensers at Bellis Lake on April 7.

Challenges: *No value*

Next Steps: *No value*

2021/04/19

Ed English:

Achievements: STEP applications coming in. Deadline is March 26

Picnic tables have been repaired and taken to Bogdans Pit

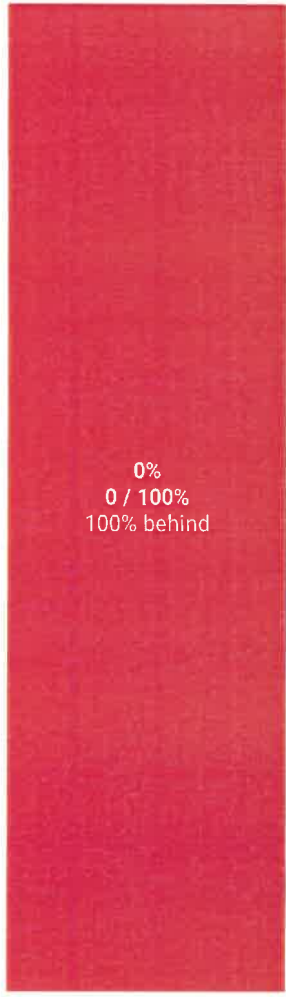
Getting ready for camping season

Continue to do maintenance at day use areas

Challenges: *No value*

Next Steps: *No value*

2021/03/16



Animal Control: 100%

Ed English:

Achievements: Following up on dog issues at Warspite and Bonnie Lake.

Challenges: *No value*

Next Steps: *No value*

2021/04/19

Ed English:

Achievements: Located owner of stray dog in the Hamlin area on December 23

New contract with kennel operator is being worked on

Challenges: *No value*

Next Steps: *No value*

2021/01/21

Ed English:

Achievements: Continued to issue burn permits up to April 14.

Challenges: *No value*

Next Steps: *No value*

2021/04/19

Ed English:

Achievements: Continue to issue fire permits

Challenges: *No value*

Next Steps: *No value*

2021/03/16



Protective Services: 100%

ATV Trails: 100%

Ed English:

Achievements: Delivered reflective tape to Riverland for the gates and bridges on March 25 and billed them for the tape. Completed the semi annual inspection of the Iron Horse Trail April 13 and the deficiencies are being addressed.

Challenges: *No value*

Next Steps: *No value*

2021/04/19

Ed English:

Achievements: Snow getting scarce on IHT. More quad activity
Trail inspection and gate closures to be done in early April

Challenges: *No value*

Next Steps: *No value*

2021/03/16

Ed English:

Achievements: Completed Peace Officer annual report

Challenges: *No value*

Next Steps: *No value*

2021/01/21

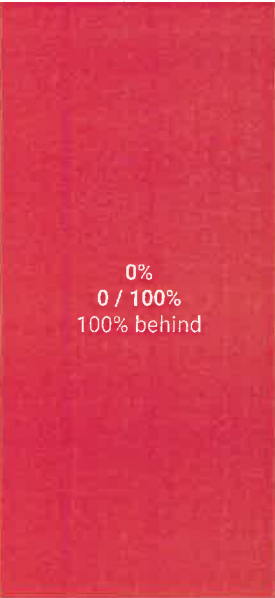
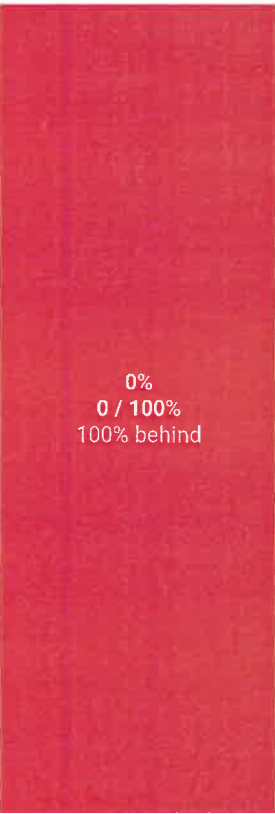
Ed English:

Achievements: Due to the province declaring a state of emergency, CPO's are again authorized to enforce the Public Health Act.

Challenges: *No value*

Next Steps: *No value*

2020/12/03



Peace Officer Program: 100%

Administrative Activity (PEACE): 100%

Ed English:

Achievements: 2 STEP workers begin May 3 for 4 months. Attended asset management meeting April 6.

Flags were lowered on April 9 to 18 for Prince Phillip and remain lowered for County employee.

Flags will be lowered again for Day of Mourning on April 28.

Challenges: *No value*

Next Steps: *No value*

2021/04/19

Ed English:

Achievements: Ed was in hospital for this report period
Catching up on things

Challenges: *No value*

Next Steps: *No value*

2021/03/16

Ed English:

Achievements: There are 12 addresses on the 2021 list. (4 are replacements)
Additionally, Bonnie Lake Resorts will require 8 addresses for stage 3 and 29 for stage 4.

Challenges: *No value*

Next Steps: *No value*

2021/04/19

Ed English:

Achievements: 9 addresses on the 2021 order (4 are replacements)

Challenges: *No value*

Next Steps: *No value*

2021/03/16



Rural Addressing: 100%

0%
0 / 100%
100% behind





5.1.f

7
GOALS

EMERGENCY SERVICES PLAN
(ES) COMMUNITY SERVICES

Goal

Progress Update

Administrative Activity (FIRE): 100%

NEW Scott Franchuk:

Achievements:

Completed agenda packages and attended the Smoky Lake County Fire Protective Services Meeting

Completed Fire Protective Services report and attended the Joint Health and Safety Meeting

Completed manger's report and attended the Smoky Lake County Departmental Meeting

Attended the Smoky Lake County Budget Meeting

Attended the Zone 3 Fire Chief Meeting

Attended the 2021 Nait Emergency Management Stakeholder's Summit

Completed 7 Alberta Transportation invoices

Completed 4 Insuance Invoices

Completed assigned action list items from the pervious Departmental Meeting

Assisted Vercomm Wireless with Public Works radio set-up

Ordered fire department supplies for spring fire season

Purchased the new Can Am 6x6 (emergency lights and winch was wired in)

Purchased the new Firefighting Skid (pump had water in it and seized the propellers, cleaned up all rust and is working now)

Purchased the new 14' trailer (found wiring issues had to return and pick up new trailer)

Challenges: *No value*

Next Steps: *No value*

2021/04/19

Fire Protective Services: 100%

NEW Scott Franchuk:

Achievements:

44 fire permits issued and 33 inspected

Smoky Lake County implemented a Fire Restriction on April 16, 2021

Challenges: *No value*

Next Steps: *No value*

2021/04/19

Waskatenau Fire Department: 100%

NEW Scott Franchuk:

Achievements:

Waskatenau Fire responded to 1 structure fire, 3 collisions and 1 medical

1 member attended the Zone 3 Fire Chiefs Meeting

Rapid Attack 462 had complete service (oil changed in the pump and engine) all spring firefighting equipment put into service

10 wildland firefighting helmets were ordered and put into service

Engine 403 CVIP was completed

1 electrostatic disinfectant spray gun was put into service for use on the apparatus and inside the fire hall

Challenges: *No value*

Next Steps: *No value*

2021/04/19

Smoky Lake Fire Department: 100%

NEW Scott Franchuk:

Achievements:

Smoky Lake Fire responded to 3 collisions and 4 fire alarms

The department hosted 2 virtual training nights and 1 virtual business meeting

13 members completed their transportation of dangerous goods course

2 members attended the Zone 3 Fire Chiefs Meeting

4 Wildland helmets were ordered and put into services

Rapid Attacks 445 and 470 services done (oil changed in the pump and engine) all spring firefighting equipment was load onto the trucks and now are stationed at the Smoky Lake Fire Hall

Engine 459 and 405 spring firefighting equipment was loaded onto the trucks

1 electrostatic disinfectant spray gun was put into service for use on the apparatus and inside the hall

Challenges: *No value*

Next Steps: *No value*

2021/04/19

Vilna Fire Department: 100%

NEW Scott Franchuk:

Achievements:

Vilna Fire Department responded to 2 fires, 1 medical and 1 fire alarm

Rapid Attacks 419 and 430 complete services (oil changed in pumps and engine) and loaded all spring firefighting equipment on the trucks

14 wildland helmets were ordered and put into services

Rapid Attack 421 was stationed at the Vilna Fire Hall

1 electrostatic disinfectant spray gun was put into service for use on the apparatus and inside the hall

Challenges: *No value*

Next Steps: *No value*

2021/04/19

Training Activity (FIRE): 100%

NEW Scott Franchuk:

Achievements:

74th Annual Fire Chief Conference - May 18-19 Virtual

Farm Extrication Course - May 28-31 in St. Paul

Challenges: *No value*

Next Steps: *No value*

2021/04/19

Council Member Inquiry (FIRE): 100%

NEW Scott Franchuk:

Achievements:

No Council inquiries

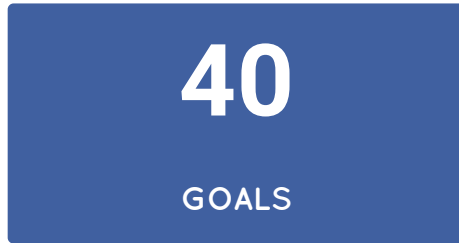
Challenges: *No value*

Next Steps: *No value*

2021/04/19



5.1.g



PUBLIC WORKS PLAN

Goal	Progress Update	Current Completion
<p>Damage Claim – Private Property within the Hamlet of Spedden</p>	<p>Patti Priest: Achievements: Cheque No. 51069 dated March 25, 2021 Challenges: <i>No value</i> Next Steps: <i>No value</i> 2021/03/29</p>	<p>50% 39% ahead</p>
<p>Annual Safety Meeting</p>	<p>Patti Priest: Achievements: Recorded on the Action List for historical reference. Challenges: <i>No value</i> Next Steps: <i>No value</i> 2021/03/17</p>	<p>100% -</p>
<p>Safety (Safety Officer): 100%</p>	<p>Trevor Tychowsky: Achievements: Mar 26 meeting with Town on Safety program Apr 7 filled out incident with pumps Challenges: <i>No value</i> Next Steps: <i>No value</i> 2021/04/19</p>	<p>0% 0 / 100% 100% behind</p>

<p>→ Check over JSA forms from site inspections</p>	<p>Trevor Tychkowsky: Achievements: Apr 10 2 site inspections 2X at WE pit Apr 13 site inspection RR163 road repair</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i> 2021/04/19</p>	<p>0% 30% behind</p>
<p>→ Transport worker to OIS clinic Edmonton</p>		<p>0% 100% behind</p>
<p>→ Assist all other departments</p>	<p>Trevor Tychkowsky: Achievements: Apr 19 looked into asbestos tiles for Gas Dept</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i> 2021/04/19</p>	<p>0% 30% behind</p>
<p>Disaster Services (Safety Officer): 100%</p>	<p>Trevor Tychkowsky: Achievements: Mar 16 CEMP review rom AEMA Mar 16 working on billing issues with foot Hills County Mar 19 worked on more billing for pumps Mar 24 provincial COVID Update Mar 26 provincial COVID update Mar 26 started generators testing Apr 8 redone screening questioner</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i> 2021/04/19</p>	<p>0% 0 / 100% 100% behind</p>
<p>→ Apply for grants when needed</p>	<p>Trevor Tychkowsky: Achievements: Mar 25 Analyzing changes to DRP virtual</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i> 2021/04/19</p>	<p>0% 30% behind</p>

<p>→ ASIST Training</p>	<p>Trevor Tychkowsky: Achievements: Mar 15 supply unit leader workshop Challenges: <i>No value</i> Next Steps: <i>No value</i> 2021/03/16</p>	<p>0% 30% behind</p>
<p>→ Attend Disaster summit</p>		<p>0% 30% behind</p>
<p>→ Attend yearly AEMA Summit</p>	<p>Trevor Tychkowsky: Achievements: Mar 23 - 25 AEMA summit virtual Challenges: <i>No value</i> Next Steps: <i>No value</i> 2021/04/19</p>	<p>0% 30% behind</p>
<p>→ Attend yearly Disaster forum</p>		<p>0% 30% behind</p>
<p>→ Chair Organized regional team (ASIST)</p>	<p>Trevor Tychkowsky: Achievements: Apr 9 assist meeting Virtual Challenges: <i>No value</i> Next Steps: <i>No value</i> 2021/04/19</p>	<p>0% 30% behind</p>
<p>Risk Pro (Safety Officer): 100%</p>	<p>Trevor Tychkowsky: Achievements: Feb 3, 12 worked on policy with Lydia on workplace violence Challenges: <i>No value</i> Next Steps: <i>No value</i> 2021/02/18</p>	<p>0% 0 / 100% 100% behind</p>
<p>→ Attend strat plan meetings</p>		<p>0% 30% behind</p>

Public Works (Safety Officer): 100%

Trevor Tychkowsky:

Achievements: Apr 6 emergency run for parts
Apr 15 looked into beacon lights for trucks

Challenges: *No value*

Next Steps: *No value*

2021/04/19

0%
0 / 100%
100% behind

→ Assist P.W. when needed

0%
30% behind

Administrative (Safety Officer): 100%

Trevor Tychkowsky:

Achievements: Mar 18 Finance committee
Mar 22 council departmental meeting
Apr 6 asset management meeting
April 10 & 11 arranged for vents to be cleaned at office
Apr 16 budget meeting

Challenges: *No value*

Next Steps: *No value*

2021/04/19

25%
25 / 100%
75% behind

→ Safety Committee

Trevor Tychkowsky:

Achievements: Mar 18 H&S Committee
Apr 15 H&S committee

Challenges: *No value*

Next Steps: *No value*

2021/04/19

0%
25% behind

→ Answer e-mails from Call center for after hour complaints 0 Complaint(s)

Trevor Tychkowsky:

Achievements: Apr 19 answered 30 kytech calls for the month

Challenges: *No value*

Next Steps: *No value*

2021/04/19

0 / 0 Complaint(s)
-

→ Answer phones

0%
30% behind

<p>↳ Cascade reports</p>	<p>Trevor Tychkowsky: Achievements: Apr 19 completed Cascade report Challenges: <i>No value</i> Next Steps: <i>No value</i> 2021/04/19</p>	<p>0% 30% behind</p>
<p>Training (Safety Officer): 100%</p>	<p>Trevor Tychkowsky: Achievements: Mar 24 Fire Dept TDG training (16) virtual Apr 7 arranged training for chainsaw course for April 21-22 Challenges: <i>No value</i> Next Steps: <i>No value</i> 2021/04/19</p>	<p>0% 0 / 100% 100% behind</p>
<p>↳ Chair Provincial Safety/ Utility group (RUSA)</p>	<p>Trevor Tychkowsky: Achievements: Mar 25 RUSA AGM Virtual April 7 &8 RUSA meeting for conference virtual Apr 19 RUSA meeting virtual Challenges: <i>No value</i> Next Steps: <i>No value</i> 2021/04/19</p>	<p>0% 25% behind</p>
<p>↳ Attend Alberta Safety Conference</p>		<p>0% 30% behind</p>
<p>↳ Attend Annual H&S safety conference</p>		<p>0% 30% behind</p>
<p>↳ Attend annual safety conference</p>		<p>0% 30% behind</p>
<p>↳ Attend Safety group NASC</p>		<p>0% 30% behind</p>
<p>↳ Attend yearly conference</p>		<p>0% 30% behind</p>
<p>↳ ATV Training</p>		<p>0% 30% behind</p>

Council Member Inquiry (Safety Officer): 100%

Trevor Tychkowsky:

Achievements: action on doing Annual safety day?

Challenges: No value

Next Steps: No value

2021/02/18

0%
0 / 100%
100% behind

Administrative (Safety Officer): 100%

0%
0 / 100%
30% behind

Council Member Inquiry (Safety Officer): 100%

0%
0 / 100%
30% behind

Disaster Services (Safety Officer): 100%

0%
0 / 100%
30% behind

Public Works (Safety Officer): 100%

Trevor Tychkowsky:

Achievements: Jan 28 completed billing for emergency pumps and sandbags

Challenges: No value

Next Steps: No value

2021/02/18

0%
0 / 100%
30% behind

Risk Pro (Safety Officer): 100%

0%
0 / 100%
30% behind

Safety (Safety Officer): 100%

0%
0 / 100%
30% behind

Training (Safety Officer): 100%

0%
0 / 100%
30% behind

(PW) Organizational Efficiency

↳ (PW) Complete Annual Work Plan

Trevor Tychkowsky:

Achievements: Feb 22 completed work plans

Challenges: No value

Next Steps: No value

2021/03/15

0%
30% behind

100%
-

Summary of Incidents for the period of Mar 16 – Apr 18, 2021

1. Worker cleaning culvert when he hits a phone line under the water:

On Mar 25 unit 602 backhoe was cleaning a culvert when he noticed a line that appeared to be cut. He stopped all operations and called the supervisor.

- A) The line was a telus line and telus was called turns out it was a piece of line that telus left in the ditch
- B) It was a lack of knowledge as to what was below the water.
- C) No first call was done as they were not digging the ground just cleaning the culvert.

2. Worker was traveling on with ARGO when it broke though the ice causing the unit to take on water:

On Apr 1 a worker was traveling along the creek to check for water issues when he broke though the ice causing the unit to take on water and sink. The operator got out before this happened and equipment was brought in to get it out

- A) This was a lack of knowledge as to the thickness of the ice
- B) The equipment was not damaged but was taken to the shop for inspection
- C) Suggested that a drone be used for this job .

3. Worker injured from trying to get into the argo:

On Apr 1 a worker was called in to help get the argo out of the water. When the worker went to step into the unit his foot slipped off the tire hitting his right knee

- A) The worker had a sore knee but didn't go for further medical attention.
- B) This was not a LTC

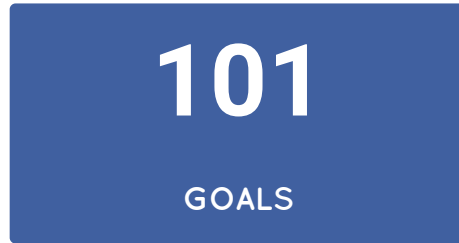
4. Worker fueling up vehicle in shop pulls away from pumps without removing nozzle

On Apr 18 a worker was fueling a vehicle at the shop when an emergency call came in. the worker took the call and after the call he tried to pull away without removing the nozzle. The worker stopped before anything broke.

- A) The underlying cause was mental stress from the call.
- B) The pump was turned but was not damaged
- C) This was discussed to staff the importance to never talk on the phone while fueling up

5. Conclusion

There were 4 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.



JORDAN RUEGG BEHIND

Goal	Progress Update	Current Completion	Start Date	Due Date
Land Use Planning/Development: 100%	NEW Jordan Ruegg: Achievements: No action was taken during this reporting period. 2021/04/08	25% 25 / 100% 4% behind	2021/01/01	2021/12/01
Council Member Inquiry (P&D): 100%	NEW Jordan Ruegg: Achievements: No action was taken during this reporting period. 2021/04/08	20% 20 / 100% 7% behind	2021/01/01	2021/12/31
Industrial Park: 100%	NEW Jordan Ruegg: Achievements: The Planning and Development Department continues to work with the Economic Development Officer to identify potential opportunities to attract industrial development. 2021/04/08	15% 15 / 100% 12% behind	2021/01/01	2021/12/31

Warspite Ironhorse Trail RV Parka part of the 2018-2020 Strategic Priorities: 100%

NEW Jordan Ruegg:

Achievements: 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.

2021/04/08

0%
0 / 100%
82% behind

2017/12/31

2021/12/31

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

NEW Jordan Ruegg:

Achievements: The Planning and Development Manager and the Planning and Development Assistant attended the Joint Health & Safety Meeting held on March 18, 2021. The Planning and Development Assistant will attend the Joint Health & Safety Meeting on April 15, 2021. The Planning and Development Manager will not be in attendance as he will be on holidays.

2021/04/08

34%
4.08 / 12 Meeting(s)
7 Meeting(s) behind

2021/03/15

2021/12/31

(P&D) Prepare a Draft 5 Year Function Budget

NEW Jordan Ruegg:

Achievements: No action was taken during this reporting period.

2021/04/08

0%
36% behind

2021/01/01

2021/10/01

(P&D) Prepare Annual Budget

NEW Jordan Ruegg:

Achievements: No action was taken during this reporting period.

2021/04/08

0%
36% behind

2021/01/01

2021/10/01

Alberta Conservation Association's 2021-22 Conservation, Community & Education Grant

10%
9% behind

2021/01/28

2021/12/31

Recreational Lease Disposition Renewal – REC Lease 170005 (NW-24-60-17-W4M)	NEW Jordan Ruegg: Achievements: No action was taken during this reporting period. The Planning and Development Manager plans to include renewal of the Disposition as part of th3 2022 budget year. <i>2021/04/08</i>	10% 9% behind	2021/01/28	2021/12/31
Recreational Lease Disposition Renewal – REC Lease 170007 (NE-34-61-17-W4M)	NEW Jordan Ruegg: Achievements: No action was taken during this reporting period. The Planning and Development Manager plans to include renewal of the Disposition as part of the 2022 budget year. <i>2021/04/08</i>	10% 9% behind	2021/01/28	2021/12/31
Department License of Occupation (DLO) Renewal – DLO 170189 (NE-20-61-17-W4M).	NEW Jordan Ruegg: Achievements: No action was taken during this reporting period. The Planning and Development Manager plans to include renewal of the Disposition as part of the 2022 budget year. <i>2021/04/08</i>	10% 9% behind	2021/01/28	2021/12/31
Alberta Wetlands Replacement Program	0% 8% behind	2021/03/08	2021/12/31	

COMPLETE

Goal	Progress Update	Current Completion	Start Date	Due Date
Inter-municipal Collaborative Frameworks with the Counties of St. Paul, Lac La Biche & Two Hills as part of the 2018-2020 Strategic Priorities: 100%		100% 100 / 100% -	2017/12/31	2020/12/30
Inter-municipal Collaborative Framework with the Town of Smoky Lake as part of the 2018-2020 Strategic Priorities: 100%		100% 100 / 100% -	2017/12/31	2020/12/30
Inter-municipal Collaborative Framework with the Village of Vilna part of the 2018-2020 Strategic Priorities: 100%		100% 100 / 100% -	2017/12/31	2020/12/30
Inter-municipal Collaborative Framework with the Village of Waskatenau part of the 2018-2020 Strategic Priorities: 100%		100% 100 / 100% -	2017/12/31	2020/12/30

<p>Inter-municipal Collaborative Framework with the Counties of Lamont and Thorhild as part of the 2018-2020 Strategic Priorities: 100%</p>	<p>NEW Jordan Ruegg: Achievements: Smoky Lake County received notification from the Honorable Rick McIver, Minister of Municipal Affairs, on March 25, 2021, that the Minister had accepted the County's notification of adoption of Bylaw 1388-20: Smoky Lake County and Lamont County Intermunicipal Collaboration Framework. 2021/04/08</p> <p>NEW Jordan Ruegg: Achievements: Bylaw 1368-20: Smoky Lake County and Thorhild County Intermunicipal Collaboration Framework was adopted by Council on March 25, 2021. Notice of adoption was forwarded to the Honorable Rick McIver, Minister of Municipal Affairs, on March 25, 2021. 2021/04/08</p>	<p>100% 100 / 100% -</p>	<p>2017/12/31</p>	<p>2021/04/01</p>
<p>Planning and Development Manager Work Plan: 100%</p>		<p>100% 100 / 100% -</p>	<p>2021/01/01</p>	<p>2021/04/01</p>
<p>Land Use Bylaw Amendments - Recreational Vehicles</p>		<p>100% -</p>	<p>2021/01/01</p>	<p>2022/01/01</p>
<p>Intermunicipal Development Plan with Lamont County</p>		<p>100% -</p>	<p>2019/08/27</p>	<p>2021/04/21</p>
<p>Request to Purchase County Owned Land – Pt. SW-6-59-15-W4M (0.44 acres)</p>		<p>100% -</p>	<p>2020/10/22</p>	<p>2020/12/31</p>
<p>Bylaw No. 1380-20: Road Closure – Undeveloped Road Allowance; East Side of River Lot 10 (Victoria Settlement)</p>		<p>100% -</p>	<p>2020/10/22</p>	<p>2020/12/31</p>
<p>Canadian Heritage River System (CHRS)</p>		<p>100% -</p>	<p>2020/12/02</p>	<p>2020/12/31</p>
<p>International Dark-Sky Association (IDA)</p>		<p>100% -</p>	<p>2020/10/29</p>	<p>2020/12/31</p>
<p>Alberta Wetlands Replacement Program Memorandum of Understanding (MOU)</p>		<p>100% -</p>	<p>2020/10/29</p>	<p>2020/12/31</p>
<p>Policy Statement No. 61-11-01: Planning and Development Fees</p>		<p>100% -</p>	<p>2020/10/29</p>	<p>2020/12/31</p>
<p>Land Use Bylaw No. 1272-14 Amendment – RVs & Campsites</p>		<p>100% -</p>	<p>2020/10/29</p>	<p>2020/12/31</p>
<p>Land Use Bylaw No. 1272-14 Amendment – Shipping Containers</p>		<p>100% -</p>	<p>2020/10/29</p>	<p>2020/12/31</p>
<p>Land Use Bylaw No. 1272-14 Amendment – Tiny Homes</p>		<p>100% -</p>	<p>2020/10/29</p>	<p>2020/12/31</p>

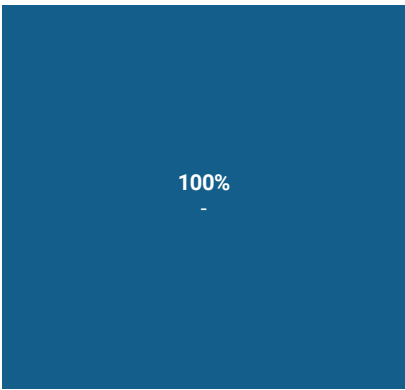
Land Use Bylaw No. 1272-14 Amendment – Small Livestock in Urban Areas	100% -	2020/10/29	2020/12/31
Bylaw No. 1385-20: Designation of Ferry Crossing as a Municipal Historic Area	100% -	2020/12/10	2021/12/31
Bylaw No. 1384-20: Rubuliak Ukrainian House: A Municipal Historic Resource Designation	100% -	2020/12/10	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	100% -	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
Government of Canada's 2021 Environmental Damages Fund	NEW Jordan Ruegg: Achievements: 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. <i>2021/04/09</i>	2021/01/28	2021/12/31
Bylaw No. 1383-20: Lamont County Intermunicipal Development Plan	100% -	2021/01/28	2021/12/31
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	100% -	2021/02/25	2021/12/31
Bylaw No. 1383-20: Smoky Lake County & Lamont County Intermunicipal Development Plan	100% -	2021/02/25	2021/12/31
Bylaw No. 1391-21: Smoky Lake County & Lamont County Intermunicipal Collaboration Framework	100% -	2021/02/25	2021/12/31
Request to Purchase County Owned Land – Pt. SW-6-59-15-W4M (0.44 acres)	100% -	2021/02/25	2021/12/31
Request to Purchase County Owned Land – Pt. SW-6-59-15-W4M (0.44 acres)	100% -	2021/02/25	2021/12/31

Private Property within the Hamlet of Spedden		100% -	2021/02/25	2021/12/31
2021 Annual Planning Conference and Education Session		100% -	2021/02/25	2021/12/31
Request to Purchase County Owned Land – Pt. SW-06-59-15-W4M		100% -	2021/03/04	2021/12/31
Request to Purchase County Owned Land – Pt. SW-06-59-15-W4M		100% -	2021/03/04	2021/12/31
Treaty Six Acknowledgement		100% -	2021/03/08	2021/12/31
Bylaw No. 1393-21: Amend Land Use Bylaw	<p>NEW Jordan Ruegg:</p> <p>Achievements: The Planning and Development Manager advertised the Notice of the Public Hearing for Bylaw 1393-21 in both the Smoky Lake Signal and the Redwater Review, during the weeks of April 12, 2021 and April 19, 2021. The Planning and Development Manager also posted the Notice and a copy of the Bylaw on the County's website on April 8, 2021. Referral letters were also sent to adjacent landowners and to utilities companies and other referral agencies on April 8, 2021.</p> <p>2021/04/08</p>	100% -	2021/03/25	2021/12/31
Bylaw No. 1368-20: Intermunicipal Collaboration Framework (ICF) - Thorhild County	<p>NEW Jordan Ruegg:</p> <p>Achievements: Smoky Lake County received notification from the Honorable Rick McIver, Minister of Municipal Affairs, on March 25, 2021, that the Minister had accepted the County's notification of adoption of Bylaw 1388-20: Smoky Lake County and Lamont County Intermunicipal Collaboration Framework.</p> <p>2021/04/08</p> <p>NEW Jordan Ruegg:</p> <p>Achievements: Bylaw 1368-20: Smoky Lake County and Thorhild County Intermunicipal Collaboration Framework was adopted by Council on March 25, 2021. Notice of adoption was forwarded to the Honorable Rick McIver, Minister of Municipal Affairs, on March 25, 2021.</p> <p>2021/04/08</p>	100% -	2021/03/25	2021/12/31

Achievements: The Planning and Development Manager sent a letter to Mr. Steven Leliuk, dated March 26, 2021, informing him of Council's decision to deny his request to remove trees from the Environmental Reserve, located adjacent to the lands legally described as Plan 0324012, Block 1, Lots 26 and 28, for the purposes of providing lake access.

2021/04/08



ON TRACK

Goal	Progress Update	Current Completion	Start Date	Due Date
Road Closures: 100%	<p>NEW Jordan Ruegg:</p> <p>Achievements: ROAD CLOSURE FILE RC 029 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>OTHER ROAD CLOSURE FILES 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>2021/04/09</p>	<p>35% 35 / 100% 8% ahead</p>	2021/01/01	2021/12/31
GIS Activity (P&D): 100%	<p>NEW Jordan Ruegg:</p> <p>Achievements: The Planning and Development Department has been working with the GIS Technician to incorporate new data layers related to the recently adopted IDPs.</p> <p>The Planning and Development Department has also worked with the GIS Technician to identify gaps in the County's GIS data and to correct these gaps when they are identified.</p> <p>2021/04/09</p>	<p>40% 40 / 100% 13% ahead</p>	2021/01/01	2021/12/31

<p>Heritage: Management: 100%</p>	<p>NEW Jordan Ruegg:</p> <p>Achievements: The Planning and Development Department presented a draft of Bylaw 1371-20 (Regionalization of the Heritage Board) at the April 6, 2021 Administrators' Meeting. The Planning and Development Department will present the revised Bylaw at the next Intermunicipal Collaboration Committee for consideration.</p> <p><i>2021/04/09</i></p>	<p>25%</p> <p>25 / 100%</p> <p>5% ahead</p>	<p>2017/12/31</p>	<p>2033/12/31</p>
<p>Subdivision Development Appeal Board Updates: 100%</p>	<p>NEW Jordan Ruegg:</p> <p>Achievements: There have been no appeals filed to the Subdivision and Development Appeal Board nor the Municipal Government Board during this reporting period.</p> <p><i>2021/04/09</i></p>	<p>35%</p> <p>35 / 100%</p> <p>8% ahead</p>	<p>2021/01/01</p>	<p>2021/12/31</p>
<p>Training Activity: 100%</p>	<p>NEW Jordan Ruegg:</p> <p>Achievements: The Planning and Development Assistant continues to work on the following courses offered through the University of Alberta's Extension Program:</p> <p>Public Administration Professionalism;</p> <p>Organizational Behaviour and Leadership; and</p> <p>Local Government Finance.</p> <p><i>2021/04/09</i></p>	<p>55%</p> <p>55 / 100%</p> <p>28% ahead</p>	<p>2021/01/01</p>	<p>2021/12/31</p>

<p>Sales of Municipally-Owned Land: 100%</p>	<p>NEW Jordan Ruegg:</p> <p>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.</p> <p><i>2021/04/09</i></p>	<p>45% 45 / 100% 18% ahead</p>	<p>2021/01/01</p>	<p>2021/12/31</p>
<p>Victoria District Economic Development Plan as part of the 2018-2020 Strategic Priorities: 100%</p>	<p>NEW Jordan Ruegg:</p> <p>Achievements: The Planning and Development Department attended a meeting of the Working Group on April 9, 2021, to discuss the structure of the municipally-controlled corporation/partnership with the Town of Smoky Lake and the Metis Nation of Alberta. Council will have the opportunity to review the draft structure on April 15, 2021.</p> <p><i>2021/04/09</i></p>	<p>55% 55 / 100% 28% ahead</p>	<p>2021/01/01</p>	<p>2021/12/31</p>
<p>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%</p>	<p>NEW Jordan Ruegg:</p> <p>Achievements: The Planning and Development Department is working on an amendment to the Land Use Bylaw to provide provisions for the raising of chickens/livestock in hamlet districts. Once the draft amendment has been prepared, it will be brought to a future Committee of the Whole meeting for discussion. In addition to the proposed amendment, a public consultation plan will be created in order to obtain public feedback regarding the proposed amendment.</p> <p><i>2021/04/09</i></p>	<p>45% 45 / 100% 16% ahead</p>	<p>2021/01/01</p>	<p>2021/12/01</p>
<p>Public Hearing - Re: Amendment: 1 Milestone(s)</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: Additional reclamation work was completed during the month of March. Outstanding work at this time includes backfilling and compaction. Once these activities have been completed, an inspection will be performed before final signoff of the work. Once the work has been completed, the next step is to submit a report to Alberta Environment and Parks and make application to have the development setback reduced or eliminated.

2021/04/09

85%
85 / 100%
31% ahead

2021/01/01

2021/07/01

Field Work/Research

0%
-

2020/01/01

2021/12/31

Manager's Meetings

0%
-

2021/01/01

2021/12/31

Heritage Resources

10%
10% ahead

2021/01/01

2021/12/01

Enforcement Actions

0%
-

2021/01/01

2021/12/31

(P&D) Attend Annual Safety Meeting

NEW Jordan Ruegg:

Achievements: The Planning and Development Department will attend the Annual Safety Meeting if one is scheduled (may not happen due to the ongoing COVID-19 pandemic).

2021/04/09

0%
-

2021/01/01

2021/12/01

International Dark-Sky Association (IDA) - Dark Skies Nomination and Designation

86%
57% ahead

2020/12/10

2021/12/31

Bylaw No. 1371-20: Smoky Lake County Regional Heritage Board

NEW Jordan Ruegg:

Achievements: The Planning and Development Department brought draft Bylaw 1371-20 to an Administrators' Meeting held on April 6, 2021, for discussion. The draft Bylaw will be brought to the next Intermunicipal Collaboration Committee meeting for discussion.

Recommendation: Schedule a meeting of the Intermunicipal Collaboration Committee for early May, 2021.

2021/04/08

28%
1% behind

2020/12/10

2021/12/31

Bylaw No. 1368-20: Intermunicipal Collaboration Framework (ICF) - Thorhild County

NEW Jordan Ruegg:

Achievements: Bylaw No. 1368-20: Intermunicipal Collaboration Framework between Smoky Lake County and Thorhild County was adopted by Smoky Lake County Council at the March 25, 2021 Council meeting.

2021/04/08

80%
51% ahead

2020/12/10

2021/12/31

Request to Purchase County Owned Land – Pt. SW-6-59-15-W4M (0.44 acres)

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.

2021/04/09

85%
66% ahead

2021/01/28

2021/12/31

Government of Alberta's Heritage Preservation Partnership Program

NEW Jordan Ruegg:

Achievements: The Planning and Development Department is awaiting to hear from the Alberta Heritage Preservation Partnership Program regarding the County's application for grant funding. The Planning and Development Manager will provide an update to Council as soon as a response has been received.

2021/04/09

25%
6% ahead

2021/01/28

2021/12/31

Smoky Lake County Regional Heritage Board - 2021 Alberta Heritage Conservation Grant

NEW Jordan Ruegg:

Achievements: No action was taken during this reporting period.

2021/04/09

20%
1% ahead

2021/01/28

2021/12/31

Canadian Heritage Rivers System (CHRS) - Parks Canada Funding Contribution

NEW Jordan Ruegg:

Achievements: The Planning and Development Department is awaiting receipt of the \$4500.00 grant funding from Parks Canada for the Nomination Document for the proposed designation of the North Saskatchewan River as a Canadian Heritage River. The Planning and Development Manager will update Council when it has received the grant money.

2021/04/09

75%
56% ahead

2021/01/28

2021/12/31

Municipal Excellence Award Nomination

NEW Jordan Ruegg:

Achievements: The Planning and Development Department has self-nominated for the 2021 Minister's Award for Municipal Excellence Awards under the "Smaller Municipalities Category". Smoky Lake County has nominated the Co-Op Daycare operating within Smoky Lake as it is the first-of-its-kind in Alberta. Notice was sent to the Minister of Municipal Affairs on March 30, 2021. The Planning and Development Department will inform Council when the Minister's Awards have been announced.

2021/04/09

50%
39% ahead

2021/02/25

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

2021/04/09

85%
76% ahead

2021/03/04

2021/12/31

<p>International Dark-Sky Association (IDA)</p>	<p>NEW Jordan Ruegg: Achievements: The Planning and Development Department is currently preparing additional background information related to pursuing a Dark Skies designation. The information will be brought to the next Committee of the Whole meeting for discussion. <i>2021/04/08</i></p>	<p>10% 2% ahead</p>	<p>2021/03/08</p>	<p>2021/12/31</p>
<p>Land Use Bylaw No. 1272-14 Amendment – Small Livestock in Urban Areas</p>	<p>NEW Jordan Ruegg: Achievements: The Planning and Development Department is working on drafting a Public Participation Plan and an amendment to the Land Use Bylaw relating to the to the licensing for, and keeping of, small livestock animal units in hamlet and residential districts, and will forward said plan and amendment to the next Committee of the Whole meeting for discussion. <i>2021/04/08</i></p>	<p>15% 7% ahead</p>	<p>2021/03/08</p>	<p>2021/12/31</p>
<p>Lake Subdivision Wayfinding Signage</p>	<p>NEW Jordan Ruegg: Achievements: The Planning and Development Department brought the draft lake subdivision wayfinding signage to the Committee of the Whole meeting on April 23, 2021, for review and acceptance prior to having the signs fabricated. Once the signs have been fabricated, the Planning and Development Department will work with the Public Works Department to have the signs located and installed. <i>2021/04/08</i></p>	<p>25% 17% ahead</p>	<p>2021/03/08</p>	<p>2021/12/31</p>
<p>Safety Codes Audit</p>	<p>NEW Jordan Ruegg: Achievements: The Planning and Development Department, in conjunction with the partnering municipalities, is currently preparing a draft action plan to address the observations and recommendations made by the Safety Codes Council in the 2020 Safety Codes Audit. The draft action plan will be forwarded to the next Intermunicipal Collaboration Committee meeting for discussion. <i>2021/04/08</i></p>	<p>5% 3% ahead</p>	<p>2021/03/25</p>	<p>2021/12/31</p>

NEW Jordan Ruegg:

Achievements: The Planning and Development Manager is working on preparing a draft Request for Proposals (RFP) for a Safety Codes Services Agreement and will forward said RFP to the next meeting of the Intermunicipal Collaboration Committee for consideration by the partnering municipalities.

The Planning and Development Department is working on developing a survey to assess the level of satisfaction that ratepayers have with the current Safety Codes Services provider. Once the survey has been developed, it will be forwarded to the next meeting of the Intermunicipal Collaboration Committee for consideration by the partnering municipalities. Each partnering municipality will be responsible for sending the survey to its ratepayer who have utilized Safety Codes Services in the recent past, however, the same survey will be use by each partnering municipality to ensure consistency, and the results will be consolidated into a single report which will be presented to the Intermunicipal Collaboration Committee for review.

2021/04/07

2021/03/25

2021/12/31

5%
3% ahead

Safety Codes Agency Contract – Request for Proposals

NEW Jordan Ruegg:

Achievements: The Planning and Development Department is currently preparing a draft Request for Proposals for a Safety Codes Services Agreement, to be forwarded to the next Intermunicipal Collaboration Committee meeting for discussion. The Request for Proposals will be accompanied by a survey, to be prepared by Smoky Lake County as the managing partner, to assess the quality of service that is being provided by the current Safety Codes Services provider. The survey will be administered by each partnering municipality, and the results will be consolidated and brought to the Intermunicipal Collaboration Committee for discussion once completed.

2021/04/08

5%
3% ahead

2021/03/25

2021/12/31

Road Maintenance Agreement with Thorhild County

NEW Jordan Ruegg:

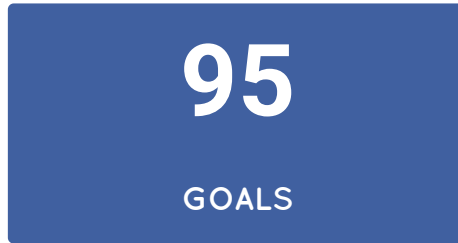
Achievements: The Planning and Development Department is working with the CAO and the Public Works Manager to formalize an Road Maintenance Agreement with Thorhild County and will forward said Agreement to a future County Council meeting for consideration.

2021/04/08

15%
13% ahead

2021/03/25

2021/12/31



NATURAL GAS PLAN

Goal	Progress Update
<p>AMR meter expiration replacement Note: Strategic Priorities Chart Feb 6, 2017: 100%</p>	<p>Daniel Moric: Achievements: -Completed Challenges: <i>No value</i> Next Steps: <i>No value</i> 2021/04/19</p>
<p>Odorant Activity: 100%</p>	<p>Daniel Moric: Achievements: <i>No value</i> Challenges: <i>No value</i> Next Steps: <i>No value</i> 2021/04/19</p>

↳ Deliver Odorant

Daniel Moric:

Achievements: -March 1/21 - March 31/21. 56.5 hrs x 2 servicemen = 113 hrs spent completing odorant deliveries to Phoenix Gas Co-op, GLDC Gas Co-op, Rocky Gas Co-op, Chain Lakes Gas Co-op, Town of Redwater, County of Thorhild Gas Utility, Samson Cree First Nations, and Athabasca Oil Corporation in Conklin.
-April 1/21 - April 19/21. 19 hrs x 2 servicemen = 38 hrs spent completing odorant deliveries to Smoky Lake County Gas Utility, Sedgewick/Killam Gas Utility, Iron Creek Gas Co-op, Phoenix Gas Co-op, and County of Vermillion River Gas Utility.

Challenges: *No value*

Next Steps: *No value*

2021/04/19

CNG Trailer: 100%

Daniel Moric:

Achievements: *No value*

Challenges: *No value*

Next Steps: *No value*

2021/04/19

↳ Compressed natural gas trailer

Daniel Moric:

Achievements: -No activity during this reporting period. Gas Alberta will keep us posted of any planned outages as they arise.

Challenges: *No value*

Next Steps: *No value*

2021/04/19

Administrative Activity (GAS):
100%

Daniel Moric:

Achievements:

- Attend weekly manager meetings.
- Receive customer phone calls.
- Respond to emails.
- Assist in producing monthly gas bills.
- March 2021 gas price was \$6.00/GJ. April 2021 gas price has decreased to \$4.70/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 334 accounts registered. An increase of 19 since last report.
- 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*

2021/04/19

→ **Service Calls: 100%**

Daniel Moric:

Achievements: -1 Carbon monoxide service call. Found blockage in fresh air intake for appliances. (Smoky Lake).
-1 Gas smell outside service call. Found gas coming from appliance vent. Determined natural gas was leaking through the burners and out the chimney while the appliance was off. (Warspite)

Challenges: *No value*

Next Steps: *No value*

2021/04/19

→ **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*
2021/04/19

→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*
2021/04/19

→Management meeting

Daniel Moric:

Achievements: Attend weekly managers meetings

Challenges: *No value*

Next Steps: *No value*
2021/04/19

→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*
2021/04/19

→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*

2021/04/19

→Main Office Safety Meeting

→Meter readings

Daniel Moric:

Achievements: Collect meter readings monthly for customer billing

Challenges: *No value*

Next Steps: *No value*

2021/04/19

→Managers reports

Daniel Moric:

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

Challenges: *No value*

Next Steps: *No value*

2021/04/19

→Delinquent accounts

Daniel Moric:

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

-Transfer overdue account balances to tax roll.

Challenges: *No value*

Next Steps: *No value*

2021/04/19

→Paperless billing

Daniel Moric:

Achievements: Currently have 334 natural gas accounts receiving bills by email. An increase of 19 since last reporting period.

Challenges: *No value*

Next Steps: *No value*
2021/04/19

→Attend Conventions

Daniel Moric:

Achievements: Virtually attended the Federation Spring Zone meeting. Federation has indicated that they are planning on having the FIRE AGM on June 15th in person, as well as the Convention Week starting November 28th in person.

Challenges: *No value*

Next Steps: *No value*
2021/04/19

→Auditor documentation

Daniel Moric:

Achievements: No action since last reporting period.

Challenges: *No value*

Next Steps: *No value*
2021/04/19

→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*
2021/04/19

→Departmental meetings

Daniel Moric:

Achievements: Will be attending County Departmental Meeting on April 27, 2021

Challenges: *No value*

Next Steps: *No value*
2021/04/19

→ Job Interviews

→ Employee evaluations

Daniel Moric:

Achievements: Will be completing employee evaluations in April

Challenges: *No value*

Next Steps: *No value*

2021/04/19

→ 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*

2021/04/19

→ O & M Policy

Daniel Moric:

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

-Federation Audit will be occurring on June 15th, with auditor Delbert Beazer completing the audit in person. Will be forwarding him as much info as I can prior to his arrival to minimize his time spent here.

Challenges: *No value*

Next Steps: *No value*

2021/04/19

→ Automatic Meter Readings

Daniel Moric:

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

Challenges: *No value*

Next Steps: *No value*

2021/04/19

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

Achievements: Barry Letwin and William Gray completed the yearly PE Fusion recertification course offered by the Federation on April 12th. Due to Daniel Malysh requiring to isolate during this time, he has been rescheduled to a later date. William Gray was scheduled to be in the Gas Utility Operator program starting April 20th for the in-class portion at the Federation office, but due to the tighter restrictions, was postponed to a later date to be announced. Barry, William, and Daniel Malysh are to complete their High Energy Joining recertification's on April 22nd at County of Vermillion River Gas Utility shop.

Challenges: *No value***Next Steps:** *No value*

2021/04/19

Natural Gas Construction of Infrastructure: 100%**Daniel Moric:****Achievements:** *No value***Challenges:** *No value***Next Steps:** *No value*

2021/04/19

→ **Line locates****Daniel Moric:****Achievements:** -54 line locates were complete since last reporting period.**Challenges:** *No value***Next Steps:** *No value*

2021/04/19

→ **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.**Challenges:** *No value***Next Steps:** *No value*

2021/04/19

→Magazine check

Daniel Moric:

Achievements: Complete explosives magazine inventory monthly.

Challenges: *No value*

Next Steps: *No value*

2021/04/19

→Odor sample

Daniel Moric:

Achievements: Monthly odorant intensity checks (20 locations)

Challenges: *No value*

Next Steps: *No value*

2021/04/19

→Vehicle maintenance

Daniel Moric:

Achievements: -Complete vehicle/equipment maintenance as required.

Challenges: *No value*

Next Steps: *No value*

2021/04/19

→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*

2021/04/19

→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*

2021/04/19

→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*

2021/04/19

→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*

2021/04/19

→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.

Challenges: *No value*

Next Steps: *No value*

2021/04/19

→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. Will be receiving the paper and digital copies of our as-built maps shortly.

Challenges: *No value*

Next Steps: *No value*
2021/04/19

→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*
2021/04/19

→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*
2021/04/19

→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*
2021/04/19

→Cut and Caps

Daniel Moric:

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

Challenges: *No value*

Next Steps: *No value*

2021/04/19

→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: *No value*

Next Steps: *No value*

2021/04/19

→Replace defective gas meters

Daniel Moric:

Achievements: Replace as required. None have failed since last Council update.

Challenges: *No value*

Next Steps: *No value*

2021/04/19

→Meter Recalls

Council Member Inquiry (GAS):
100%

Daniel Moric:

Achievements: Council has requested a review of Bylaw No. 1332-18 Natural Gas with Gene and Legal prior to bringing it forward to Council. Will be in discussions with Gene and Legal.

Challenges: *No value*

Next Steps: *No value*

2021/04/19

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%

2021 RMO STATION

REPLACEMENT PLAN RESE:

100%

2021 REPLACE TRUCK -

removed: 100%

2021 REFURBISH TRUCK BOX:

100%

2022 INFRASTRUCTURE LINE

REPLACEMENT: 100%

2022 RMO STATION

REPLACEMENT PLAN: 100%

2022 MAPPING UNIT: 100%

2022 REPLACE TRUCK -

removed: 100%

2022 REFURBISH TRUCK BOX:

100%

2023 INFRASTRUCTURE LINE

REPLACEMENT: 100%

2023 RMO STATION

REPLACEMENT PLAN RESE:

100%

2023 REPLACE T RUCK - re mo

ve d: 100%

2023 REFURBISH TRUCK BOX:
100%

**(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

Federation of Alberta Gas Co-ops Ltd. O&M Manual Adoption

Patti Priest:

Achievements: Municipal File: 9-16

Challenges: *No value*

Next Steps: *No value*

2021/02/24

Federation of Alberta Gas Co-ops Ltd. - Operations & Maintenance (O&M) Audit

Patti Priest:

Achievements: Retained to document Operational purpose for compliance of Natural Gas System.
Municipal File: is 9-22A

Challenges: *No value*

Next Steps: *No value*

2021/02/24

Quality Management Plan (QMP) Patti Priest:

– Smoky Lake County Gas Utility

Achievements: Retained to document Operational purpose for compliance of Natural Gas System

Municipal File: 9-29

Challenges: *No value*

Next Steps: *No value*

2021/02/24



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WATER & WASTEWATER PLAN
(W&W) INFRASTRUCTURE

Goal	Progress Update	Current Completi...
<p>Water Activity: 100%</p>	<p>Dave Franchuk:</p> <p>Achievements: Reporting period from March 1, 2021 to April 19, 2021.</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>Mar 9 to 12 AWWOA annual virtual seminar.</p> <p>Mar 16 Inspect pumpjack at Birchland resort, will require repairs or cap.</p> <p>Mar 22 Thaw out cc at residence at Warspite have cc turned on again.</p> <p>Mar 24 Update water operators Continuing education units and memberships.</p> <p>Mar 30 Repair potable water hose at Bellis truck fill.</p> <p>Apr 7 Wash floors and tidy up at Warspite and Spedden water facilities.</p> <p>April 8 Tend to corroded wire issue at Waskatenau raw water truck fill.</p> <p>April 16 Remove modem at Spedden truck fill was not working and will have to be sent away for reprogramming.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>2021/04/19</p>	<p style="text-align: center;">93% 93 / 100% 7% behind</p>

Waste Water: 100%

Dave Franchuk:

Achievements: .

Reporting period from March 1, 2021 to April 19, 2021.

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

Mar 8 Clean debris from pump # 2

Mar 24 Lift and clean debris from pumps.

Apr 6 On call check on back up generator and clean bucket screens.

April 14 Lift and clean debris from pumps.

April 16 Repair bucket screens.

Challenges: *No value*

Next Steps: *No value*

2021/04/19

96%
96 / 100%
4% behind

Dave Franchuk:

Achievements: Reporting period from March 1, 2021 to April 19, 2021.

- Mar 1 Pick up 2 refrigerator units in ditch by Spedden Transfer station.
- Mar 10 Replace fire extinguishers an Transfer station shacks with recharged ones.
- Mar 17 Unload oil containment and take it or leave it shacks at Bellis and Vilna.
- Mar 18 Unload take it or leave it shack at Spedden. Replace broken windows and clean glass up after break in.
- Mar 23 Clean up old TV sets and set up take it or leave it shack at Spedden transfer station.
- Mar 24 Repair bin lids at Bellis and Waskatenau.
- Mar 29 Tend to paper work on rental/purchase of garbage truck.
- Apr 6 Cleaning up Bellis oil containment area and Bellis in order to set up shack.
- Apr 7 Pick up garbage on RR 134 Twp 600 and by hillside estates.
- Apr 8 Pick up garbage again on RR 134.
- Apr 12 Pick up garbage in ditch south of Spedden.
- Apr 15 Replace mud with pit run at the Victoria Bin site.
- Apr 18 Open Spedden Transfer station, tend to RCMP report.

Challenges: *No value*

Next Steps: *No value*

2021/04/19

97%
97 / 100%
3% behind

Regional Water: 100%

Dave Franchuk:

Achievements: Reporting period from March 1, 2021 to April 19, 2021

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.

Mar 10 Isolating line for leak check.

Mar 17 Leak found and dug up

Mar 19 Leak repairs, inspection, and site reclaimed.

Mar 31 Submit operators time and mileage for regional line.

Apr 1 Troubleshoot and reset SCADA system at Egremont.

Apr 6 Reset SCADA at Egremont.

Apr 7 Drain chlorine tank at Whitefish Lake reservoir and replace with fresh chlorine.

Tend to 12 line locates during this reporting period.

Challenges: *No value*

Next Steps: *No value*

2021/04/19

97%
97 / 100%
3% behind

Dave Franchuk:

Achievements: Reporting period from March 1, 2021 to April 19, 2021.

Mar 4 Council Departmental meeting.

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

Mar 8 Managers meeting.

Mar 18 Health and Safety meeting.

Mar 22 Managers meeting.

Hwy 28/63 Commission meeting.

Departmental meeting.

Mar 25 Council meeting (info on rental/purchase garbage truck.

Mar 29 Managers meeting.

Apr 6 Managers meeting

Munisight Asset management training.

Apr 12 Managers meeting.

April 13 Environmental Operations utility meeting.

April 16 Budget meeting.

April 19 Managers Meeting.

Challenges: *No value*

Next Steps: *No value*

2021/04/19

96%
96 / 100%
4% behind

Training Activity (W&W): 100%

Dave Franchuk:

Achievements: Reporting period from March 1, 2021 to April 19, 2021.
Mar 9 to 12 AWWOA Annual Seminar.

Apr 6 Asset management training.

Challenges: *No value*

Next Steps: *No value*

2021/04/19

Update Plan/Budget for Truckfills: 100%

Council Member Inquiry: 100%

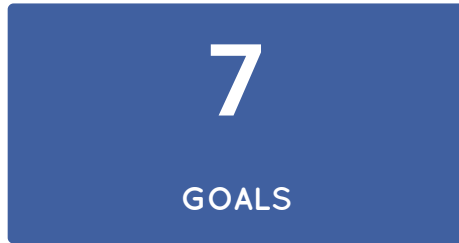
96%
96 / 100%
4% behind

95%
95 / 100%
5% behind

94%
94 / 100%
6% behind



5.1.k



**AGRICULTURAL SERVICE BOARD PLAN
(ASB) PHYSICAL ENVIRONMENT**

Goal	Progress Update	Current Com...	Start Date	Due Date
Administrative Activity: 100%	<p>NEW Carleigh McMullin:</p> <p>Achievements: Meetings & Training attended February 16th-April 13th</p> <ul style="list-style-type: none"> • Joint Health & Safety Meeting-February 18th • Quick Meeting with Gene & Dave Kully RE: Tractor quotes- February 18th • Council Meeting-February 25th • Meeting with Gene & Amanda RE: Upcoming season planning- February 26th • Quick Meeting with Carole and Amanda RE: AGMobile/GIS- March 1st • LARA AGM- March 2nd • ASB/Ag & Forestry Updates-March 3rd • Cows & Fish Webinar-March 4th • Departmental Meeting-March 4th • Carleigh attended AAAF Education Committee Meeting-March 5th • ASB/Ag & Forestry Update-March 10th • Cows & Fish Webinar- March 10th • ASB/Ag & Forestry Update-March 17th • NE AAAF Regional Meeting-March 17th • Cows & Fish Webinar-March 18th • Joint Health & Safety Meeting-March 18th 	<p>80%</p> <p>80 / 100%</p> <p>2% behind</p>	<p>2017/12/31</p>	<p>2021/12/31</p>

- Alberta Invasive Species Council Virtual Conference (Applicator credits included)- March 15th-March 19th
- Departmental Meeting -March 22nd
- ASB/ Ag & Forestry webinar update- March 24th
- Carleigh attended the Disaster Recovery Program Update-March 25th
- Amanda attended the New World Extension Opportunities Rob Saik-March 25th
- Alberta Certified Weed Free Forage Inspector Training- March 30th
- ASB/ Ag & Forestry Update Webinar- March 31st
- ASB/ Ag & Forestry Update Webinar- April 7th
- LARA conference call- April 9th

Ag Department Highlights

- Weed Inspectors have been hired: **both are students**
- Mower operator deadline to apply is April 30th
- Smoky Lake County is back on the organizing committee for Grazing School for Women, planning for a 3 day virtual event details TBD.
- Planning NE AAAF Spring Training Smoky Lake County is in charge of 'Weed School' this year.
- LARA agreement has been signed
- We were successful in our Alberta Conservation Association grant application and will be receiving funds for pond leveler installs
- Trevor Cameron is back

Upcoming Events

- 4-H Achievement day-June 11th, 2021

Challenges: *No value*

Next Steps: *No value*

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.
- E-mailed the DFO asking for clarification on "timing periods", waiting for hear back from them. The importance of this inquiry is that these submissions may only need to be done for Spring blasting, and may not affect our Fall blasting program.

Challenges: *No value*

Next Steps: *No value*

2021/03/29

90%
90 / 100%
40% ahead

2020/08/01

2021/12/31

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

55%
9% behind

2020/01/01

2021/12/31

(ASB) COUNCIL AND COMMITTEE MOTIONS/INQUIRIES

Goal	Progress Update	Current Com...	Start Date	Due Date
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Lakeland Agricultural Research Association (LARA) - Letter of Support

NEW Carleigh McMullin:

Achievements: Letter of Support filled out and returned to LARA March 1st, 2021.

Challenges: *No value*

Next Steps: *No value*

2021/03/01

100%

-

2021/02/16

2021/12/31

Weed Inspector & Secondary Trapper

NEW Evonne Zukiwski:

Achievements: Weed Inspector Employment Opportunity advertised:

- Posted on the Smoky Lake County website on January 25, 2021

- Scheduled to appear on Smoky Lake County's social media on:

- January 26, 2021
- February 10, 2021
- February 27, 2021
- March 12, 2021

- February Grapevine (published the week of February 8, 2021) in the Redwater Review and Smoky Lake Signal

- March Grapevine (published the week of March 8, 2021) in the Redwater Review and Smoky Lake Signal

- Published in the March 2, 2021 edition of the Redwater Review

Challenges: *No value*

Next Steps: *No value*

2021/02/23

100%

-

2021/02/16

2021/12/31

Tractor and Blade Mount Tender Results

NEW Carleigh McMullin:

Achievements: E-mail sent to Corey Waldner at Ag Land St. Paul on March 1st quoting the motion made by Council on February 25th in order to move forward to order the new 6130M tractor and blade mounts. Arrival date of tractor is June 3rd, 2021 in St. Paul.

Challenges: *No value*

Next Steps: *No value*

2021/03/09

100%

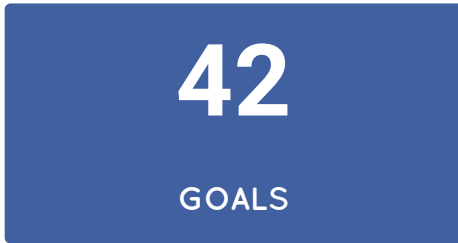
-

2021/02/25

2021/12/31



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GIS PLAN

Goal	Progress Update	Current Completion
GIS Tasks: 100%		20% 20 / 100% 10% behind
→ Coordination of GIS Data Input	<p>Carole Dowhaniuk:</p> <p>Achievements:</p> <ul style="list-style-type: none"> no Action was taken during this reporting period <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>2021/04/19</p>	0% -

→ County Website Tool – MuniSight- GIS Site Validation (Copy) Carole Dowhaniuk:

Achievements:

- **Smoky Lake County Public Website** - online public connection with MuniSight has had 181,102 visits from May 31, 2018 - April 18, 2021.
 - From March 15, 2021 - April 18, 2021 **(34 days) total visits were 7,528.**
- **Regional Public Site** - online public connection with MuniSight has had 103,251 visits from May 31, 2018 - April 18, 2021.
 - From March 15, 2021 - April 18, 2021 **(34 days) total visits were 334.**
- Verify quality assurance on Public Site

Challenges: *No value*

Next Steps: *No value*

2021/04/19

30%

-

→ GIS – Data collection MuniSight/Mobile App (Copy)

Carole Dowhaniuk:

Achievements:

- Adding Road Use Agreements
- Adding Fire permits
- Adding 2020 spray data

Challenges: *No value*

Next Steps: *No value*

2021/04/19

25%

-

→ GIS Data Reporting - Data Verification and data clean up (Copy)

Carole Dowhaniuk:

Achievements:

- Review 2019 ASB spray data

Challenges: *No value*

Next Steps:

- clean up 2019 spray data

2021/04/19

25%
5% behind

→ Input Spatial Data – MuniSight/Mobile App (Copy)

20%
10% behind

Carole Dowhaniuk:

Achievements:

- Bridge Restrictions added to webmap
- Planning added Lamont ASP

Challenges: *No value*

Next Steps:

- Public Works
 - Updating Grader Beat Maps
 - working on 2021 Gravel and Projects map for PW
 - Add Bridge inspections into webmap
 - Implement and review GIS PW work plan with PW Manager for 2021 data collection
- Planning and Development
 - update zoning and zoning bylaw
 - Planning needs to update finance department with zoning changes for data to sync into webmap
- ASB updates for end of March beginning of April
 - Update Mower Beats - Zones 1 & 2 - waiting on new hire information to update
 - Update Chemicals and Target Species is spray layer
 - working on Mower Beat Maps
 - Implement and review GIS ASB work plan with ASB Manager for 2021 data collection
 - Follow up with Carleigh on possible additions from Departmental Meeting
 - Track Beaver problem areas

2021/04/19

Carole Dowhaniuk:

Achievements:

- No Action was taken during this reporting period.

Challenges: *No value*

Next Steps: *No value*

2021/04/19

30%

-

29%
1% behind

→ Verify Landownership Maps (Copy)

Carole Dowhaniuk:

Achievements: *No value*

Challenges: *No value*

Next Steps:

Supply maps to:

- Planning and Development
- Emergency Services
- Chambers

Spring 2021 Landownership map being updated.

- verify and print once completed

2021/04/19

30%
-

→ GIS reporting and forecasting (Copy)

Carole Dowhaniuk:

Achievements:

- No action was taken during this reporting period

Challenges: *No value*

Next Steps:

- Refresher with Public Works, Planning and Development, and Finance on reports currently generated through MuniSight.

2021/04/19

19%
11% behind

→ GIS data validation (Copy)

Carole Dowhaniuk:

Achievements:

- No action was taken during this report

Challenges: *No value*

Next Steps: *No value*

2021/04/19

30%
-

↳ Management Meeting (Copy)

Carole Dowhaniuk:

Achievements:

- Attended weekly meeting to provide departmental activities to staff and council
- Inform departments with GIS updates

Challenges: *No value*

Next Steps: *No value*

2021/04/19

29%
1% behind

↳ Smoky Lake Region (GIS): 100%

Carole Dowhaniuk:

Achievements:

- Support and assist the Region to access quality and timely information.

Challenges: *No value*

Next Steps:

- Assist with Regional data integration.

2021/04/19

30%
30 / 100%
-

↳ Administrators Meetings (Copy)

Carole Dowhaniuk:

Achievements:

- Met with the Village of Waskatenau to Execute Regional GIS Agreement and assist with GIS inquiries.

Challenges: *No value*

Next Steps:

- April 21 Meet with Village of Vilna to Execute Regional GIS Agreement and assist with GIS inquiries.
- April 22 Meet with the Town of Smoky Lake to Execute Regional GIS Agreement and assist with GIS inquiries.

2021/04/19

28%
2% behind

Training (GIS): 100%

Carole Dowhaniuk:

Achievements: *No value*

Challenges: *No value*

Next Steps:

- Attend Critical Decision Making

2021/04/19

30%
30 / 100%

-

→ Implement training and testing of workspaces (Copy)

Carole Dowhaniuk:

Achievements: *No value*

Challenges: *No value*

Next Steps:

- Provide adequate and updated training for staff for 2021 data collection.
 - Provide and assist staff with training for updates to webmap
 - Assist staff with MuniSights Academy Training Portals
-
- Meet with Brenda and Managers to review implementation plan for Asset Management April 30, 2021

2021/04/19

30%

-

GIS -- manage third party contract

Carole Dowhaniuk:

Achievements:

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

Challenges: *No value*

Next Steps: *No value*

2021/04/19

0%

-

Request from CAO and Managers (AVL)	<p>Carole Dowhaniuk:</p> <p>Achievements:</p> <ul style="list-style-type: none"> No action was taken during this reporting period. <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i> 2021/04/19</p>	0% -
(GIS) Human Resources / Training / OH&S		
→ (GIS) Attend Joint Health & Safety Meetings: 12 Meeting(s)	<p>Carole Dowhaniuk:</p> <p>Achievements: No Action was taken during this report.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i> 2021/04/19</p>	8% 21% behind 0% 0 / 12 Meeting(s) 11 Meeting(s) behind
→ (GIS) Attend Annual Safety Meeting	<p>Carole Dowhaniuk:</p> <p>Achievements: No action taken during this report.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i> 2021/04/19</p>	0% -
→ (GIS) Training Event Form 2021		25% -
(GIS) Financial Accountability		
→ (GIS) Prepare a Draft 5 Year Function Budget		28% 1% behind 18% 22% behind

↳ (GIS) Prepare Annual Budget

Carole Dowhaniuk:

Achievements:

- Monitor and review financial transactions
- Monitor departments needs

Challenges: *No value*

Next Steps: *No value*

2021/04/19

39%
1% behind

(GIS) Organizational Efficiency

↳ (GIS) Complete Annual Work Plan

Carole Dowhaniuk:

Achievements:

- Review GIS Work Plan at Departmental Meeting March 4, 2021
- Update plan as per Meeting.

Challenges: *No value*

Next Steps:

- Make appropriate changes/updates to plan throughout the year.

2021/03/15

100%
-

100%
-

Create, Publish, and Distribute Annual Booklet 0 Report(s) Requested

0 / 0 Report(s)
Requested
-

Review Finance (Copy)

Carole Dowhaniuk:

Achievements:

- Review March GIS financial transactions

Challenges: *No value*

Next Steps: *No value*

2021/04/19

30%
-

Administration (GIS) (Copy): 100%

30%
30 / 100%
-

Legislative (GIS) (Copy): 100%

Carole Dowhaniuk:

Achievements:

- No Action was taken during this reporting period

Challenges: *No value*

Next Steps: *No value*

2021/04/19

20%
20 / 100%
10% behind

Complete Administration (Copy)

Carole Dowhaniuk:

Achievements:

- Ensure the department is organized to promote efficient daily operations.
- Maintain records.

Challenges: *No value*

Next Steps: *No value*

2021/04/19

20%
10% behind

Communication (GIS) (Copy): 100%

Carole Dowhaniuk:

Achievements:

- As per GIS Work Schedule listed above

Challenges: *No value*

Next Steps: *No value*

2021/04/19

29%
29 / 100%
1% behind

Hardware Maintenance (Copy)

Carole Dowhaniuk:

Achievements:

- Maintenance updates to iPads - GIS mobile App

Challenges: *No value*

Next Steps: *No value*

2021/04/19

30%
-

Map Sales (Copy) 0 Map(s)

Carole Dowhaniuk:

Achievements:

- 5 Maps sold from March 15 - April 18, 2021

Challenges: *No value*

Next Steps: *No value*

2021/04/19

12 / 0 Map(s)
12 Map(s) ahead

Council Member Inquiry (GIS) (Copy): 100%

Carole Dowhaniuk:

Achievements:

- No Action was taken during this reporting period

Challenges: *No value*

Next Steps: *No value*

2021/04/19

30%
30 / 100%
-

Server Maintenance (Copy)

Carole Dowhaniuk:

Achievements:

Server 2012 Maintenance

- Update DIGI Certificate
- Update DATA Recovery Wizard
- Update New QGIS Version
- Update SMK_Base QGIS
- Updated the base template in AAG_Production and User_Workspaces
 1. Added mower beat twp rge labels
 2. Added masks for mower beats and electoral districts
 3. Updated link for carto label and features from gpkg to postgis
 4. Added the layers specified by Kyle that were not in the Planning group
 5. Removed unhandled layers that were no longer relevant

Challenges: *No value*

Next Steps: *No value*

2021/04/19

30%
-

Council Meetings (Copy)

Carole Dowhaniuk:

Achievements:

Attended to gain or provide information for March 25, 2021 council meeting.

Challenges: *No value*

Next Steps: *No value*

2021/04/19

30%

-

Weekly Council Report – Titan GPS (Copy)

Carole Dowhaniuk:

Achievements:

- Weekly reports of Grader Maps are up to date

Challenges:

- No Road Numbers were attached to the maps to keep reports on time.

Next Steps:

- Working with Titan to incorporate our road network.

2021/04/19

30%

-

Assist with issues that come up (Copy)

30%

-

Seasonal Duties (Copy): 100%

Carole Dowhaniuk:

Achievements:

- No action was taken during this reporting period

Challenges: *No value*

Next Steps: *No value*

2021/04/19

30%
30 / 100%

-

Carole Dowhaniuk:

Achievements:

- Met with the Village of Waskatenau to Execute Regional GIS Agreement and assist with GIS inquiries.

Challenges: *No value*

Next Steps:

- April 21 Meet with Village of Vilna to Execute Regional GIS Agreement and assist with GIS inquiries.
- April 22 Meet with the Town of Smoky Lake to Execute Regional GIS Agreement and assist with GIS inquiries.

2021/04/19

11%

-



5.1.m



EVONNE ZUKIWSKI

Goal	Progress Update	Current Compl...
Administrative Activity (COM): 100%		2% 1.85 / 100% 81% behind
→ Respond/ assist with concerns that arise	<p>NEW Evonne Zukiwski:</p> <p>Achievements:</p> <ul style="list-style-type: none"> Responded to ratepayer inquiry (via Facebook) re: Transfer Station Hours- April 6, 2021 <p>2021/04/19</p>	1% 1% ahead
→ Council Meetings: 12 Meeting(s)	<p>NEW Evonne Zukiwski:</p> <p>Achievements:</p> <ul style="list-style-type: none"> Virtually attended March County Council meeting- March 25, 2021 <p>2021/04/19</p>	17% 2 / 12 Meeting(s) 2 Meeting(s) ahead
→ Budget Meetings: 10 Meeting(s)	<p>NEW Evonne Zukiwski:</p> <p>Achievements:</p> <ul style="list-style-type: none"> Virtually attended County Council Budget meeting- April 16, 2021 <p>2021/04/19</p>	20% 2 / 10 Meeting(s) 2 Meeting(s) ahead
→ Departmental Meeting: 10 Meeting(s)	<p>NEW Evonne Zukiwski:</p> <p>Achievements:</p> <ul style="list-style-type: none"> Virtually attended Departmental Meeting- March 22, 2021 <p>2021/04/19</p>	10% 1 / 10 Meeting(s) 1 Meeting(s) ahead

→ Fire Ban Information

NEW Evonne Zukiwski:

Achievements:

- Updated Fire Restriction status on website (alert), fire rating and shared on social media- April 16, 2021

2021/04/19

0%
-

→ Social Media Posts 0 Post(s)

NEW Evonne Zukiwski:

Achievements:

- Scheduled Easter office closed notice (for March 30 and April 15)- March 15, 2021
- Scheduled 'Councils Past Activities' calendar ad on Facebook and Twitter- March 16, 2021
- Scheduled Iron Horse Trail construction notice on Facebook- March 17, 2021
- Posted Road Ban reminder/ appreciation for compliance on Facebook- March 22, 2021
- Shared LARA event- Grazing Planning- March 25, 2021
- Shared LARA event- Water Well Workshop- March 25, 2021
- Shared LARA event- Succession Planning Workshop- March 25, 2021
- Scheduled Equipment Tender ads on Facebook (for March 30, April 7, April 17)- March 30, 2021
- Posted Primary Care Network brochure on Facebook- April 1, 2021
- Shared Fusarium Seed testing webinar (Council Request)- April 6, 2021
- Shared Mental Health in Agriculture podcast link- April 6, 2021
- Posted "No Dumping in Ditches' ad- April 8, 2021
- Scheduled Hay Permits ad (for May 3 and May 19)- April 8, 2021
- Scheduled Volunteer Week ad (for April 18, 2021)- April 8, 2021
- Scheduled Transfer Station Hours ad- April 8, 2021
- Shared Prairie Wood Design Awards on social media- April 8, 2021
- Scheduled Land Use Bylaw notice (for April 9 and April 28)- April 8, 2021
- Scheduled Day of Mourning ad (for April 28)- April 8, 2021
- Posted RCMP Community Engagement responses- April 12, 2021
- Posted Fire Restriction- April 16, 2021

2021/04/19

93 / 0 Post(s)
93 Post(s) ahead

NEW Evonne Zukiwski:

Achievements:

- Added Iron Horse Trail Construction notice- March 17, 2021
- Removed Weed Inspector employment opportunity ad- March 22, 2021
- Updated Bylaw 1353-19- March 22, 2021
- Replaced Electoral Division 4 map with updated version- March 22, 2021
- Launched new 'Maps' webpage- March 23, 2021
- Added Bonnie Lake Reports link to website- March 25, 2021
- Removed STEP and Secondary Trapper employment opportunity ad- March 29, 2021
- Created blank page for Heritage- March 29, 2021
- Posted Equipment Tender ads- March 30, 2021
- Posted April Grapevine- March 30, 2021
- Posted Regular Transfer Station hours- April 1, 2021
- Updated 'Pier Permit' page location- April 1, 2021
- Added April calendar- April 1, 2021
- Added April meeting dates and links to interactive calendar- April 1, 2021
- Posted Primary Care Network brochure as notice- April 1, 2021
- Updated Heritage River Survey notice- April 6, 2021
- Posted Financial Statements- April 6, 2021
- Added Land Use Amendment: Notice of Public Hearing ad- April 8, 2021
- Posted Reeve's Report- April 12, 2021
- Posted March past council activities calendar- April 15, 2021
- Added Fire Restriction as website alert and updated website fire rating- April 16, 2021

2021/04/19

NEW Evonne Zukiwski:

Achievements:

- Created 'Council Past Activities' calendar ad- March 16, 2021
- Created Iron Horse Trail construction notice ad- March 17, 2021
- Created Equipment Tender ads- March 30, 2021
- Emailed Equipment Tender ad to Smoky Lake Signal and Redwater Review- April 6, 2021

2021/04/19

81 / 0 Update(s)
81 Update(s)
ahead

6 / 0 Ad(s) Created
6 Ad(s) Created
ahead

<p>→ Branding Development</p>	<p>NEW Evonne Zukiwski:</p> <p>Achievements:</p> <ul style="list-style-type: none"> Created new letterhead templates- April 8, 2021 <p>2021/04/19</p>	<p>38% 11% ahead</p>
<p>→ County Website Maintenance 0 Update(s)</p>	<p>NEW Evonne Zukiwski:</p> <p>Achievements:</p> <ul style="list-style-type: none"> Virtually attended an All-Net webinar information session- March 17, 2021 <p>2021/04/19</p>	<p>3 / 0 Update(s) -</p>
<p>→ Produce & Distribute Grapevine: 12 Newsletter(s)</p>	<p>NEW Evonne Zukiwski:</p> <p>Achievements:</p> <ul style="list-style-type: none"> Completed April 2021 Grapevine and submitted to the Redwater Review and Smoky Lake Signal for publishing (Week of April 6, 2021)- March 30, 2021 <p>2021/04/19</p>	<p>33% 4 / 12 Newsletter(s) -</p>
<p>→ County Annual Report 0 Report(s) Requested</p>	<p>NEW Evonne Zukiwski:</p> <p>Achievements:</p> <ul style="list-style-type: none"> Begun adding in 2020 Consolidated Financial Statements into 2020 Annual Report- April 13, 2021 <p>2021/04/19</p>	<p>0 / 0 Report(s) Requested -</p>
<p>Legislative Activity (COM): 100%</p>		<p>67%</p>
<p>→ Develop Advertisements and Information Publications 0 Ad(s) Created</p>	<p>NEW Evonne Zukiwski:</p> <p>Achievements:</p> <ul style="list-style-type: none"> Created Easter Office closed poster - March 15, 2021 <p>2021/04/19</p>	<p>66.67 / 100% 16% behind</p> <p>2 / 0 Ad(s) Created 2 Ad(s) Created ahead</p>
<p>(COM) Attend Joint Health & Safety Meetings: 12 Meeting(s)</p>	<p>NEW Evonne Zukiwski:</p> <p>Achievements:</p> <ul style="list-style-type: none"> Virtually attended Joint Health and Safety Committee meeting- April 15, 2021 <p>2021/04/19</p>	<p>17% 2 / 12 Meeting(s) 2 Meeting(s) ahead</p>

Schedule "A"

TRAINING EVENT



SMOKY LAKE COUNTY

DEPARTMENT: Legislative Services & Communications

REPORT

EVENT	NAME: Access to Information in Alberta Public Bodies DATE: March 2, 2021 ORGANIZATION: Cenera LOCATION: Virtual <input type="checkbox"/> Seminar <input type="checkbox"/> Convention/Symposium <input type="checkbox"/> Conference <input checked="" type="checkbox"/> Workshop	
SUMMARY	Contents: The full day workshop focused on the processes, problem-solving and decision-making involved in administering the public's right of access to information in our public body as a requirement under the Alberta Freedom of Information and Protection of Privacy Act (FOIP). The workshop built on the skills learnt through the FOIP in Real Time: Access and Privacy Training for Alberta Public Bodies course taken in December 2020. The goal was to equip participants with knowledge and strategies to implement FOIP in a way that: leads to the best outcome for all parties, takes less time and resources, and supports and builds trust between your organization and the community it serves.	
RESULTS	What I took away: Prior to the main training session, a prerequisite was to watch a prerecorded presentation and complete a basic understanding quiz on the procedure of accessing information. FOIP gives individuals a right of access to all public body information as the default access rule; and a public body can only withhold information relevant to an information request for reasons which align with one or more of the specific, exceptional conditions or circumstances listed in the Act. One of the most important exceptions to the right of access is the requirement to protect against "unreasonable invasion of personal privacy." Other things I have a better understanding of: - Once a formal FOIP request is received, the timelines that follow and must be adhered to. - When FOIP timelines can be extended. - When can (or should) fees be charged? And if so, how much? - If the records requested provides information about third parties, how do they need to be involved. - How thorough I need to be to find the records that the applicant is asking for and how to know I have all of them? - How do the severing rules for withholding information work on the ground? If unclear, how do weigh the balances? - How records can be property severed and how requested information should be presented.	
WHY DID YOU ATTEND	Benefits: Have gained a better understanding of the process and timelines that must be followed once a formal FOIP request is received. How to properly sever (redact) records that contain non-responsive information, and how to present requested records in an easy to understand and follow format.	
COSTS	Mileage: \$ _____ Meals: \$ _____ Other: \$ _____ Lodging: \$ _____ Registration: \$ <u>375.00 + GST</u> <p style="text-align: right;">TOTAL: \$ 375.00 +GST (each)</p>	
Prepared by: Evonne Zukiwski on behalf of: Evonne Zukiwski, Communications and Patti Priest, Legislative Services	DATE: March 2, 2021	COUNCIL MEETING DATE: March 25, 2021

Schedule "A"

TRAINING EVENT



SMOKY LAKE COUNTY DEPARTMENT: _____

REPORT

EVENT	NAME: <u>Trevor Tychkowsky</u> DATE: <u>Mar 2-4 2021</u>	
	ORGANIZATION: <u>CEPTED Avanced</u> LOCATION: <u>Virtual</u>	
	<input checked="" type="checkbox"/> Seminar <input type="checkbox"/> Convention/Symposium <input type="checkbox"/> Conference <input type="checkbox"/> Workshop	
SUMMARY	Contents: completed the advanced CPTED course this course take a larger look at what some issues might be for Crime that is happening in the area. This course took a larger approach. Example are looking at subdivisions.	
RESULTS	What I took away: this course went more into details for a larger approach as to what can be done to lower crime in the area. The basic level; was good to look at a small area and ideas to lower the crime.	
WHY DID YOU ATTEND	Benefits: this will help our community to keep it safe and will work with the planning dept for when setting up a plan and what can be done to lower the potential of crime	
COSTS	Mileage: \$ _____ Meals: \$ _____ Other: \$ _____ Lodging: \$ _____ Registration: <u>\$395.00</u> <div style="text-align: right; color: red; font-weight: bold;">TOTAL: \$ 395.00</div>	
Prepared by Employee Trevor Tychkowsky	DATE: March 15, 2021	COUNCIL MEETING DATE: March 22,2021

Schedule "A"

TRAINING EVENT



SMOKY LAKE COUNTY
DEPARTMENT: Disater Services

REPORT

EVENT	NAME: <u>Trevor Tychkowsky</u> DATE: <u>Mar 23 – 25, 2021</u>	
	ORGANIZATION: <u>AEMA Summit</u> LOCATION: <u>Virtual</u>	
	<input type="checkbox"/> Seminar <input type="checkbox"/> Convention/Symposium <input checked="" type="checkbox"/> Conference <input type="checkbox"/> Workshop	
SUMMARY	<p>Contents:</p> <ul style="list-style-type: none"> -Chris Clearfield (how to solve Impossible Problems) discussion on how people are at different stages and how to deal with it. Important to celebrate resistance - Josh Morin (Cultivating Professional culture) how the roles play in the Emergency management system, pandemic planning - Dr Jody Carrington (Burn out) how to deal with stress and identify it. Acknowledge PTSD - Susan Henery (CEMA city of Calgary) how they have been dealing with COVID and the importance of collaboration - ICS Debate 2 speakers benefits of using pure ICS vs high bread Kiristen Devzerman (Ensuring Psychological safety in the EOC) importance of having safety officer in the EOC Simon Wells Reestablishing the professionalism of EM in Canada 	
RESULTS	<p>What I took away:</p> <p>Great speaker on new ideas for the EOC and what is working and what could use work for emergency management</p> <p>Importance of dealing with stress and PTSD</p>	
WHY DID YOU ATTEND	Benefits: new Ideas for emgerncy management	
COSTS	<p>Mileage: \$ _____ Meals: \$ _____ Other: \$ _____</p> <p>Lodging: \$ _____ Registration: \$145.00 billed to ASIST team</p> <p style="text-align: right;">TOTAL: \$ 0</p>	
Prepared by Employee <i>Trevor Tychkowsky</i>	DATE: Apr 19, 2021	COUNCIL MEETING DATE: Apr 29, 2021

Schedule "A"

TRAINING EVENT



SMOKY LAKE COUNTY

DEPARTMENT: Environmental Operations**REPORT**

EVENT	NAME: <u>Dave Franchuk</u>	DATE: <u>March 15, 2021</u>
	ORGANIZATION: <u>AWWOA</u>	LOCATION: <u>Virtual</u>
	<input checked="" type="checkbox"/> Seminar <input type="checkbox"/> Convention/Symposium <input type="checkbox"/> Conference <input type="checkbox"/> Workshop	
SUMMARY	<p>Contents: Annual AWWOA Seminar Alberta Environment and Parks had went over the new requirements in order to maintain the AWWOA water/Wastewater operators certification. Basically we are only about 1/3 of the courses to be safely related and the rest must be water or wastewater system related. Also a renewal fee of \$130.00 will be activated in January Of 2022. We also had an update on the lead in Municipal water systems, which must be carried out this year.</p> <p>I attended a sessions on: Optimizing as a Key Component to Capital Planning, with Angelica Querring which was a case study of the Okotoks water treatment plant project.</p> <p>Better Algae control through the use of ionic cupric copper with Doug Riddel of Klear Water Equipment, which involved troubleshooting Coagulants and polymiers and speciality chemicals. They had used examples used on the Loon River First Nation study.</p> <p>Beyond Compliance Towards Operational Excellence, which was a panel discussion on use of cases with Jennifer Lypkey. Theys touched on main indicators of bacterial contamination and the current practices within the water sampling system. And ways to get the lab results a lot faster with updated instruments.</p> <p>Drinking Water and Waste Water Prosecutions with Craig Kallai. Advised us of not being honest with water results and practices, and to never cut corners and to always keep records of incidents related to water contamination. We had discussed enforcement examples of fines and probationary measures given and arrests made and how this could affect the municipality as well as the operator.</p> <p>Wood Buffalo in Recovery, Reflections on Community resilience with Dana Woodworth. The measures that had to be taken to recover from the fire in Fort Mc Murrey.</p>	
RESULTS	<p>What I took away: I took away ways of protecting the municipality and myself of problems that could occur within a water system. and of course 1.2 Continuing Education Units towards recertification.</p>	
WHY DID YOU ATTEND	<p>Benefits: I had received 1.2 Continuing Education Units towards my Waater and Wastewater Operators Certification.</p>	
COSTS	Mileage: \$ <u>0</u> Meals: \$ <u>0</u> Other: \$ <u>0</u> Lodging: \$ <u>0</u> Registration: \$ <u>262.50</u> <p style="text-align: right;">TOTAL: \$ <u>262.50</u></p>	
Prepared by Employee Dave Franchuk		DATE: March 15, 2021
COUNCIL MEETING DATE: March 25,2021		

SMOKY LAKE COUNTY



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

Purpose:	To establish a Parks and Recreation Work Plan for the Smoky Lake Recreational Program.
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Policy Statement and Guidelines:
<p>STATEMENT:</p> <p>The Parks and Recreation Work Plan, <i>Schedule "A"</i> outlines the Work Schedule of Projects and duties on a daily, weekly, monthly, periodic and seasonal time frame which provides detail work to be undertaken in the Recreational Program. Smoky Lake County Parks and Recreation Department: Personnel List, <i>Schedule "B"</i> outlines the department's personnel and job classifications.</p> <p>BENEFITS:</p> <p>The Work Plan of the Parks and Recreation department will provide the following benefits:</p> <ul style="list-style-type: none"> ▪ Broaden the portfolio of the Recreational Program ▪ Good understanding of the process of the Recreational Department. ▪ Increase efficiency and strengthen time frame of deadlines. ▪ Establishes accountability of the Program. ▪ Communication Tool. <p>REVIEW:</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	April 27, 2021		



SCHEDULE "A"

PARKS AND RECREATION WORK PLAN 2021

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
DAILY				
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 properly 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.
WEEKLY				
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
MONTHLY				
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.
PERIODIC				
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: 20	Exhibits respect.
On-going	Rural addresses	Determine document and order in fall.	Do one calls install address signs.	Provides safety and convenience for ratepayers.
	GIS	To provide spatial data to GIS.	Submit upon a new element created.	Monitor facility assets.
	Budget Meeting	Review budget.	Review ledger; make sure all purchases are properly coded and all purchases are complete.	Communicate with Finance Department.
	Minor building/furniture maintenance	Maintenance in office, shop or yards.	As required.	Ensure facility interior and exterior condition is maintained.

PARKS AND RECREATION: WORK PLAN 2021 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC-Continued				
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.
SEASONAL				
April to November	Inspect trail system	Visual inspection of the Iron Horse Trail as per Policy #07-01-01: Designated Recreational Trails.	Correct deficiencies.	Safety for trail users.
April to October	Inspect playground equipment	Visual inspection of all playgrounds as per Policy #07-02-01: Playgrounds.	Correct deficiencies 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:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
SEASONAL- Continued				
	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 th .	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.
2021 PROJECTS				
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					
NOTE:					

FULL TIME

SEASONAL