

## SMOKY LAKE COUNTY

**A G E N D A: County Council Meeting**  
**for the purpose of Departmental Operations** to be held on  
Tuesday, **January 25, 2022** at 9:00 o'clock A.M.  
Virtual through Zoom Platform

Meeting ID: 815 4035 2236 Passcode: 988216

<https://us02web.zoom.us/j/81540352236?pwd=aGJkeHpMVkI3bDJnbjQvOGhmNXhOUT09>

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

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**1. Meeting:**

Call to Order

**2. Agenda:**

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

**3. Minutes:**

No minutes.

**4. Request for Decision:**

No Request for Decision.

**5. Issues for Information:**

1. [Manager Reports](#)

**Public Works:**

- a. Public Works Manager. ©
  - i. Council Requests Summary: As of January 18, 2022. ©
  - ii. Road Projects.
- b. Public Works Road Foreman. *To be handed out at meeting.*
- c. Public Works Shop Foreman. ©

**Protective Services:**

- d. Peace Officer. *Vacant*
- e. Fire Chief. ©
- f. Safety Officer. ©

**Planning and Development:**

- g. Planning and Development Manager. ©

**Natural Gas:**

- h. Natural Gas Manager. ©

**Environmental Operations/Parks and Recreation:**

- i. Environmental Operations/Parks and Recreation Manager. ©

**Agricultural Service Board:**

- j. Agricultural Service Board. ©

**Administration:**

- k. GIS Technician. ©
- l. Communications Technician. ©

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

2. Training Reports

3. Manager Work Plans

No Work Plans.

**6. Correspondence(s):**

**7. Delegation(s):**

**8. Executive Session:**

**Adjournment**



10  
GOALS

6%  
GOAL COMPLETION

DOUG PONICH

Goal	Progress Update	Current Completion
<b>Public Works Manager Work Plan</b> <ul style="list-style-type: none"> <li>→ Public Works Department Daily/Weekly/Monthly Plan: 100%</li> <li>→ Maintenance (PW Manager): 100%</li> </ul>	<p><b>Doug Ponich:</b>  <b>Achievements:</b> Brushing and tree removal:            - RR 182, north of TWP 600. Dec.1 Div. 5            - TWP 590A, east of RR 141. Dec. 2 Div. 2            - RR 131, TWP 584 - 590. Dec. 8 Div. 2            - RR 132, TWP 590 - HWY 652. Dec. 8 Div. 2            - RR 133, TWP 590 - HWY 652. Dec. 8 Div. 2            - RR 175, south of TWP 604. Dec. 8 Div. 5            - RR 175, north of TWP 600. Dec. 9 Div. 5            - RR 141, south of TWP 571. Dec. 10 Div. 2            - TWP 572A, east of RR 134. Dec. 10 Div. 2            - RR 132, south of TWP 590. Dec. 10 Div. 2            - RR 132, north of HWY 28. Dec. 10 Div. 1            - RR 133, north of TWP 582. Dec. 13 Div. 2            - RR 132, north of TWP 582. Dec. 13 Div. 2            - RR 133, north of TWP 584. Dec. 13 Div. 2</p>	<p>4% 3.65 / 96% behind</p> <p>8% 8.33 / 100% 92% behind</p> <p>50% 50 / 100% 50% behind</p>

- TWP 571A, west of RR 141. Dec. 13 Div. 2
- RR 182, TWP 600 - 602. Dec. 13 Div. 5
- RR 180, north of TWP 620. Dec. 13 Div. 5
- TWP 602A, RR 152 - 153. Dec. 14 Div. 4
- RR 152, north of TWP 600. Dec. 14 Div. 4
- TWP 602, west of RR 151. Dec. 14 Div. 4
- RR 150A, south of TWP 590. Dec. 14 Div. 4
- RR 184, north of TWP 610. Dec. 15 Div. 5
- TWP 610, RR 184 - 183. Dec. 15 Div. 5
- RR 170, south of TWP 590. Dec. 15 Div. 3
- TWP 592A, east of RR 155. Dec. 20 Div. 3
- RR 150, south of HWY 28. Dec. 20 Div. 2
- West entrance to Island Lake. Dec. 21 Div. 4
- RR 165, south of TWP 615A. Dec. 21 Div. 4
- TWP 615A, west of RR 165. Dec. 21 Div. 4
- RR 171, north of TWP 590. Dec. 21 Div. 3
- TWP 590, east of RR 155. Dec. 21 Div. 3
- RR 174, north of TWP 600. Dec. 21 Div. 4
- RR 175, north of TWP 612. Dec. 21 Div. 5
- TWP 612, east of RR 180. Dec. 21 Div. 5
- RR 183, north of TWP 604. Dec. 21 Div. 5
- RR 175, north of HWY 28. Dec. 22 Div. 5
- Victoria Trail, west of RR 192. Dec. 22 Div. 5
- RR 182, north of TWP 584. Dec. 22 Div. 3
- RR 183, north of TWP 604. Dec. 22 Div. 5
- TWP 610, RR 183- 184. Dec. 22 Div. 5
- TWP 610, east of RR 192. Jan. 4 Div. 5
- RR 180, north of TWP 620. Jan. 4, 12, 132 Div. 5
- RR 180A, north of TWP 614. Jan. 11 Div. 5

## Sign repair and installation:

- Straighten Stop Ahead at RR 170, north of HWY 28. Dec. 1 Div. 4
- Straighten road address sign at TWP 594, west of RR 174. Dec. 1 Div. 4

## Hydro-axing:

- TWP 592, west of RR 174. Dec. 1, 2, 13 Div. 4
- TWP 602, west of RR 170. Dec. 7 Div. 4

## Skidsteer with brushing head:

- Victoria Trail; HWY 831 – RR 191. Dec. 8 Div. 5

Plow truck snow removal and sanding on oil base and asphalt roads. Dec. 3, 9, 10, 13, 14, 15, 16, 23, 24, Jan. 4, 5, 6, 10, 11, 12, 13, 14

Small plow truck snow removal and sanding at villages and resorts. Dec. 3, 9, 10, 13, 14, 15, 23, 24, Jan. 4, 5, 10, 11, 12, 14

Sand H.A.K. and Vilna School parking lots. Dec. 3

## Skidsteer snow removal:

- Main office Dec. 9, 14, 22, Jan. 4, 10
- Shop yard Dec. 9, 10, 14, 15, 22, 23, Jan. 5, 6, 11, 12
- Gas Taps. Dec. 20, 21, Jan. 12

## Tractor snow removal:

- Villages; Spedden, Edward, Bellis, Warspite. Dec. 9, 14, 15, 23, 24, Jan. 4
- "Flag" Driveways Dec. 15, 16, 17, Jan. 1, 2, 3, 4, 8, 9, 10, 11
- Stry Catholic Church Dec. 15, 24 Div. 2
- Smoky Lake Golf Course Entrance. Dec. 16, Jan 10 Div. 4
- Pakan Church. Dec. 17 Div. 3

- Smoky Lake Waterfill. Dec. 17 , Jan. 10
- HWY 855 Camp Kitchen Site. Dec. 17 Div. 3
- Hanmore Lake East parking lot. Dec. 21, Jan. 13 Div. 4
- Edward Church. Dec. 23 Div. 4
- Ukrainian Orthodox. TWP 594, west of HWY 855. Dec. 23 Div. 4
- Dickie Bush Church. Dec. 24, Jan. 17 Div. 2
- Spedden Church. Dec. 24 Div. 1
- Spedden waterfill. Jan. 4 Div. 1
- Bellis Curling Rink. Jan. 10 Div. 4
- Ukrainian Catholic Cemetery; East of HWY 855, TWP 594 intersection. Jan. 13 Div. 4
- Bogdan Pit yard. Jan. 13 Div. 3
- 

Grader snow removal. Dec. 10, 11, 12, 13, 14, 15, 16, 17, 18, 23, 24, Jan. 2, 3, 4, 8, 9, 10, 11, 12, 13, 14

Graders are out ( Jan. 18 ) pushing back drifted areas throughout the county. Where there is little or no snow,

graders are high blading past looking for areas in need of attention. Clean up will take place after drifted roads are opened up.

Graders benching and clearing full ditches. Jan. 14, 17

Haul snow from County Shop Yard to Smoky Lake Rodeo Grounds. Dec. 16, 17, 20, Jan. 10, 17

Inspect natural spring areas; remove ice where necessary. Dec. 20, 21, Jan. 17

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

Counting inventory at Country Shop. Dec. 22, 23, Jan. 4 -7, 10 -14, 17

Move snow piles accumulated from street clearing at Warspite. Jan. 11 Div. 3

Move snow piles accumulated from street clearing at Bellis. Jan.12 Div. 4

Throughout the Christmas break we were faced with extremely cold temperatures and together with fuel jelling , breakdowns and following the cold weather policy, roads were not cleared until temperatures improved.

Mark has addressed the fuel issue with U.F.A. and conditioner will be added to all fuel as of mid November ( as opposed to December ) to the middle of March.

Next month:

Continue snow removal and sanding as required.

Continue brushing and tree removal.

Hydro-axing is shut down due to snow amount along ditches.

Continue monitoring natural spring areas for ice removal.

**Challenges:** *No value*

**Next Steps:** *NC value*  
2021/12/20

→ Gravel (PW Manager): 100%

**Doug Ponich:**

**Achievements:** Rock excavation and stock piling at White Earth Pit. Dec. 1, 2, 3  
Rock excavation is shut down for the season due to frost and snow. Dec. 5

**Challenges:** *No value*

**Next Steps:** *NC value*  
2021/12/20

0%  
0 / 100%  
100% behind

Goal

→ Dust Control (PW Manager): 100%

**Doug Ponich:**

**Achievements:** No update.

**Challenges:** *No value*

**Next Steps:** *No value*  
2021/11/18

→ Administrative (PW Manager): 100%

**Doug Ponich:**

**Achievements:** Joint Health and Safety Meeting. Dec. 15

Grader Operator Meeting. Dec. 20

Under Human Resources due to recent developments Public Works has initiated the following:

Advertising has begun for a Full Time Heavy duty Mechanic as Eddy Pirzek has resigned and moved on.

Qualified candidates are encouraged to submit resumes by February 1, 2022.

In the interim Public Works has hired a casual mechanic to assist with duties until this position is filled.

Advertising will begin for the budgeted position of Permanent Part Time Heavy Duty Mechanic. The closing date for this position

will be February 8, 2022.

The shop clerk ( Darline Zdebiak ) will be retiring in May therefore preparation has begun for advertising for a Clerk 1 position to assist with the transition and replacement.

**Challenges:** *No value*

**Next Steps:** *No value*  
2021/12/22

Progress Update


Current Completion

0%  
0 / 100%  
100% behind

0%  
0 / 100%  
100% behind



Goal	Progress Update	Current Completion
→ Roads (PW Manager): 100%  → Council Member Inquiry (PW Manager): 100%  → Training (PW Manager): 100%	<b>Doug Ponich:</b> Achievements: Complete 5 Year Road Plan. Dec. 11 Challenges: <i>No value</i> Next Steps: <i>No value</i> 2022/01/17	0% 0 / 100% 100% behind
<b>Expand Public Works Yard as part of the 2018-2020 Strategic Priorities: 100%</b>	<b>Doug Ponich:</b> Achievements: No update. Challenges: <i>No value</i> Next Steps: <i>No value</i> 2022/01/18	0% 0 / 100% 100% behind

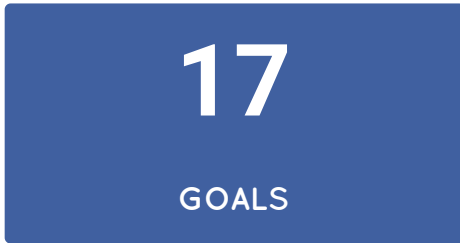
COUNCIL REQUESTS FOR INFORMATION							
YEAR 2022							
#	Date	Division	Department	Request	Location/Area	Action Taken	Date Completed
1	January 9 <sup>th</sup>	5	Public Works	Clear roads	<ul style="list-style-type: none"> <li>• TWP 592 to TWP 590 RR 191 (Matt and Kayla Cook) School bus route</li> <li>• TWP 592 to TWP 590 RR 192 (Kasey and Arlanna Philips)</li> </ul>	<p>None of these roads were missed. They were all done just before we broke for Christmas and due to the cold snap which lasted up until we got started this past week, these roads are in need of maintenance.</p> <p>Also during this past week, once again due to cold temperatures, we had late starts and break downs which hindered progress.</p> <p>Having said that, these areas are being bladed this afternoon and evening so traffic should have no issues tomorrow morning.</p>	January 9 <sup>th</sup>
2	January 9 <sup>th</sup>	5	Public Works	When the last time a grader was down a road.	RR 191 and RR192.	I will get this data first thing tomorrow morning.	January 9 <sup>th</sup>
3	January 10 <sup>th</sup>	4	Public Works	Snow bank was left around the Bellis Curling Rink, a huge pile of snow on top of the septic tank and snow ridges left in the parking area - rectify	Bellis Curling Rink	<p>I spoke to the operators that clear snow in Bellis and at no time did they pile snow over the septic tank area or push snow into the parking area.</p> <p>I had a crew hand locate the covered septic tank enclosure and a tractor moved the snow away. At the same time the parking lot was cleared and snow removed up to the front of the rink.</p> <p>A neighbour came by and directed me to the person who was piling snow with a skidsteer.</p> <p>We will speak to this individual and kindly ask that he refrains from doing snow removal around the rink or any other public areas in Bellis. Pictures to follow.</p>	January 11 <sup>th</sup>

## COUNCIL REQUESTS FOR INFORMATION

YEAR 2022



#	Date	Division	Department	Request	Location/Area	Action Taken	Date Completed
4	January 10 <sup>th</sup>	4	Fire Services	Bring forward Fire Chief Conference 2022 to next Fire Protective meeting	N/A	This will be brought forward to the February Fire Protective Services Meeting.	January 18 <sup>th</sup>
5	January 10 <sup>th</sup>	4	Fire Services	Respond to email regarding fire departments and medical calls-survey.	N/A	Survey will be done within the next week.	January 18 <sup>th</sup>
6	January 11 <sup>th</sup>	4	Finance	Complete this RMA unpaid tax survey on behalf of our County	N/A	Numbers were already being compiled.	January 11 <sup>th</sup>
7	January 11 <sup>th</sup>	1	Public Works	Look into icy roads.	RR 130 is icy by the little church and by the bridge also those hills north of Twp road 604 are slick	These roads were all sanded earlier today. They will once again be sanded tomorrow as there has been rain showers this evening. Many roads to cover but will be done once again.	January 11 <sup>th</sup>
8	January 18 <sup>th</sup>	4	Administration/ Communication	Forward email regarding Prime Minister's Awards 2022 to Aspen View and Catholic School Board. Communications to post on social media.,	N/A	Email sent to Schools and posted to the County facebook page.	January 18 <sup>th</sup>



## PUBLIC WORKS SHOP FOREMAN PLAN

### (SHOP) GOVERNANCE

Goal	Progress Update	Tasks	Current Completion
<b>Equipment (PW Shop Foreman): 100%</b>	<b>Mark Fedoretz:</b>		Complete
	Achievements:		100%
	1. 505 Fill tire with air and change ether canister December 7 2022		100 / 100%
	2. 615 Diagnose and repair reverse issue December 9 2021		
	3. 511A Change batteries and pump up tires December 10 2021		
	4. 509 Change hydraulic hose December 13 2021		
	5. 507 Put engine back together and put hood back on December 8 to December 15 2021		
	6. 604G Repair light December 15 2021		
	7. 505 Fix tire and repair light December 17 2021		
	8. 240 Fix wiring to bucket December 21 2022		
	9. 508A Change blades December 24 2021		
	10. 502 Tighten toe bolt on wing December 24 2021		
	11. 508A Get grader running, bring into shop and change tire January 1 2022		
	12. 508 Replace pin in wing January 3 2022		
	13. 644 Replace hose for blade lift January 3 2022		

14. 525 Fuel was gelled and grader would only run 1000rpm and Def was all froze up. January 6 2022
15. 509 Fuel was gelled Filled with melt Down and had changed out hose for mow board tilt. January 6 2022
16. 507A Fuel was gelled Filled filters with melt down and got grader running January 8 2022
17. 455A Fuel was gelled Filled filters with melt down and got running January 8 2022
18. 525 Changed out Fuel filters and filled with melt down. Thawed out Def Tank to get DEF into tank. Brought to shop. January 9 2022
19. 525 Fixed DEF Issues and replace burnt head Light January 10 2022
20. 240 Service January 11 2022
21. 509 check out hydraulic oil leak on grader January 11 2022
22. 505 Replace speed sensors in transmission January 11 2022
23. 507A Install Dozer January 11 2022
24. 455A Installed battery maintainer January 13 2022
25. 511 Tighten up heal nut on wing January 17 2022
26. 502 Fix hydraulic oil leak January 17 2022

**Challenges:** *No value*

**Next Steps:** *No value*

*2022/01/18*

Goal	Progress Update	Tasks	Current Completion
<b>Vehicle (PW Shop Foreman): 100%</b>	<p><b>Mark Fedoretz:</b></p> <p><b>Achievements:</b></p> <ol style="list-style-type: none"> <li>1. 101A Service December 6 2021</li> <li>2. 140 Fix electrical issues December 6 2021</li> <li>3. 140A Drill and tap in grease nipples and fix electrical issues December 7 2021</li> <li>4. 180 Turn fuel tanks December 8 2021</li> <li>5. 104 Change battery December 8 2021</li> <li>6. 476 Diagnose electrical issue December 8 2021</li> <li>7. 108 Fix Beacons December 9 2021</li> <li>8. 110 Clean truck and check over December 10 2021</li> <li>9. 137 Replace leaf springs and brackets and fix lights December 9 to December 11 2021</li> <li>10. 180 Replace block heater December 10 2021</li> <li>11. 116 Diagnose electrical issues December 14 2021</li> <li>12. 195 Add Hydraulic oil December 15 2021</li> <li>13. 102 Change back brake line and bleed brakes December 21 2021</li> <li>14. 180 Replace fuel line December 21 2021</li> <li>15. 108 Remove and install turbo December 23 2021</li> <li>16. 105 Boost truck December 31 2021</li> <li>17. 226 Retorque tires January 11 2022</li> <li>18. 108 Fix antifreeze leak January 12 2022</li> <li>19. 181 CVIP January 13 2022 to January 18 2022</li> <li>20. 195 replace hydraulic hose on wing January 17 2021</li> </ol> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p> <p>2022/01/18</p>		<p style="text-align: right;"> <b>Complete</b>  <b>100%</b>  <b>100 / 100%</b> </p>

Goal	Progress Update	Tasks	Current Completion
→ Sand trucks ready for Winter		<p><b>Sand truck 3</b>      Month <input type="checkbox"/> to be comple te by: Octob er</p> <p><b>Sand truck 2</b>      Month <input type="checkbox"/> to be comple te by: Octob er</p> <p><b>Sand truck 1</b>      Month <input type="checkbox"/> to be comple te by: Octob er</p>	<p>Complete <b>100%</b> <b>100 /</b></p>
→ Tandem Trucks ready for summer		<p><b>Sand truck 3</b>      Month <input type="checkbox"/> to be comple te by: April</p> <p><b>Sand truck 2</b>      Month <input type="checkbox"/> to be comple te by: April</p> <p><b>Sand truck 1</b>      Month <input type="checkbox"/> to be comple te by: April</p>	<p>Overdue <b>0%</b> <b>0 /</b></p>
→ 31- Annual 3-Semi-Annually x 2 CVIP's on trucks, trailers, vans and buses. Trailers are done from December to February. Trucks are done from March to April.			<p>Overdue <b>0%</b> <b>0 /</b></p>
→ 150 Services to vehicles and equipment: 150 Service(s)			<p>Overdue <b>0%</b> <b>0 / 150 Service(s)</b></p>

Goal	Progress Update	Tasks	Current Completion
<b>Protective Services Maintenance/Repair (PW Shop Foreman): 100%</b>	<b>Mark Fedoretz:</b> Achievements: 1. No repairs to any units during this reporting period.  Challenges: <i>No value</i>  Next Steps: <i>No value</i> 2022/01/18		Complete <b>100%</b> <b>100 / 100%</b>
<b>Contract Work (PW Shop Foreman): 100%</b>	<b>Mark Fedoretz:</b> Achievements: None to report this period  Challenges: <i>No value</i>  Next Steps: <i>No value</i> 2022/01/18		Complete <b>100%</b> <b>100 / 100%</b>
→ <b>Contract CVIPs</b>			Overdue <b>0%</b> <b>0 /</b>



Goal	Progress Update	Tasks	Current Completion
<b>Administrative (PW Shop Foreman): 100%</b>	<p><b>Mark Fedoretz:</b>  <b>Achievements:</b></p> <ol style="list-style-type: none"> <li>1. Attend managers meetings.</li> <li>2. Attend safety meetings</li> <li>3. Ordering parts, source parts, picking up parts</li> <li>4. Helping complete shop projects</li> <li>5. Vehicle check lists.</li> <li>6. Attend budget meeting</li> <li>7. Signing time sheets / Signing bills</li> <li>8. Complete inventory</li> </ol> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i>  2022/01/18</p>	<p><b>Warranty repairs</b>      Month <input type="checkbox"/>  to be comple  te by:  <i>No value</i></p> <p><b>Spec out vehicles and equipment to be purchased for all departments</b>      Month <input type="checkbox"/>  to be comple  te by:  <i>No value</i></p> <p><b>Annual Inventory Count</b>      Month <input type="checkbox"/>  to be comple  te by:  December</p> <p><b>Annual Employee Evaluations</b>      Month <input type="checkbox"/>  to be comple  te by:  December</p>	<p><b>Complete  100%  100 / 100%</b></p>
<b>Council Member Inquiry (PW Shop Foreman): 100%</b>	<p><b>Mark Fedoretz:</b>  <b>Achievements:</b> no council member inquires during this reporting period.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i>  2022/01/18</p>		<p><b>Complete  100%  100 / 100%</b></p>
<b>Training (PW Shop Foreman): 100%</b>	<p><b>Mark Fedoretz:</b>  <b>Achievements:</b> Completed online portion of First aid December 7 2021</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i>  2022/01/18</p>		<p><b>Overdue  0%  0 / 100%</b></p>

(SHOP) MANAGER'S PLAN

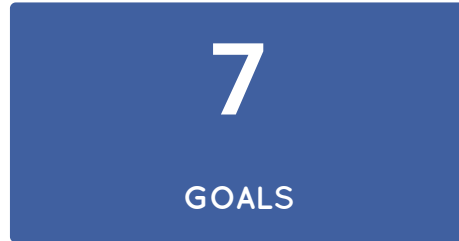
Goal	Progress Update	Tasks	Current Completion
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(SHOP) Training Event Form 2021

Overdue  
0%  
0 /

## (SHOP) COUNCIL COMMITTEE MOTIONS/INQUIRIES

Goal	Progress Update	Tasks	Current Completion
<b>Capital Purchase – Unit 196 Year-2021 Decap Belly Dump Trailer</b>	<b>Mark Fedoretz:</b> Achievements: its on order and should be arriving in march 2022  Challenges: <i>No value</i>  Next Steps: <i>No value</i> 2021/10/05		On Track 55% 55 /
<b>Enterprise Fleet Management Canada Inc. Leases – Fleet Colours</b>	<b>Mark Fedoretz:</b> Achievements: Trucks should be ready for pick up in February  Challenges: <i>No value</i>  Next Steps: <i>No value</i> 2022/01/18		On Track 52% 52 /
<b>Golden View Fabricating Ltd. One-pass Pull Type Grader System</b>	<b>Patti Priest:</b> Achievements: A letter to Bruce & Patti Chern was prepared by Legislative Services to notify them of the Council Motion. The Reeve signed the letter on April 12, 2021, which scanned and emailed to Bruce the same day.  Municipal File: 3-116  Challenges: <i>No value</i>  Next Steps: <i>No value</i> 2021/04/12		Overdue 55% 55 /
<b>County Surplus Equipment – Unit 455</b>	<b>Patti Priest:</b> Achievements: Unit 455 retained for possible future sale.  Challenges: <i>No value</i>  Next Steps: <i>No value</i> 2021/08/19		Overdue 0% 0 /



## FIRE SERVICES PLAN

### (FIRE) COMMUNITY SERVICES

Goal	Progress Update
<b>Administrative Activity (FIRE): 100%</b>	<p><b>NEW</b> <b>Scott Franchuk:</b></p> <p>Achievements:</p> <ul style="list-style-type: none"><li>• Completed 6 agenda packages for the Fire Protective Services Committee Meetings</li><li>• Completed 5 agenda packages for the Smoky Lake Region Fire and Rescue Committee Meetings</li><li>• Completed 2 agenda package for the Joint Town and County Committee Meeting</li><li>• Attended 6 budget meetings and 1 orientation meeting</li><li>• Attended 7 Departmental Meetings</li><li>• Attended 9 Joint Health and Safety Meetings</li><li>• Attended 2 Zone 3 Fire Chiefs Meetings</li><li>• Attended the Virtual Fire Chiefs Conference</li><li>• Completed 42 Alberta Transportation Invoices</li><li>• Resolved 4 Alberta Transportation invoices and 17 outstanding invoices</li><li>• Assisted the fire investigators with 4 structure fires</li><li>• Met with Province and completed 17 fire inspections and 11 load occupancies</li></ul> <p><b>Transitional Solutions Regional Fire Department Study</b></p> <ul style="list-style-type: none"><li>• Completed interviews</li></ul>

- Provided on all policies and bylaws
- Completed fire hall inspections
- Completed 5 years for member response stats
- Completed 40 firefighter profiles
- Completed 5 years for response profiles
- Completed 5 years for response times
- Entered in all fire department information into the GIS
- Attended project update meetings
- Reviewed all draft reports

**Challenges:** *No value*

**Next Steps:** *No value*

2022/01/18

**Fire Protective Services: 100%**

**NEW** Scott Franchuk:

**Achievements:**

- 278 Fire permits were issued
- 231 Fire permits were inspected
- 13 Fireworks permits issued

**Challenges:** *No value*

**Next Steps:** *No value*

2022/01/18

Waskatenau Fire Department: 100%

**NEW** Scott Franchuk:

Achievements:

- Waskatenau Fire Department responded to 12 collisions, 7 fires and 3 medical for a total of 22 calls in 2021
- the department hosted 4 training night
- 7 members completed there CPR and AED training
- 1 member attended the virtual Fire Chiefs Conference
- New lighting was installed at the fire hall
- The addition to the fire hall was completed
- The anti-theft system was installed on the fire hall man door
- Engine 403 road and pump test was completed and passed, CVIP and direct fill valve replaced
- Rapid Attack 419 siren box fixed and emergency lights were repaired

Challenges: *No value*

Next Steps: *No value*

2022/01/18

Smoky Lake Fire Department: 100%

**NEW** Scott Franchuk:

**Achievements:**

- Smoky Lake Fire Department responded to 41 collisions, 31 fires, 13 medicals, 14 fire alarms 3 carbon monoxide, 4 danergous goods and 1 search and rescue for a total of 107 calls for 2021
- The Department host 16 training nights
- 14 members completed there Transportation of Dangerous Goods Course
- 11 members completed there flagging training
- 18 members completed there CPR, AED and first aid training
- 2 members attended the virtual Fire Chiefs Conference
- 2 Members attended the 2 Zone 3 Fire Chiefs Meetings
- Engine 459 road and pump were completed and passed, CVIP and one valve was repaired
- Engine 405 pump was serviced, hard suction holder and emergency lights were repaired
- SCBA compressor was serviced and air samples passed
- The new storage building construction started in October and was completed in early 2022

**Challenges:** *No value*

**Next Steps:** *No value*

2022/01/18

**Vilna Fire Department: 100%****NEW** Scott Franchuk:**Achievements:**

- Vilna Fire Department responded to 35 collisions, 31 fires, 15 medicals, 6 fire alarms, 3 carbon monoxide and 3 dangerous goods for a total of 93 calls in 2021
- The Department hosted 18 training nights
- 14 Members completed the CPR, AED and first aid training
- 3 Members completed the flagging course
- Engine 401 road and pump test was completed and passed, CVIP and batteries replaced.
- Engine 451 pump was serviced and some engine work was completed
- Rapid attack 419 pump motor was replace
- Rapid attack 485 6x6 gator and trailer was purchased and put into service
- SCBA Compressor was serviced and air samples passed

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

2022/01/18

**Training Activity (FIRE): 100%****NEW** Scott Franchuk:**Achievements:**

- First Aid, CPR adn AED training on January 19-20

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

2022/01/18

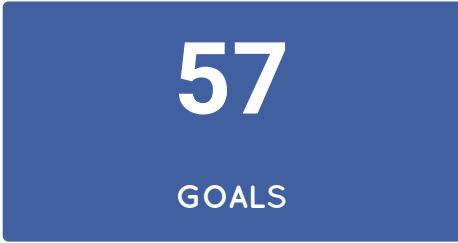
**Council Member Inquiry (FIRE): 100%****NEW** Scott Franchuk:**Achievements:**

- No Council inquiries

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

2022/01/18





PUBLIC WORKS SAFETY PLAN

(SAFE) GOVERNANCE

Goal	Progress Update	Tasks	Current Completion	Training Event Form
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Goal	Progress Update	Tasks	Current Completion	Training Event Form
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**Safety (Safety Officer): 100%**

**Trevor Tychkowsky:**

**Achievements:** Dec 17 went to city to pick up parts for PW and also phone supplies  
 Dec 17 filled out RCMP report for stolen trailer

Jan 4- Jan 18 working on year end

Jan 6 worked on codes for employee that left

Jan 10 brought back 2 cameras that are not being used put back up in spring

Jan 11 picked up camera from water station not needed anymore

Jan 11 looked over emergency plans for Ag dept explosives

Jan 17 added codes for new employee

**Challenges:** *No value*

**Next Steps:** *No value*

2022/01/18

Overdue  
 8%  
 8.33 / 100%

Goal	Progress Update	Tasks	Current Completion	Training Event Form
<p>→ Check over JSA forms from site inspections 0 Inspection(s)</p>	<p><b>Trevor Tychkowsky:</b>  <b>Achievements:</b> Dec 7 reviewed 5 JSA no issues found  Dec 8 site inspections for report of unit not having a spotter. inspection showed a spotter was being used    Dec 13 reviewed 8 JSA's    Jan 14 site inspection for taxpayer property tight area to clean    Jan 14 reviewed 21 JSA's    <b>Challenges:</b> <i>No value</i>    <b>Next Steps:</b> <i>No value</i>  2022/01/18</p>		<p>Complete  <b>100%</b>  <b>0 / 0 Inspection(s)</b></p>	
<p>→ Transport worker to OIS clinic Edmonton</p>			<p>Overdue  <b>0%</b>  <b>0 /</b></p>	
<p>→ Assist all other departments</p>	<p><b>Trevor Tychkowsky:</b>  <b>Achievements:</b> Dec 7 contacted electrician for issues with county office lighting.  Dec 7 changed batteries from camera at WE pit    Dec 8 working on lights with electrician at Office    Jan 13 contacted contractor for quote for wheelchair access      <b>Challenges:</b> <i>No value</i>    <b>Next Steps:</b> <i>No value</i>  2022/01/18</p>		<p>Overdue  <b>0%</b>  <b>0 /</b></p>	

Goal	Progress Update	Tasks	Current Completion	Training Event Form
→ Annual Safety Audit	<b>Trevor Tychkowsky:</b> Achievements: Dec 14- Jan Jan 18 worked on action plan Jan 13 meeting with Gene and Lydia on Action plan  Challenges: <i>No value</i>  Next Steps: <i>No value</i> 2022/01/18		Overdue 0% 0 /	
→ Fill out WCB reports Risk Management	<b>Trevor Tychkowsky:</b> Achievements: no action required  Challenges: <i>No value</i>  Next Steps: <i>No value</i> 2022/01/18		Overdue 0% 0 /	
→ Hazard Identification	<b>Trevor Tychkowsky:</b> Achievements: no action  Challenges: <i>No value</i>  Next Steps: <i>No value</i> 2022/01/18		Overdue 0% 0 /	
→ Incident investigation from public			Overdue 0% 0 /	

Goal	Progress Update	Tasks	Current Completion	Training Event Form
<p>→ Incident investigation from staff</p>	<p><b>Trevor Tychkowsky:</b></p> <p><b>Achievements:</b> Dec 8 went to Bogdan's pit to look at B&amp;E Dec 17 worker slips when stepping off truck falling to ground no injury</p> <p>Dec 17 truck fueling up truck when nozzle didn't cut out will replace if happens again</p> <p>Dec 20 near miss in hwy when fire dept was responding to incident vehicle cut in front of unit no collision happened.</p> <p>Dec 28 worker traveling on icy road when went to stop road was icy and ended up in the ditch. was pulled out and small damage to the front plastic</p> <p>Jan 4 plow truck cleaning intersection when slid in to the ditch hen pulled out small damage to unit</p> <p>Jan 11 fire fighter responded to incident when slipped on ice. no injury and extremely icy conditions</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i> 2022/01/18</p>		<p>Overdue 0% 0 /</p>	
<p>→ informal inspections</p>	<p><b>Trevor Tychkowsky:</b></p> <p><b>Achievements:</b> no action</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i> 2022/01/18</p>		<p>Overdue 0% 0 /</p>	
<p>→ Review safety manual</p>			<p>Overdue 0% 0 /</p>	

Goal	Progress Update	Tasks	Current Completion	Training Event Form
→ Tool box meetings			Overdue 0% 0 /	
→ Vice president RUSA	<b>Trevor Tychkowsky:</b> Achievements: no action  Challenges: <i>No value</i>  Next Steps: <i>No value</i> 2022/01/18		Overdue 0% 0 /	
<b>Disaster Services (Safety Officer):</b> <b>100%</b>	<b>Trevor Tychkowsky:</b> Achievements: Dec 8 Provincial COVID update Dec 15 Provincial COVID update  Dec 22 Provincial COVID update Jan 4 Provincial COVID update Jan 12 Provincial COVID update  Challenges: <i>No value</i>  Next Steps: <i>No value</i> 2022/01/18		Overdue 0% 0 / 100%	
→ Apply for grants when needed			Overdue 0% 0 /	
→ ASIST Training	<b>Trevor Tychkowsky:</b> Achievements: no action  Challenges: <i>No value</i>  Next Steps: <i>No value</i> 2022/01/18		Overdue 0% 0 /	
→ Attend Disaster summit			Overdue 0% 0 /	
→ Attend yearly AEMA Summit			Overdue 0% 0 /	

Goal	Progress Update	Tasks	Current Completion	Training Event Form
→ Attend yearly Disaster forum	<b>Trevor Tychkowsky:</b> Achievements: Dec 7 - Jan 18 dealt with 6 calls for call center  Challenges: <i>No value</i>  Next Steps: <i>No value</i> 2022/01/18		Overdue 0% 0 /	
→ Chair Organized regional team (ASIST)			Overdue 0% 0 /	
→ Do yearly training for EOC team	<b>Trevor Tychkowsky:</b> Achievements: Dec 15 booked EMO course for council Jan 11, 2022  Challenges: <i>No value</i>  Next Steps: <i>No value</i> 2022/01/18		Overdue 0% 0 /	
→ Hold regular meeting			Overdue 0% 0 /	
→ Hold regular meeting (Regional Councils)			Overdue 0% 0 /	
→ Hold table top training for EOC team			Overdue 0% 0 /	
→ Update CEMP manual			Overdue 0% 0 /	
<b>Risk Pro (Safety Officer): 100%</b>			Overdue 40% 40 / 100%	
→ Jubilee insurance inspections 0 Inspection(s)			Complete 100% 0 / 0 Inspection(s)	

Goal	Progress Update	Tasks	Current Completion	Training Event Form
<p>→ Jubilee insurance investigations 0 Investigation(s)</p>	<p><b>Trevor Tychkowsky:</b>            Achievements: Dec 7 contacted RMA of a VFIS claim for fire fighter death at home            Dec 16 contacted RMA trailer stolen from Bogdan's pit</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i>            2022/01/18</p>		<p>Complete            100%            0 / 0 Investigation(s)</p>	
<p>→ Attend strat plan meetings</p>			<p>Overdue            0%            0 /</p>	
<p>→ RMA Risk pro meeting and requirements</p>	<p><b>Trevor Tychkowsky:</b>            Achievements: Jan 12 contacted RMA insurance for risk pro requirements virtual meeting Jan 19th</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i>            2022/01/18</p>		<p>Overdue            0%            0 /</p>	
<p>→ Service Generators: 12 Service(s)</p>			<p>Overdue            0%            0 / 12 Service(s)</p>	



Goal	Progress Update	Tasks	Current Completion	Training Event Form
<b>Public Works (Safety Officer): 100%</b>	<b>Trevor Tychkowsky:</b> Achievements: Dec 9 went to city to drop off chains to be inspected and also to parts for PW Dec 10 answered phones no one in office Dec 20 answered phones no one in office Jan 5 went to find heaters for graders and plow trucks and also picked up parts Jan 6 emergency run for parts for a grader Jan 12 went to city to pick up chains that were recertified and took more in  Challenges: <i>No value</i> Next Steps: <i>No value</i> 2022/01/18		Overdue <b>0%</b> <b>0 / 100%</b>	
→ Work on security system and gate operation for P.W.			Overdue <b>0%</b> <b>0 /</b>	
→ Work on special projects when required			Overdue <b>0%</b> <b>0 /</b>	
<b>Administrative (Safety Officer): 100%</b>	<b>Trevor Tychkowsky:</b> Achievements: Dec 13 picked up years of service awards for staff and arranged final numbers meals for xmas party Dec 14 departmental meeting Dec 20 looked into labor standards for max hours of work  Challenges: <i>No value</i> Next Steps: <i>No value</i> 2022/01/18		Overdue <b>11%</b> <b>11.11 / 100%</b>	

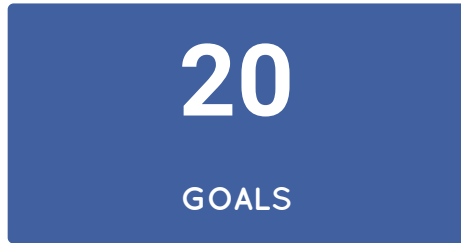
Goal	Progress Update	Tasks	Current Completion	Training Event Form
<p>→ Answer e-mails from Call center for after hour complaints 0 Complaint(s)</p>	<p><b>Trevor Tychkowsky:</b>            Achievements: answered 6 calls for call center for past month             Challenges: <i>No value</i>             Next Steps: <i>No value</i>            2022/01/18</p>		<p>Complete  <b>100%</b>  <b>0 / 0 Complaint(s)</b></p>	
<p>→ Cascade reports</p>	<p><b>Trevor Tychkowsky:</b>            Achievements: Jan 18 completed cascade report and year end report             Challenges: <i>No value</i>             Next Steps: <i>No value</i>            2022/01/18</p>		<p>Overdue  <b>0%</b>  <b>0 /</b></p>	
<p>→ Hold yearly meeting</p>			<p>Overdue  <b>0%</b>  <b>0 /</b></p>	
<p>→ Manage phone problems</p>			<p>Overdue  <b>0%</b>  <b>0 /</b></p>	
<p>→ Receive calls from after hour operator for taxpayers concerns</p>			<p>Overdue  <b>0%</b>  <b>0 /</b></p>	
<p>→ Safety Committee</p>	<p><b>Trevor Tychkowsky:</b>            Achievements: Dec 15 committee meeting             Challenges: <i>No value</i>             Next Steps: <i>No value</i>            2022/01/18</p>		<p>Overdue  <b>0%</b>  <b>0 /</b></p>	

Goal	Progress Update	Tasks	Current Completion	Training Event Form
→ Social events	<b>Trevor Tychkowsky:</b> Achievements: Dec 20 office xmas party and also awards presentation Dec 22 staff xmas party and also award presentation  Challenges: <i>No value</i>  Next Steps: <i>No value</i> 2022/01/18		Overdue 0% 0 /	
→ Testing of drugs for staff suspected to be under the influence			Overdue 0% 0 /	
→ Cellular Devices	<b>Trevor Tychkowsky:</b> Achievements: Dec 8 sim set swap for phones Dec 16 worked on phone issues  Dec 20 switched over 3 phones  Dec 30 went to city to fix broken screen for on call worker  Jan 4 looking at billing on phones  Challenges: <i>No value</i>  Next Steps: <i>No value</i> 2022/01/18		Overdue 0% 0 /	
Training (Safety Officer): 100%	<b>Trevor Tychkowsky:</b> Achievements: Dec 9/10 worked on first aid reprogramming Jan 13 and 20 first aid for fire dept  Challenges: <i>No value</i>  Next Steps: <i>No value</i> 2022/01/18		Overdue 0% 0 / 100%	
→ Attend Alberta Safety Conference			Overdue 0% 0 /	

Goal	Progress Update	Tasks	Current Completion	Training Event Form
→ Attend Annual H&S safety conference			Overdue 0% 0 /	
→ Attend Safety group NASC	<b>Trevor Tychkowsky:</b> Achievements: no action  Challenges: <i>No value</i>  Next Steps: <i>No value</i> 2022/01/18		Overdue 0% 0 /	
→ Complete CPTED			Overdue 0% 0 /	
→ Complete Orientation	<b>Trevor Tychkowsky:</b> Achievements: Jan 14 did orientation for PW shop  Challenges: <i>No value</i>  Next Steps: <i>No value</i> 2022/01/18		Overdue 0% 0 /	
→ Safety Tracking			Overdue 0% 0 /	
→ Instructor courses			Overdue 0% 0 /	
Council Member Inquiry (Safety Officer): 100%	<b>Trevor Tychkowsky:</b> Achievements: no action required  Challenges: <i>No value</i>  Next Steps: <i>No value</i> 2022/01/18		Overdue 0% 0 / 100%	

## (SAFE) COUNCIL & COMMITTEE MOTIONS/INQUIRIES

Goal	Progress Update	Tasks	Current Completion	Training Event Form
Damage Claim – Private Property within the Hamlet of Spedden			Complete 100% 100 /	
Annual Safety Meeting			Complete 100% 100 /	
County Fuel Tank Inventory on Private Land			Overdue 28% 28 /	
Vehicle Damage Claim with respect to Policy 14-A.10			Overdue 65% 65 /	



PLANNING & DEVELOPMENT PLAN


(P&D) COUNCIL AND COMMITTEE MOTIONS/INQUIRIES

Goal	Owner	Progress Update	Q1 '21	Q2 '21	Q3 '21	Q4 '21	Q1 '22	Current Compl...
Recreational Lease Disposition Renewal – REC Lease 170007 (NE-34-61-17-W4M)	Jordan Ruegg   Planning & Development Manager	<p><b>Jordan Ruegg:</b></p> <p><b>Achievements:</b> The Planning and Development Department is working on preparing the necessary documentation required to renew REC Lease 17007 (NE-34-61-17-W4M) for a 25-year term, prior to the expiration of the current REC Lease, dated November 13, 2022. To this end, the Department is working with consultants from CPP Environmental, who have assisted the County with renewal of other Dispositions in the past.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p> <p>2022/01/18</p>						65% 65 / 35% behind



Goal	Owner	Progress Update	Q1 '21	Q2 '21	Q3 '21	Q4 '21	Q1 '22	Current Compl...
<b>Department License of Occupation (DLO) Renewal – DLO 170189 (NE-20-61-17-W4M).</b>	Jordan Ruegg   Planning & Development Manager	<p><b>Jordan Ruegg:</b></p> <p><b>Achievements:</b> The Planning and Development Department is working on preparing the necessary documentation required to renew DLO 170189 (NE-20-61-17-W4M) for a 25-year term, prior to the expiration of the current DLO, dated September 3, 2022. To this end, the Department is working with our consultants at CPP Environmental who have assisted the County with the renewal of other Dispositions in the past.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i> 2022/01/18</p>						65% 65 / 35% behind
<b>International Dark-Sky Association (IDA)</b>	Jordan Ruegg   Planning & Development Manager							100% 100 / -
<b>Land Use Bylaw No. 1272-14 Amendment – Small Livestock in Urban Areas</b>	Jordan Ruegg   Planning & Development Manager	<p><b>Jordan Ruegg:</b></p> <p><b>Achievements:</b> No action has been taken during this reporting period.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i> 2022/01/18</p>						50% 50 / 50% behind
<b>Alberta Wetlands Replacement Program</b>	Jordan Ruegg   Planning & Development Manager	<p><b>Jordan Ruegg:</b></p> <p><b>Achievements:</b> No action has been taken during this reporting period.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i> 2022/01/18</p>						55% 55 / 45% behind
<b>Safety Codes Agency Contract – Request for Proposals</b>	Jordan Ruegg   Planning & Development Manager							100% 100 / -

Goal	Owner	Progress Update	Q1 '21	Q2 '21	Q3 '21	Q4 '21	Q1 '22	Current Compl...
<b>County Trail Inventory</b>	Jordan Ruegg   Planning & Development Manager	<p><b>Jordan Ruegg:</b></p> <p><b>Achievements:</b> The Planning and Development Department has completed an inventory of the trails located within the County and is currently reviewing trail strategies that have been developed by other similar municipalities to inform the County's development of its own trails strategy.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p> <p>2022/01/18</p>						100% 100 / -
<b>Application to Vary the 300M Setback - former Waskatenau Nuisance Ground</b>	Jordan Ruegg   Planning & Development Manager	<p><b>Jordan Ruegg:</b></p> <p><b>Achievements:</b> Smoky Lake County has a meeting scheduled for January 28, 2022, with Mr. Michael Botros, Alberta Transportation to discuss the outstanding funding contribution from the Province with respect to the reclamation costs incurred while remediating the Nuisance Ground.</p> <p>Two offers to purchase the Nuisance Ground will be brought to the January 27, 2022 Smoky Lake County Council meeting for consideration. Should Smoky Lake County Council decide to sell said lands to one of the prospective purchasers, an said purchaser will be able to make application to Environment and Parks re: setback reduction.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p> <p>2022/01/17</p>						35% 35 / 65% behind
<b>What We Heard Report: Hamlet Chickens, Dark Skies Designation, and RVs at Lake Lots</b>	Jordan Ruegg   Planning & Development Manager	<p><b>Jordan Ruegg:</b></p> <p><b>Achievements:</b> There was no update during this reporting period.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p> <p>2022/01/18</p>						17% 17 / 83% behind



Goal	Owner	Progress Update	Q1 '21	Q2 '21	Q3 '21	Q4 '21	Q1 '22	Current Compl...
<b>Heritage River Management Planning Process Framework</b>	Jordan Ruegg   Planning & Development Manager	<p><b>Jordan Ruegg:</b></p> <p><b>Achievements:</b> Smoky Lake County Council approve the Heritage River Management Planning Process Framework, including the three documents titled: "Invitation for Expressions of Interest - North Saskatchewan Heritage River Initiative: Facilitation of a Canadian Heritage Rivers System (CHRS) Management Plan", "Terms of Reference, North Saskatchewan in AB Heritage River Initiative, Management Planning Committee", and "North Sask. Heritage River Initiative, Key Milestones &amp; Deliverables", as amended, and as of September 1, 2021. The Planning and Development Department is now working on the next phase of the project.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p> <p>2022/01/18</p>						100% 100 / -
<b>Lake Subdivision Signage Project</b>	Jordan Ruegg   Planning & Development Manager	<p><b>Jordan Ruegg:</b></p> <p><b>Achievements:</b> The lake subdivision signage has been fabricated and the locations for the signage have been finalized. It is anticipated that the signage will be installed in early spring once the weather conditions allow.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p> <p>2022/01/18</p>						90% 90 / 10% behind

Goal	Owner	Progress Update	Q1 '21	Q2 '21	Q3 '21	Q4 '21	Q1 '22	Current Compl...
<b>Closure of Road Plan 10 C.L. &amp; Road Plan 3098HW, located within NE-19-57-13-W4M</b>	Jordan Ruegg   Planning & Development Manager	<p><b>Jordan Ruegg:</b></p> <p><b>Achievements:</b> The Planning and Development Department has been working with a surveyor to prepare the necessary documentation required to process the proposed road closure. Once the documentation has been prepared, the Planning and Development Department will forward the documentation and a Resolution to Council to close the portions of road and affect the realignment of the as-built road within a new road plan which is to be registered with the Land Titles Office.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i> 2022/01/18</p>						30% 30 / 70% behind
<b>Road Closure - Road Plan 10 CL and Road Plan 3098HW, NE-19-57-13-W4</b>	Jordan Ruegg   Planning & Development Manager	<p><b>Jordan Ruegg:</b></p> <p><b>Achievements:</b> No action has been taken during this reporting period.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i> 2022/01/18</p>						25% 25 / 75% behind
<b>Lake Trails Strategy</b>	Jordan Ruegg   Planning & Development Manager	<p><b>Jordan Ruegg:</b></p> <p><b>Achievements:</b> The Planning and Development Department is currently reviewing trail strategies that have been developed by other similar municipalities to inform the County's development of its own trails strategy.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i> 2022/01/18</p>						10% 10 / 90% behind
<b>North Saskatchewan Heritage River Initiative</b>	Jordan Ruegg   Planning & Development Manager							100% 100 / -

Goal	Owner	Progress Update	Q1 '21	Q2 '21	Q3 '21	Q4 '21	Q1 '22	Current Compl...
<b>Lori Danyluk, Landowner at Hillside Acres, Whitefish Lake</b>	Jordan Ruegg   Planning & Development Manager	<p><b>Jordan Ruegg:</b></p> <p><b>Achievements:</b> Smoky Lake County Council has acknowledged the appearance of the delegations: Lori Danyluk and Gayle Holtz (Landowners at Hillside Acres, Whitefish Lake) regarding issues related to Environmental Reserve lands and need for a community dock system, safe boat launch, children's park, and handicap access to the lake at Hillside Acres, Whitefish Lake. The Planning and Development Department will investigate the feasibility of addressing these issues and report back to a future Committee of the Whole meeting for discussion.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p> <p>2022/01/18</p>						100% 100 / -
<b>Angela Sime, Landowner at Hillside Acres, Whitefish Lake</b>	Jordan Ruegg   Planning & Development Manager	<p><b>Jordan Ruegg:</b></p> <p><b>Achievements:</b> Smoky Lake County Council has acknowledged the comments provided by Ms. Angela Sime, related to ongoing issues at Hillside Acres at Whitefish Lake. The Planning and Development Department will investigate the feasibility of addressing these issues and report back to a future Committee of the Whole meeting for discussion.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p> <p>2022/01/18</p>						100% 100 / -

Goal	Owner	Progress Update	Q1 '21	Q2 '21	Q3 '21	Q4 '21	Q1 '22	Current Compl...
<b>Land Use Bylaw 1272-14 Amendment to create a Recreation District</b>	Jordan Ruegg   Planning & Development Manager	<p><b>Jordan Ruegg:</b></p> <p><b>Achievements:</b> The Planning and Development Department is currently working on preparation of an amendment to the Land Use Bylaw to create a "Recreation" Land Use District with "Permitted Uses", including campgrounds, RV parks, hunting lodges, resorts, bed &amp; breakfasts, and other similar uses, and to propose the removal the aforementioned "Uses" from the list of "Discretionary Uses" under the Agriculture District, and will bring this proposed amendment forward to a future County Council meeting for discussion.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i> 2022/01/17</p>						40% 40 / 4% behind
<b>Trails Strategy &amp; Lake Accretion Update</b>	Jordan Ruegg   Planning & Development Manager	<p><b>Jordan Ruegg:</b></p> <p><b>Achievements:</b> The Planning and Development Department has commenced its review of how other jurisdictions plan for trail development within their municipalities to guide in the development of Smoky Lake County's trail strategy.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i> 2022/01/17</p>						20% 20 / 24% behind
<b>Council Orientation – Planning and Development</b>	Jordan Ruegg   Planning & Development Manager	<p><b>Jordan Ruegg:</b></p> <p><b>Achievements:</b> Smoky Lake County Council acknowledged the Planning and Development Orientation at its December 14th Departmental Operations meeting.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i> 2022/01/18</p>						100% 100 / -



105  
GOALS

NATURAL GAS PLAN

Goal	Progress Update
<b>AMR meter expiration replacement</b> Note: Strategic Priorities Chart Feb 6, 2017: 100%	<b>Daniel Moric:</b> Achievements: <i>No value</i> Challenges: <i>No value</i> Next Steps: <i>No value</i> 2022/01/17
<b>Odorant Activity: 100%</b>	<b>Daniel Moric:</b> Achievements: <i>No value</i> Challenges: <i>No value</i> Next Steps: <i>No value</i> 2022/01/17

Goal

Progress Update

↳Deliver Odorant 0 Hours

**Daniel Moric:**

Achievements: -December 1/21 - December 31/21. 43 hrs x 2 servicemen = 86 hrs spent completing odorant deliveries to Lac La Biche District Gas Co-op, County of Thorhild Gas Utility, Town of Redwater Gas Utility, Phoenix Gas Co-op, Rocky Gas Co-op, Burnt Lake Gas Co-op, and Coronado Gas Co-op.  
-January 1/22 - January 17/22. No activity

Challenges: *No value*

Next Steps: *No value*

2022/01/17

CNG Trailer: 100%

**Daniel Moric:**

Achievements: *No value*

Challenges: *No value*

Next Steps: *No value*

2022/01/17

↳Compressed natural gas trailer 0 Trailer(s)

**Daniel Moric:**

Achievements: -CNG trailer is currently at West Parkland Gas Co-op in Stony Plain and will be utilized for an outage for a line replacement this week.

Challenges: *No value*

Next Steps: *No value*

2022/01/17

**Goal****Progress Update****Administrative Activity (GAS):  
100%****Daniel Moric:**

Achievements:

- Attend weekly manager meetings.
- Receive customer phone calls.
- Respond to emails.
- Assist in producing monthly gas bills.
- December 2021 gas price was \$6.94/GJ. January 2022 gas price has decreased to \$5.89/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.
- Posted in the gas bills for customers wanting to go on equalized billing as well as for paperless billing.
- 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*

2022/01/17

**→Service Calls: 100%****Daniel Moric:**

Achievements: - 2 service calls during the cold snap for no gas. Both cases, the meters were so cold that they were metering the gas too slow and restricting the appliances from getting the gas they needed to run. Meters were replaced upon inspection and checked to ensure operation. (Mons Lake & Garner Lake)

-Customer call stating they smell gas by the meter. Upon inspection, found that there was a leaking gasket on the meter itself. Replace meter and check for leaks. None found. (Waskatenau)

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

2022/01/17

**Goal****Progress Update****→Management meeting****Daniel Moric:**

Achievements: Attend weekly managers meetings

Challenges: *No value*

Next Steps: *No value*

2022/01/17

**→Utility Personnel Meeting****→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*

2022/01/17

**→Delinquent accounts****Daniel Moric:**

Achievements: Letters are currently being processed for overdue accounts

Challenges: *No value*

Next Steps: *No value*

2022/01/17

**→Paperless billing****Daniel Moric:**

Achievements: Currently have 368 natural gas accounts receiving bills by email.

Challenges: *No value*

Next Steps: *No value*

2022/01/17

**→Attend Conventions****Daniel Moric:**

Achievements: No activity. Scheduled to attend the Federation Managers meeting on February 23rd to February 25th in Calgary.

Challenges: *No value*

Next Steps: *No value*

2022/01/17



Goal	Progress Update
<p>→ Auditor documentation</p>	<p><b>Daniel Moric:</b></p> <p>Achievements: No activity</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>2022/01/17</p>
<p>→ Other duties</p>	<p><b>Daniel Moric:</b></p> <p>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.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>2022/01/17</p>
<p>→ O &amp; M Policy</p>	<p><b>Daniel Moric:</b></p> <p>Achievements: Continually review and update the Federation O&amp;M Policy Manual, as required.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>2022/01/17</p>
<p><b>Training Activity (GAS): 100%</b></p>	<p><b>Daniel Moric:</b></p> <p>Achievements: William Gray is currently attending his 1st Year Gasfitter A course at Red Deer College for 8 weeks starting January 4th. NAIT and SAIT had massive waiting lists for class registration. Majority of the classroom learning so far has been virtual due to the provincial mandates.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>2022/01/17</p>

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

2022/01/17

→ **Line locates 0 Locate(s)****Daniel Moric:**

Achievements: 8 locates have been completed from December 7th to January 17th.

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

2022/01/17

→ **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*

2022/01/17

→ **GPS Services and Alterations****Daniel Moric:**

Achievements: All new gas lines installed in 2021 have been GPS-ed. Will be submitting the data to the Federation and Rural Utilities.

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

2022/01/17

→ **Install gas lines****Daniel Moric:**

Achievements: No activity this reporting period

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

2022/01/17

**Goal****Progress Update****→Sign installation 0 Sign(s)****Daniel Moric:**

Achievements: No signs installed or repaired this reporting period

Challenges: *No value*

Next Steps: *No value*

2022/01/17

**→Cut and Caps****Daniel Moric:**

Achievements: No cut and caps during this reporting period.

Challenges: *No value*

Next Steps: *No value*

2022/01/17

**→RMO Replacement****Meter recalls and maintenance:  
100%****Daniel Moric:**

Achievements: *No value*

Challenges: *No value*

Next Steps: *No value*

2022/01/17

**→Replace defective gas  
meters****Daniel Moric:**

Achievements: -Replaced 2 gas meters during the cold snap that stopped allowing gas through them due to the rubber diaphragms being too cold to move.

-Had 40 AMR meters not read during the cold snap. This occurs when the internal batteries in the meter head units get too cold and dont operate. Will monitor to see if these meter batteries come back to life after the weather warms up for next meter reading time. If not, these meters were scheduled to be replaced this year.

Challenges: *No value*

Next Steps: *No value*

2022/01/17

**→Meter Recalls**

**Goal****Progress Update****Council Member Inquiry (GAS):  
100%****Daniel Moric:**

**Achievements:** Had some customers ask Councillors questions about the breakdown of the natural gas rates that we charge. Sent Council an email on December 23rd explaining the breakdown of charges for their information to give to those who ask.

**Challenges:** *No value*

**Next Steps:** *No value*

*2022/01/17*

**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%**

**Goal****Progress Update**

**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%**

**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*

*2021/10/05*

**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*

*2021/10/05*

**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*

*2021/10/05*

**Complete Invoicing****Clean truck**

Goal	Progress Update
<b>Tool Box meeting</b>	<p><b>Daniel Moric:</b></p> <p>Achievements: Started attending the toolbox meetings at the beginning of the week.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>2021/10/05</p>
<b>Magazine check</b>	<p><b>Daniel Moric:</b></p> <p>Achievements: Complete explosives magazine inventory monthly</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>2021/10/05</p>
<b>Odor sample</b>	<p><b>Daniel Moric:</b></p> <p>Achievements: Monthly odorant intensity checks ( 20 locations )</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>2021/10/05</p>
<b>Main Office Safety Meeting</b> <b>Meter readings</b>	<p><b>Daniel Moric:</b></p> <p>Achievements: Collect meter readings monthly for customer billing</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>2021/10/05</p>
<b>Vehicle maintenance</b>	<p><b>Daniel Moric:</b></p> <p>Achievements: -Complete vehicle/equipment maintenance as required.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>2021/10/05</p>
<b>Strategic plan</b>	

**Goal****Progress Update****Equipment maintenance****Leak detection****Daniel Moric:**

Achievements: -Line walkers have completed the line walking of our high pressure natural gas pipelines and have started on our TAP's 6 and 8 low pressure.

Challenges: *No value*

Next Steps: *No value*

2021/10/05

**Job Interviews****Employee evaluations****Daniel Moric:**

Achievements: Completed

Challenges: *No value*

Next Steps: *No value*

2021/10/05

**PFM check****Daniel Moric:**

Achievements: Check Pressure Factor Measurement (PFM) on meter sets measuring above 1 PSI, as required by Measurement Canada. Will be sending the yearly PFM report to MC in January for the year 2021. 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*

2021/12/08

**Public building inspections****Daniel Moric:**

Achievements:  
Completed our public building inspections in June.

Challenges: *No value*

Next Steps: *No value*

2021/10/05

**Goal****Progress Update****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

**Challenges:** *No value*

**Next Steps:** *No value*

2021/10/05

**Tetler bag samples****Daniel Moric:**

**Achievements:** 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*

2021/10/05

**Hydro Axing****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*

2021/10/05

**Maintain Facilities.****Automatic Meter Readings****Daniel Moric:**

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

**Challenges:** *No value*

**Next Steps:** *No value*

2021/10/05



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

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

**(GAS) Training Event Form 2021**

**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)  
– Smoky Lake County Gas Utility**

**Patti Priest:**

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*

**Outstanding Account  
#100490.03 - Termination of  
Natural Gas Service**

**Brenda Adamson:**

Achievements: Natural Gas Account #100490.03 was written off April 27, 2021

Challenges: *No value*

Next Steps: *No value*

*2021/06/15*

Goal	Progress Update
<b>Outstanding Account #100275.01 - Termination of Natural Gas Service</b>	<p><b>Brenda Adamson:</b></p> <p>Achievements: Natural Gas Account #100275.01 was written off April 27, 2021</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>2021/06/15</p>
<b>Outstanding Account #994205.01 - Termination of Natural Gas Service</b>	<p><b>Daniel Moric:</b></p> <p>Achievements: Completed</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>2021/06/08</p>
<b>Review of Bylaw No. 1332-18: Natural Gas</b>	<p><b>Daniel Moric:</b></p> <p>Achievements: Currently being reviewed by the County's legal team. Sent to Brownlee LLP on May 10. Awaiting update From Brownlee.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>2021/06/07</p>
<b>Natural Gas Accounts under the jurisdiction of other Municipalities</b>	<p><b>Daniel Moric:</b></p> <p>Achievements: The County is in the process of applying Caveats to delinquent properties in Vilna.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>2021/06/08</p>
<b>Alberta Gas Co-ops - Ride for Legends Bicycle Ride</b>	<p><b>Patti Priest:</b></p> <p>Achievements: The Natural Gas Manager will be making the donation to the AB Gas Co-ops by Mastercard.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>2021/06/17</p>

**Goal****Progress Update****Pipe Fusion Machine****Daniel Moric:**

Achievements: Purchased June 15th and delivered on June 18th.

Challenges: *No value*

Next Steps: *No value*

2021/08/04

**Federation of Alberta Gas Co-ops Ltd. - FedGas Insurance Reciprocal Exchange (FIRE)****Daniel Moric:**

Achievements: Attended meeting with Council in Council Chambers on June 17th.

Challenges: *No value*

Next Steps: *No value*

2021/08/04

**Outstanding – Natural Gas Account #80550.03****Patti Priest:**

Achievements: See June 24, 2021 Motion #953-21: Council, brought back Motion #888-21 for further discussion, due to the discussion held on June 24, 2021, with the Delegation: Mandy Melnyk, renter.

June 24, 2021 Motion #956-21: Rescinded Motion #888-21.

June 24, 2021 Motion #957-21: waived penalties if paid within 21 days.

Challenges: *No value*

Next Steps: *No value*

2021/06/30

**Outstanding – Accounts Receivable Customer #2109****Daniel Moric:**

Achievements: Completed June 16th.

Challenges: *No value*

Next Steps: *No value*

2021/08/04

**Goal****Progress Update**

**Outstanding – Natural Gas  
Account #80550.03 – Delegation  
Mandy Melnyk**

**Patti Priest:**

Achievements: See Motion #956-21 which rescinds Motion #888-21.  
Also see Motion#957-21 to waive penalties if paid in full.

Challenges: *No value*

Next Steps: *No value*

2021/08/11

**Outstanding – Natural Gas  
Account #80550.03 – Delegation  
Mandy Melnyk**

**Patti Priest:**

Achievements: A letter was emailed to the landowner of SW-09-60-19-W4, in respect to Motion #957-21 on July 19, 2021.  
The Owner paid in full on August 4th 2021 and the penalties were cancelled on August 5th, 2021.

Challenges: *No value*

Next Steps: *No value*

2021/08/11

**Outstanding – Natural Gas  
Account #80550.03 – Delegation  
Mandy Melnyk**

**Patti Priest:**

Achievements: Motion #888-21 is rescinded.

Challenges: *No value*

Next Steps: *No value*

2021/08/11

**Federation of Alberta Gas Co-  
ops Ltd. - O&M Audit**

**Daniel Moric:**

Achievements: Completed September 17

Challenges: *No value*

Next Steps: *No value*

2021/10/05

**Goal****Progress Update**

**Federation of Alberta Gas Co-ops Ltd. - 15th Annual Federation Charity Golf Classic**

**Daniel Moric:**

Achievements: Golf Tournament was cancelled and money was refunded.

Challenges: *No value*

Next Steps: *No value*

*2021/10/05*

**Federation of Alberta Gas Co-ops Ltd. - 2021 Convention**

**Patti Priest:**

Achievements: The Natural Gas Manager registered Council to attend. Council attended virtually.

Challenges: *No value*

Next Steps: *No value*

*2021/12/08*

**Gas Alberta Inc. – Refund**

**Brenda Adamson:**

Achievements: \$33,581.94 was deposited to the account on September 29, 2021

Challenges: *No value*

Next Steps: *No value*

*2021/10/27*

**July 2021 Natural Gas / August 2021 Billing Survey**

**Federation of Alberta Gas Co-ops Ltd.**

**Daniel Moric:**

Achievements: Attended virtually

Challenges: *No value*

Next Steps: *No value*

*2021/12/07*

**Gas Alberta Inc. - 2021 Advance Information Circular**

**Gas Alberta Inc. – Request for Director Nominees**

**Goal****Progress Update**

**Canada Agricultural Partnership's Efficient Grain Handling Program**

**Daniel Moric:**

Achievements: Included in the October 2021 Natural Gas Invoices

Challenges: *No value*

Next Steps: *No value*

*2021/12/07*

**Alberta Energy Regulator Year-2021 Administration Fees**



ENVIRONMENT & PARKS PLAN

(E&P) COMMUNITY SERVICES

Goal	Progress Update	Current Completi...
Parks and Recreation Work Plan: 100%		93% 93 / 100% 7% behind

# (E&P) INFRASTRUCTURE

Goal

Water Activity: 100%

Progress Update

Current Completi...

Dave Franchuk:

**Achievements:** Reporting period from October 5 to January 18, 2022.

- Oct 5 Meet with Vilna CAO and Aquatec Diver during Vilna reservoir inspection.
- Oct 7 Minor repairs to the piping inside Smoky Lake truckfill.
- Oct 12 Clean and repair solenoid and repair distribution hose at the Was katenau raw water truckfill.
- Oct 14 Replace week breaker for well Smoky Lake raw water truckfill well pump.
- Oct 15 Meet with Alberta Parks and Environment regarding Vilna Reservoir.
- Oct 22 Update water truckfill accounts.
- Oct 25 Collecting lead testing samples at Warspite and send off to lab as per new requirement of Alberta Environment and Parks.
- Oct 26 Read Warspite water meters, Meet with Alberta Health Services at Vilna Reservoir.
- Oct 27 Meet with Alberta Environment and Parks engineer at the Vilna Reservoir.
- Oct 28 Service back up generator at the Warspite water facility.
- Nov 2 Collect samples at Vilna reservoir and regional line and send off to lab as required by Alberta Environment and Parks.
- Nov 5 Servicing/troubleshooting solenoid valves and drainage pipe at Warspite truck fill.
- Nov 8 Online meeting with Alberta Health and Alberta E&P regarding Vilna reservoir.
- Nov 9 Repair minor leak at Bellis truckfill.
- Nov 16 Snow removal at all water facilities and truckfills.
- Nov 17 Collect water samples and send off to lab as per Alberta Environment and Parks.
- Nov 19 Shut off curb valve (cc) at Warspite as requested by home owner. Inspection on back up generator and Warspite alarm system.
- Nov 22 Update truckfill system on computer.
- Nov 24 Repair furnace at Warspite water facility (Replaced purging fan motor cleaned and serviced.
- Nov 25 Replace thermostat for Warspite water facility. Warspite water meter reading.
- Nov 26 Wash floors at Warspite and Spedden water facilities.
- Nov 29 Replace truckfill solenoid at Spedden water facility.
- Dec 2 Reset truckfill modem at Spedden truckfill.
- Dec 3 Repair and set check valve at Warspite Water truckfill.
- Dec 9 Update truckfill system and update communications.

95%

95 / 100%  
5% behind



- Dec 13 Reset credit card reader at the Spedden truckfill.
- Dec 16 Enter prepaays and update truckfill system, replace camlock at Spedden truckfill. Check on no water issue at Spedden FasGas.
- Dec 17 Reset modem at Spedden water facility. Skid steer plowing out truckfills, shovelling snow and sanding icy spots.
- Dec 20 Collecting comparative water samples from viina as requested by AEP.
- Dec 23 Reset truckfill modem at Spedden Water facility. Skid steer plowing snow at truckfills.
- Dec 24 Assure all heaters are in good working order.
- Jan 4 We had to reset the credit card readers at the Spedden and Bellis truckfills and the skidsteer had more snow to remove at water sites.
- Jan 6 Replace frozen hose at the Bellis truckfill.
- Jan 10 Skidsteer on snow removal at all water sites and also sanding icy spots.
- Jan 13 Updating truckfill programs and assure credit card readers are in proper working order.
- Jan 13 Continue working on truckfill programs.
- Jan 17 Preparing information for Water and Wastewater inspection by AEP.
- Jan 18 Alberta Environment and Parks Water and Wastewater inspection.

#### Summary

During the holidays all the water facilities daily checks were completed and we did have to send the skidsteer out to remove snow.

Overall we did have a busy year assuring that the truckfills and water facilities were working properly. Next month we will be working on our annual water and waste water report. On Jan 18 AEP had completed an inspection of our systems at Warspite with terrific results. We continue to supervise Viina's water system which AEP requested that we complete checks more often and collect more water samples and send off to the lab for analysis.

**Challenges:** *No value*

**Next Steps:** *No value*  
2022/01/18

**Waste Water: 100%**

**Dave Franchuk:**

**Achievements:** Reporting period from October 5 to January 18, 2022

Oct 7 Empty sewage screen bucket and check on the lift station pumps and check sewage alarms.

Oct 27 Service the furnace at the Warspite lift station, tidy and clean facility.

Nov 1 Lagoon inspections at Warspite and Bellis

Nov 9 Clean up fallen tree on Warspite lagoon road and buck up for fire wood.

Nov 17 Snow removal at the Warspite lift station and lagoon road.

Nov 19 Snow removal at Bellis lagoon road.

Nov 29 Lift pumps at Warspite lift station clean and run an alarm sequence to assure proper working order.

Dec 6 Furnace repair at Warspite lift station, replace hot surface ignitor.

Dec 10 Snow removal around lift station at Warspite and lagoon road.

Dec 23 Lift pumps at Warspite lift station, clean pumps, clean screens and run an alarm test sequence.

Jan 6 Snow removal around Warspite lift station and lagoon road,

Jan 14 Lift pumps at Warspite lift station, clean screens and run an alarm test sequence.

Jan 17 Prepare for Alberta Environment and Parks inspection.

Jan 18 Alberta Environment and Parks Inspection.

#### Summary

In the last year we have worked on a proactive maintenance approach on the Warspite sewage lift station, to date this method has been proven effective as we haven't had any major issues with the system plugging up. We are still experiencing items that should not be flushed and will continue to educate the public on social media and bill staffers.

**Challenges:** No value

**Next Steps:** No value  
2022/01/18

**Waste Management: 100%**

**Dave Franchuk:**

**Achievements:** Achievements:

Reporting period from October 5 to January 18, 2022

Oct 6 Tidy up oil containment area at the Bellis transfer station, push up burn pits with skid steer.

Oct 7 Tidy up oil containment area at the Smoky Lake transfer station and move large TVs into Sea Can.

Oct 8 Replace thermopile on furnace at the Spedden transfer station.

Oct 12 Safety inspections at all transfer stations.

96%  
96 / 100%  
4% behind

97%  
97 / 100%  
3% behind

- Oct 13 Remove freon from the refrigeration units at the Smoky Lake and Bellis transfer stations.
- Oct 14 Remove discarded furniture north of Smoky Lake RR 181.
- Oct 20 Tidy up paint recycling bins and take it or leave it shack at Smoky Lake transfer station.
- Oct 21 Tidy up paint recycling bins at Spedden and Bellis transfer stations.
- Oct 26 Remove fallen tree at Spedden transfer station buck up for fire wood and repair fence.
- Oct 28 Repair and replace recycle signage at all sites take pictures and send off to Alberta Recycle.
- Nov 2 Set up camera at new location at Spedden transfer station, previous one was shot at during the weekend.
- Nov 3 Pic up garbage bags and discarded pannels by Whitefish Reservoir on RR 130.
- Nov 4 Pushing up burn pits at Smoky Lake transfer station with skid steer. Pick up garbage on RR 124 by Spedden transfer station.
- Nov 5 Pic up discarded furniture on RR 172A Smoky Lake transfer station road.
- Nov 8 Repairs to chemical jug recycling area at the Smoky Lake transfer station.
- Nov 9 Continue on chemical jug recycling area, as more space required.
- Nov 16 Snow removal at the waste transfer stations.
- Nov 17 Snow removal at the waste transfer stations and bin sites throughout the county.
- Nov 23 Pic up garbage south of waskatenu on RR 194.
- Nov 24 Cleaning Bellis transfer station, some items taken to Smoky Lake landfill as Bellis is not supposed to take dry waste.
- Nov 25 Cleaning Spedden oil recycling containment area and Chemical jug recycling storage area.
- Nov 26 Remove discarded propane tanks at the Hamlin bin site and repair man gate.
- Nov 29 Pick up discarded refrigerator in ditch on RR 130.
- Dec 1 Remove 2 waste bins from Iron horse cafe as they had decided to have Waste Management contract out the waste services.
- Dec 7 Replace plastic waste bin lid at the Edward bin site.
- Dec 8 Skid steer at waste sites for snow removal. Picking up prohibited (recyclable) items from the Hamlin and Mons lake bin sites.
- Dec 9 Skid steer clearing snow at transfer stations.
- Dec 13 Pick up discarded refrigerator in valley south of bellis.
- Dec 14 Skid steer clearing snow at Spedden transfer station and pushing up burn pits.
- Dec 15 Skid steer clearing snow at bin sites and sanding icy spots where required.
- Dec 16 Skid steer plowing Waskatena transfer station. Moving batteries from sites to shop.
- Dec 20 Skid steer clearing snow at the Vilna transfer station. relight and check on Vilna propane heater.

- Dec 21 Replace broken lids at the Bellis bin site.
- Dec 22 Move extra bin to Was katendu bin site.
- Dec 23 Clearing snow from bin sites throughout county and sanding when required.
- Dec 26 Skid steer clearing snow at Bellis and Spedden transfer station.
- Jan 4 Relight propane heater at the Vilna transfer station, check if there is any issues with the venting.
- Jan 5 Snow removal at bin sites.
- Jan 8 Lit Vilna furnace at 8:00am by 9:00 it was still not warm. Provided a radiant heater for time being. checked all other sites as well.
- Jan 9 Skid steer cleared snow at the Spedden transfer station.
- Jan 10 Check on heat at Vilna shack, snow removal at bin sites.
- Jan 13 Install new propane heater at the Vilna Transfer station shack, clearing snow at the bin sites.
- Jan 14 Replace door knob at Vilna transfer station shack.
- Jan 17 Repair gates at the Smoky Lake transfer station.

#### Summary

The sites have been quite busy this year, we were able to set up a take it or leave it site at Bellis, Vilna and Spedden, the public are using these sites and ther has been a very positive feedback. we have managed to have moved all our recycled oil sites under a roof and maintaining these site to continue to be clean. We will be expecting an inspection from Evergreen this spring.

**Challenges:** *No value*

**Next Steps:** *No value*  
2022/01/18

**Regional Water: 100%**

**Dave Franchuk:**

**Achievements:** Reporting period from October 5 to January 18, 2022.

- Oct 6 Flushing Whitefish Lake reservoir, then clean and store equipment.
- Oct 13 Flushing Whitefish Lake reservoir, then clean and store equipment.
- Oct 15 Top up Whitefish Lake reservoir and monitor fill over the weekend.
- Oct 18 Top up Ammonia and Chlorine tanks at the Whitefish reservoir.
- Oct 19 Test water at Whitefish Lake reservoir and change batteries on the security camera.
- Oct 20 Check CAV's on east end of the regional line.
- Oct 21 Meet with Whitefish lake reservoir contractors and Associated Engineering regarding inefficiencies.
- Oct 25 Complet mono, free and total chlorine water tests at the Whitefish Lake reservoir.
- Oct 26 Pump out CAV's on east end of the regional line.

97%  
97 / 100%  
3% behind

Oct 29 Top up Ammonia and Chlorine tanks at the Whitefish reservoirs, high usage as home cisterns are being filled.

Nov 1 Submit Regional monthly water use as per invoicing regional partners.

Nov 3 Pump out CAV's on RR 130 to Whitefish Lake Reservoir.

Nov 4 Install second security camera at the Whitefish Lake reservoir.

Nov 9 Top up Chlorine tank at Whitefish Lake.

Nov 10 Assist County of St. Paul water operator with leak on Chem Scan unit at the Speeden water facility.

Nov 17 Meet with Vector Controls to discuss issues with alarms and HMI panel.

Nov 23 Chlorine order had arrived distribute to SmokyLake and Whitefish Lake Water facilities.

Dec 1 Submit regional monthly water use, as per invoicing regional partners.

Dec 2 Assist Thorhild County water operators with SCADA communication issues.

Dec 3 Tend to SCADA issue with Brian.

Dec 6 Repairs to chlorine injection system at the Whitefish reservoir.

Dec 14 Clear snow at Whitefish reservoir, Smoky Lake, and Edward Booster stations.

Dec 17 Change batteries on the trail camera at the Whitefish lake reservoir.

Dec 20 Meet with Vector electrical controls to replace UPS, NRV and remove HMI for testing.

Dec 22 Troubleshoot SCADA issue at the Egremont site.

Jan 4 Submit water operators regional time.

Jan 5 Repair furnace at the Smoky Lake Booster station, venting issue.

Jan 10 Working with Vector electrical controls in Egremont regarding SCADA issues.

Jan 12 Skid steer removing snow from regional facilities.

During this reporting period we had 53 Alberta First Calls to tend to.

#### Summary

The regional system has been in good operation order, but with some hiccups with the SCADA communication that we feel is now resolved.

The Whitfish lake Reservoir has been in good working order. Our Chlorine residual has been maintaining the numbers we want to see. With continued maintenance the system will be adequate for many more years to come.

**Challenges:** *No value*

**Next Steps:** *No value*

2022/01/18

**Administrative Activity (E&P): 100%**

Dave Franchuk:

**Achievements:**

Reporting period from October 5 to January 18, 2022

- Oct 5 Working on Environment and Parks utility agenda.
- Oct 6 Operations budget meeting with Gene and Brenda.
- Oct 7 Complet Environmet and Parks agenda.
- Oct 12 Environment and Parks meeting.
- Oct 13 Evergreen meeting
- Oct 14 Safety meeting.
- Oct 25 Managers meeting.
- Oct 28 Organizational meeting.
- Oct 29 Budget meeting.
- Nov 1 Managers meeting. Ironhorse trail inspection and lock all trail gates open.
- Nov 3 Cascade training.
- Nov 5 Online meeting with Alberta Environment and Parks and Alberta Health regarding the Village of Vilna's water reservoir.
- Nov 8 Managers meeting.
- Nov 15 Managers meeting.
- Nov 16 Work on report regarding Vilna water reservoir. Meet with auditor to clarify and answer any questions.
- Nov 19 Budget meeting.
- Nov 22 Managers meeting. Safety audit exit report meeting.
- Nov 29 Managers meeting.
- Dec 6 Managers meeting. Work on Environment and Parks utility agenda.
- Dec 7 Complet Environment and Parks utility agenda and managers report.
- Dec 8 Evergreen meeting.
- Dec 13 Managers meeting.
- Dec 14 Environment and parks utility meeting. Departmental meeting in the afternoon.
- Dec 15 Joint Health and Safety meeting.
- Dec 20 Managers meeting,
- Dec 21 Environment and Parks munisite review meeting.
- Dec 22 Hwy 28/63 meeting.

96%

96 / 100%

4% behind

- Jan 4 Managers meeting.
- Jan 10 Managers meeting.
- Jan 12 Hwy 28/63 meeting.
- Jan 13 Evergreen managers meeting, Rapid Gas
- Jan 17 Managers meeting.
- Jan 18 Alberta Environment and Parks inspection.

#### Summary

As of August 19 we had taken on the duties of the Parks and Recreation department as time goes on we are becoming more familiar with this Department and feel it will be an extremely busy summer as we have many more clean up and maintenance projects on the way in order to improve all our water and wastewater facilities, our land fills, transfer stations and bin sites., as well as all the park infrastructure.

**Challenges:** *No value*

**Next Steps:** *No value*  
2022/01/18

#### Parks and Recreation: 100%

**Dave Franchuk:**

**Achievements:** Reporting period from October 5 to January 18, 2022

- Oct 8 Remove fallen tree on trail, buck up for firewood
- Oct 14 Remove dirt from under Texas gates on trail.
- Oct 18 Repair and maintenance at Bonnie Lake resort playground.
- Oct 19 Maintenance at the Riverland campsite, Mons Lake, Bellis Beach, and Shemlock Lake.
- Oct 20 Cut down dead trees at the Spedden playground area and bucked up for firewood.
- Oct 25 Maintenance at the Vilna picnic area. Prepare the boat for taking out swim rafts.
- Oct 26 Remove floating docks for winter at Bonnie Lake, Kaduk Lake, and Hanmore Lake East.
- Oct 27 Continue removing docks at Hanmore and Mons Lake.
- Oct 28 Maintenance at Paradise Cove, Hanmore lake, and Mons Lake.
- Oct 29 Remove Swim platform and swim area from Main beach at Hanmore Lake.
- Nov 1 Maintenance at Bellis playground.
- Nov 3 Cutting leaning trees on the trail and bucking up for firewood.
- Nov 4 Maintenance at Picnic areaa pick garbage etc.
- Nov 5 Tend to leaning trees and picking up branches down the municore trail, buck up wood for firewood.
- Nov 8 Maintenance on Victoria day camp area and Warspite.

96%

96 / 100%  
4% behind

- Nov 10 Lower flags throughout County as per policy.
- Nov 12 Raise flags and repairs made to poles.
- Nov 15 Installing address signs.
- Nov 16 Main office snow removal and at Spedden.
- Nov 19 Clear snow at Warspite, Spedden, and Bonnie Lake.
- Nov 24 Clear snow at Warspite, Spedden, Bellis, and Bonnie Lake.
- Nov 25 Salt walks throughout county.
- Dec 1 Maintenance on 855 campsite, Shemlock lake, and Mons Lake.
- Dec 2 Main office snow removal and install address signs.
- Dec 3 Install address signs.
- Dec 6 Install address signs.
- Dec 7 Install address signs.
- Dec 8 Christmas lights put up at the Hamlet of Spedden.
- Dec 9 Snow removal at shemlock lake and main office snow removal and sanding.
- Dec 10 Skids teer removing snow at Bonnie lake and Bellis, as well as shoveling snow at the office.
- Dec 14 Reserching historical Lake supervision and maintenance contracts RFP's
- Dec 16 Installing batery operated paper towel dispensers in the office washrooms,
- Dec 17 Skids teer plowing Bellis and Spedden.
- Dec 22 Skid steer plowing snow at Bonnie lake resort.
- Dec 23 Clearing snow at various locations.
- Jan 4 Snow removal and Shoveling at office
- Jan 5 Snow removal and tending to garbage bins.
- Jan 6 Tending to garbage bins and sanding slippery areas.
- Jan 11 Change oil and service skid steer then continue pushing snow.
- Jan 12 Removing leaning trees on the minicore trail and bucking up for firewood.

#### Summary

We have a lot of projects planned for this spring to fall including painting and repairing camp kitchens, there are a lot of fallen trees to be removed at the parks and camping areas and day use areas maintenance on many toilets, picnic tables. when the student employees start we will have a busy grass cutting season and pending on Covid protocols hopefully we will be busy assisting with community functions.



**Challenges:** *No value*

**Next Steps:** *No value*

2022/01/18

**Training activity: 100%**

**Dave Franchuk:**

**Achievements:** Reporting period from October 5 to January 18, 2022

Nov 1 Red Deer Water week AWWOA (Lorne) online

Nov 2 Red Deer Water week AWWOA (Lorne) online

Nov 3 Red Deer Water week AWWOA (Lorne) online

Nov 7 Benefits of Digital Communication and Instrumentation (Terry) online

Nov 8 Benefits of Digital Communication and Instrumentation (Terry) online

Dec 6 Asset Management (Terry) online.

Dec 7 Alberta Water and Wastewater Operation Association AWWOA Didgital communication (Terry)

Dec 14 AWWOA Water and Wastewater Analytical Fundamentals (Terry)

Dec 15 AWWOA Water and Wastewater Analytical Fundamentals (Terry)

95%  
95 / 100%  
5% behind

**Summary**

The Courses we take for Water Wastewater and Waste are on a Continuing Education Unit program and ever course or convention we attend related to Water, Wastewater, and Waste we are awarded Continuing Education Units (CEU's) which we require to renew our certifications required by Alberta Environment and Parks.

**Challenges:** *No value*

**Next Steps:** *No value*

2022/01/18

**Council Member Inquiry: 100%**

**Dave Franchuk:**

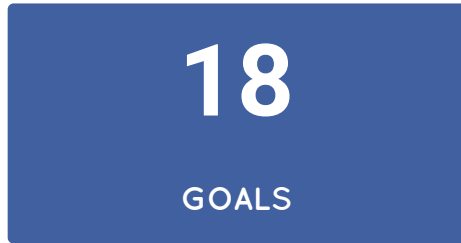
**Achievements:** no inquiries to report.

**Challenges:** *No value*

**Next Steps:** *No value*

2022/01/18

94%  
94 / 100%  
6% behind



### AGRICULTURAL SERVICE BOARD PLAN

#### (ASB) PHYSICAL ENVIRONMENT

Goal	Progress Update	Current Com...	Start Date	Due Date
<b>Crop Surveying: 100%</b>	<p><b>NEW</b> Carleigh McMullin:</p> <p>Achievements: 2021 Crop Surveying Summary</p> <ul style="list-style-type: none"> <li>75 Fields surveyed for Clubroot</li> <li>2 Fusarium surveys were completed for Alberta Agriculture</li> <li>4 Fields inspected for Virulent Blackleg in canola for Alberta Agriculture</li> </ul> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>2022/01/18</p>	<p>100%</p> <p>100 / 100%</p> <p>-</p>	2017/12/31	2021/12/31
<b>Council Member Inquiry (ASB): 100%</b>	<p><b>NEW</b> Carleigh McMullin:</p> <p>Achievements:</p> <ul style="list-style-type: none"> <li>20 total requests sent for the 2021 year.</li> <li>No Council requests received for the period of December 14th-January 17th.</li> </ul> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>2022/01/17</p>	<p>100%</p> <p>100 / 100%</p> <p>-</p>	2017/12/31	2022/12/31
<b>Administrative Activity: 100%</b>	<p><b>NEW</b> Carleigh McMullin:</p> <p>Achievements: Meetings &amp; Training attended from January 1st, 2021-February 16th, 2021</p>	<p>76%</p> <p>76 / 100%</p> <p>5% behind</p>	2017/12/31	2022/12/31

- Carleigh attended several AV/IT committee meetings in regards to the ASB Conference Planning
- Amanda attended several sponsorship committee meetings in regards to the ASB Conference Planning
- Joint Health & Safety Meeting: Jan 18th
- Amanda began Olds College course Insect and Disease Management: Jan 4th
- Carleigh began Olds Collage course Crop Production Systems: Jan 4th
- Carleigh attended budget meeting: Jan 13th
- Carleigh & Amanda attended AAAF meeting RE: Conference Planning: Jan 18th
- Carleigh began ASB Legislation Course: Jan 14th
- Amanda attended Hemp workshop: Jan 27th
- Carleigh & Amanda attended Working Well Workshop: Feb 11th

#### **Meetings & Training attended February 16th-April 13th**

- 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

- 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

#### **Meetings & Training attended from April 13th- June 15th**

- Asset Management Meeting: April 30th
- Decision Analysis & Risk Management: April 20th
- ASB Update Webinar: April 21st
- Carleigh attended AAAF Education Committee Meeting: April 22nd
- Departmental Meeting: April 27th
- Corteva Stewardship Training: May 11th
- Grazing School for Woman Meeting: May 12th
- Carleigh met with Patti May 12th to go over zoom use
- Joint Health & Safety Meeting: April 15th & May 13th
- Munisight/AGMobile Training: May 14th
- NE AAAF Weed School: May 19th
- Carleigh attended Indigenous Consultation session June 2nd, Amanda attended part 2 June 3rd
- Carleigh in blasting course: June 3-4
- TDG Training May 31st
- Joint Health & Safety Meeting: June 10th

#### **Meetings & Training attended from June 15th- August 24th**

- Grazing School for Woman Webinar: June 23rd

- ASB Field Visit: June 29th
- Managers Review of Re-Opening: June 30th
- Joint Health & Safety Meeting: July 8th
- Departmental Meeting: July 20th
- LARA Field Day: July 22nd
- Grazing School for Woman Meeting: July 28th
- InnoTech Hemp Field Day Vegreville: July 29th
- Special County Council Meeting RE: Ag Disaster August 5th
- ASB Meeting: August 10th

**Training and Meetings attended between August 24- Oct 12th**

- Budget Meeting: Sept 15th
- LARA Hemp Workshop: Sept 15th
- Joint Health & Safety Meeting: Sept 16th
- AAAF Education Committee Meeting: Sept 22nd
- Council Meeting: Sept 23rd
- ASB Budget Meeting with Gene & Brenda: Sept 28th

**Training and Meetings attended between Oct 12- Dec 14, 2021**

- Joint Health & Safety Meeting: October 14th
- Carleigh attended AAAF Education Committee Meeting: October 14th
- Carleigh attended Council Meeting: October 15th
- Professional Vegetation Managers Association (PVMA) Fall Conference: October 20th
- NE AAAF Regional Meeting: October 28th
- Carleigh attended Council Budget Meeting: October 29th
- Carleigh Cascade Training: November 3rd
- Carleigh AAAF Education Committee Meeting: November 4th
- ASB Regional Conference in Myrnam: November 5th
- Rural Woman's Conference Lac La Biche: November 17th
- Amanda attended Joint Health & Safety Meeting: November 18th

- Amanda attended ASB Provincial Webinar Update: November 18th
- Carleigh attended Council Budget Meeting: November 19th
- Safety Audit Initial Exit Report Meeting: November 22
- Meet & Greet with new Provincial Key Contact: November 24
- ASB Provincial update webinar: December 2
- Alberta Institute of Agrologists 2021 Clubroot update: December 2
- AAAF In Service Training December 6th-10th

**Meetings & Training attended from December 14th-January 25th**

- Joint Health & Safety Meeting: December 15th
- Agronomy Basics hosted by the Alberta Canola Council: January 5th
- Carleigh attended Grazing School for Women: January 6th
- Agronomy Update hosted by the Alberta Canola Council: January 11th-12th
- Joint Health & Safety Meeting: January 20th
- Amanda attended Weed Review Committee: January 20th
- ASB Provincial Conference: January 25th-27th

**Challenges:**

**Next Steps:** *No value*

2022/01/17

Current Com...

→ Grazing school for Women

**NEW** Carleigh McMullin:

**Achievements:**

- Grazing School for Women is going ahead with an in-person event on March 12th in Wainwright. A 2 day field day is to be scheduled for June, but the dates are TBD.
- This event had been shared on social media and is scheduled to reappear 2 more times before the registration deadline.

**Challenges:** *No value*

**Next Steps:** *No value*

2022/01/17

50%  
50 /  
50% ahead

2020/01/01

2022/09/30

Goal	Progress Update	Current Com...	Start Date	Due Date
<b>Blasting Activity (ASB): 100%</b>	<p><b>NEW Carleigh McMullin:</b></p> <p>Achievements:</p> <ul style="list-style-type: none"> <li>Blasting has been completed for the year. Despite the challenges we faced with the new DFO regulations and DCL process we were able to remove all problem dams.</li> <li>Carleigh completed her blasting course in 2021.</li> <li>Trevor has been assisting with collecting easements as well as following up on older easements to ensure our paperwork is up-to-date heading into the Spring season.</li> </ul> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>2022/01/17</p>	<p>100%</p> <p>100 / 100%</p> <p>-</p>	<p>2020/08/01</p>	<p>2021/12/31</p>
<b>Weed Control (ASB): 100%</b>	<p><b>NEW Carleigh McMullin:</b></p> <p>Achievements: 2021 Weed Inspection Summary</p> <ul style="list-style-type: none"> <li>Another successful year of weed inspecting 397 weed letters were sent in 2021.</li> <li>Inspected Hwy 28, Secondary Hwy 855 and sent weed notices to Alberta Transportation for these locations.</li> <li>Having 2 summer students made this year very successful. It gave us the ability to complete many inspections as well as run 2 spray crews rather than just 1.</li> </ul> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>2022/01/18</p>	<p>100%</p> <p>100 / 100%</p> <p>-</p>	<p>2017/12/31</p>	<p>2021/12/31</p>
<p>→ Weed Inspections 0 Inspection(s)</p>		<p>100%</p> <p>0 / 0</p> <p>Inspection(s)</p> <p>-</p>	<p>2021/01/01</p>	<p>2021/12/31</p>

Goal	Progress Update	Current Com...	Start Date	Due Date
<b>Mowing Activity (ASB): 100%</b>	<p><b>NEW Carleigh McMullin:</b></p> <p><b>Achievements: 2021 Mowing Summary</b></p> <ul style="list-style-type: none"> <li>This was the second year of doing the mowing 'to the fence-line', we received several complaints in regards to how long the grass is by the end of August/Sept at the locations we started at. This long grass poses a hazard for motoring traffic because the wildlife can't be seen.</li> <li>Again this year we ran out of budget to complete all roads with a 'to the fence line' pass. We did complete all roads but some roads only received a shoulder pass to ensure we completed every road and stayed within budget.</li> </ul> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p> <p>2022/01/18</p>	<p>100%</p> <p>100 / 100%</p> <p>-</p>	<p>2017/12/31</p>	<p>2021/12/31</p>
<b>Spraying (ASB): 100%</b>	<p><b>NEW Carleigh McMullin:</b></p> <p><b>Achievements: 2021 Spraying Summary</b></p> <ul style="list-style-type: none"> <li>Spray season 2021 was very successful with the combination of the herbicide mowers and 2 spray crews following to spot spray to the fence line, and over the fence-line where appropriate to do so.</li> <li>There is a lot of value in having 2 spray crews out on our roads completing the spot spraying areas. There is ~900 miles of road to cover in addition to battling with Mother Nature, and that additional spray crew made a huge impact in our ability to get more done in the short season we have.</li> </ul> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p> <p>2022/01/18</p>	<p>100%</p> <p>100 / 100%</p> <p>-</p>	<p>2017/12/31</p>	<p>2021/12/31</p>
<a href="#">→ Spraying Program</a>		<p>100%</p> <p>100 /</p> <p>-</p>	<p>2020/01/01</p>	<p>2020/09/30</p>

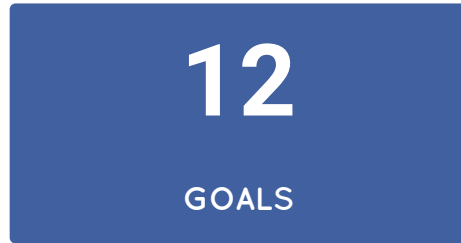


Goal	Progress Update	Current Com...	Start Date	Due Date
<b>Pest Control (ASB): 100%</b>	<p><b>NEW Carleigh McMullin:</b></p> <p><b>Achievements: 2021 Pest Summary</b></p> <ul style="list-style-type: none"> <li>We monitored 3 fields across the County for Bertha Armyworm and we found that numbers were low.</li> <li>Each township within the County (12 locations) get surveyed for grasshoppers. Grasshoppers were higher in our County this year in comparison to previous wet years, however according to the provincial guidelines these numbers are considered low or 'light damage'.</li> </ul> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p> <p>2022/01/18</p>	<p>100% 100 / 100%</p>	<p>2017/12/31</p>	<p>2021/12/31</p>
<p>→ <b>Problem Wildlife (Beaver Control)</b></p>	<p><b>NEW Carleigh McMullin:</b></p> <p><b>Achievements: 2021 Beaver Activity Summary</b></p> <ul style="list-style-type: none"> <li>193 beavers were caught as of November 1st, 2021.</li> <li>140 muskrats were caught as of November 1st, 2021.</li> <li>4 new pond levelers have been installed, and 10 replacements on existing levelers.</li> </ul> <p><b>2022</b></p> <ul style="list-style-type: none"> <li>As requested by Council we will be doing our beaver count from Nov 1st-April 1st for the winter trapping season.</li> <li>22 beavers as of January 17th, 2022.</li> <li>20 muskrat as of January 17th, 2022.</li> </ul> <p><b>Challenges:</b></p> <ul style="list-style-type: none"> <li>The cold weather in the last half of December and beginning of January posed a challenge for us. However, we took this time to begin training Trevor on how the DFO approval process works. Also, we had him help collect easements and go through our easement binder to ensure everything is up-to-date and signed properly.</li> </ul> <p><b>Next Steps:</b> <i>No value</i></p> <p>2022/01/17</p>	<p>94% 94 / 94% ahead</p>	<p>2020/01/01</p>	<p>2022/12/31</p>

Goal	Progress Update	Current Com...	Start Date	Due Date
<p>↳ Clubroot Inspections: 100 Field(s)</p>	<p><b>NEW</b> Carleigh McMullin:</p> <p>Achievements: 2021 Clubroot Summary</p> <ul style="list-style-type: none"> <li>• 75 fields were inspected across the County</li> <li>• 6 positive fields were found. Clubroot information packages and agreements were sent out to landowners.</li> </ul> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>2022/01/18</p>	<p>100% 100 / 100 Field(s)</p>	<p>2020/01/01</p>	<p>2020/10/31</p>
<p>Safety Activity (ASB)</p>	<p><b>NEW</b> Carleigh McMullin:</p> <p>Achievements:</p> <ul style="list-style-type: none"> <li>• Ag. Department has completed the online portion of First Aid &amp; CPS, awaiting the in-person training.</li> <li>• Ag. Department is working from home when appropriate to do so as to limit time in the office as the Covid-19 numbers rise.</li> <li>• Weed Inspectors received orientation on May 3rd.</li> <li>• All mower operators received orientation</li> <li>• Weed Inspectors received free herbicide stewardship training May 11th</li> <li>• Authorized Assistant Training for Herbicide Mower operator &amp; Weed Inspectors May 21st</li> <li>• TDG Training received May 31st</li> <li>• Chainsaw Training for mower operators received May 26th</li> </ul> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>2022/01/17</p>	<p>90% 90 / 22% ahead</p>	<p>2020/01/01</p>	<p>2022/12/31</p>

Goal	Progress Update	Current Com...	Start Date	Due Date
<b>Dog Catching</b>	<p><b>NEW Carleigh McMullin:</b></p> <p>Achievements:</p> <ul style="list-style-type: none"> <li>Since beginning dog catching in August 2021 we have received 30 dog calls, and successfully caught 9.</li> </ul> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>2022/01/17</p>	<p>0%</p> <p>0 / -</p>	<p>2021/10/05</p>	<p>2022/12/31</p>
<p>→ <b>Dog Catching Phone Calls 0 Call(s)</b></p>		<p>101%</p> <p>30 / 0 Call(s)</p> <p>30 Call(s) ahead</p>	<p>2021/01/01</p>	<p>2022/12/31</p>
<p>→ <b>Dog Catching Success 0 Dog(s)</b></p>		<p>101%</p> <p>9 / 0 Dog(s)</p> <p>9 Dog(s) ahead</p>	<p>2021/01/01</p>	<p>2022/12/31</p>

Goal	Progress Update	Current Com...	Start Date	Due Date
<b>ASB Environmental Services: 100%</b>	<p><b>NEW</b> <b>Carleigh McMullin:</b></p> <p><b>Achievements: 2021 LARA Event Summary</b></p> <ul style="list-style-type: none"> <li>• Feeding Through Drought: Dec 15th</li> <li>• Crunching Numbers with Steve Kenyon: Nov 19th</li> <li>• Cultivating Resilience on the Farm: How to get Unstuck: November 16th</li> <li>• Building Soil Resilience Through Regenerative Agriculture: Oct 20th</li> <li>• In the Know: Mental Health Supports Tailored for Farm Communities: Oct 12th</li> <li>• Building Soil Resilience Through Regenerative Agriculture: Sept 22nd</li> <li>• Smoky Lake Hemp Workshop: Sept 15th</li> <li>• Septic Sense: Sept 20th &amp; 21st</li> <li>• Mallaig Summer Field Day: August 5th</li> <li>• Dugout Webinar Series: July 20th &amp; 27th</li> <li>• Fort Kent Summer Field Day: July 28th</li> <li>• Smoky Lake Summer Field Day: July 22nd</li> <li>• Interpreting Soil Benchmark Tests: June 7th</li> <li>• Pasture Pipelines: May 17th</li> <li>• Working Well Workshop: April 29th</li> <li>• Grazing Planning: April 27th</li> <li>• Succession Planning with Kelly Sidoryk: April 13th</li> <li>• Soil Health Webinar Series: Feb 11, 16, 23</li> <li>• Mental Health First Aid: March 16 &amp; 17</li> <li>• Designing Cover Crop Blends: Feb 2nd</li> </ul> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p> <p><i>2022/01/18</i></p>	<p style="text-align: center;"><b>100%</b> <b>100 / 100%</b></p>	<p>2021/01/01</p>	<p>2021/12/31</p>



### GIS PLAN

#### (GIS) GOVERNANCE

Goal	Progress Update	Tasks	Current Completion
GIS Tasks: 100%			On Track 4% 4 / 100%
→ GIS Data Input	<p><b>Carole Dowhaniuk:</b> Achievements:</p> <ul style="list-style-type: none"> <li>• Input Haul Road Agreements</li> <li>• Update Playgrounds</li> <li>• Update Land Fill and Transfer Stations - Winter Hours</li> </ul> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>2022/01/17</p>		On Track 0% 0 /

Goal	Progress Update	Tasks	Current Completion
<p>→ <b>County Website Tool – MuniSight- GIS Site Validation</b></p>	<p><b>Carole Dowhaniuk:</b>  <b>Achievements:</b></p> <ul style="list-style-type: none"> <li>• <b>Smoky Lake County</b> online public connection with MuniSight has had 226,896 visits from May 31, 2018 – January 16, 2022. <ul style="list-style-type: none"> <li>◦ from December 6, 2021 to January 16, 2022 (41 days) total visits were 4,951.</li> </ul> </li> <li>• <b>Regional</b> online public connection with MuniSight has had 106,243 visits from May 31, 2018 – January 16, 2022. <ul style="list-style-type: none"> <li>◦ from December 6, 2021 to January 16, 2022 (41 days) total visits were 215.</li> </ul> </li> <li>• Verify quality assurance on Public Site.</li> </ul> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p> <p>2022/01/17</p>		<p>On Track  <b>92%</b>  <b>92 /</b></p>
<p>→ <b>GIS Data Analysis</b></p>	<p><b>Carole Dowhaniuk:</b>  <b>Achievements:</b></p> <ul style="list-style-type: none"> <li>• Completed data analysis of culvert inspection to be reviewed with pw at annual review of MuniSight in February</li> <li>• Complete data analysis of zoning description and codes - updated in the new finance system.</li> </ul> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b></p> <ul style="list-style-type: none"> <li>• Coordinate time with snow plow flag operators for review lists and maps</li> </ul> <p>2022/01/17</p>		<p>On Track  <b>92%</b>  <b>92 /</b></p>

Goal	Progress Update	Tasks	Current Completion
<p>→ GIS – Data collection MuniSight/Mobile App</p>	<p><b>Carole Dowhaniuk:</b>  <b>Achievements:</b></p> <ul style="list-style-type: none"> <li>• Public works <ul style="list-style-type: none"> <li>◦ road inspections 2021 completed</li> </ul> </li> </ul> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b></p> <ul style="list-style-type: none"> <li>• continue working with staff on updating missing Address Signs in our GIS</li> <li>• project plan with culvert crew on updating and locating missing culverts in our GIS</li> <li>• verify data completion of Brushing/Axing for 2021</li> </ul> <p><i>2022/01/17</i></p>		<p>On Track  <b>91%</b>  <b>91 /</b></p>
<p>→ Map Sales 2022: 6 Map(s)</p>	<p><b>Carole Dowhaniuk:</b>  <b>Achievements:</b></p> <ul style="list-style-type: none"> <li>• <b>2021 Inside Outside Studios Inc(iHunter Alberta) Annual Report</b> <ul style="list-style-type: none"> <li>◦ Attached: letter, report and copy of payment</li> </ul> </li> </ul> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p> <p><i>2022/01/17</i></p>		<p>On Track  <b>100%</b>  <b>6 / 6 Map(s)</b></p>

Goal	Progress Update	Tasks	Current Completion
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→ Input Spatial Data

**Carole Dowhaniuk:**

**Achievements:**

- Add and reviewed the year 2022 to the following layers
  - Emergency Services: Accidents, Fire Permits, Fire Works, Fire Calls, Public Hazard Call, and Medical Calls.
  - Transportation: Road use Agreements.
  - Maintenance: Road Repair Gravelling, Road Inspections, Brushing/axing, Flooding.
  - Planning and Development: development permits
  - AG Mobile
  - Agriculture: Spray Data
- Updating our Parks and Recreation Feature Class: listing the following features and corresponding layers under them.
  - Recreational/Community Facilities
  - Recreational Sites
  - Campgrounds
  - Boat Launch's
  - Trails
  - Iron Horse Trail
  - Snowmobile Trails

**Challenges:** *No value*

**Next Steps:**

- Review Parks and Recreation Feature Class Update upon completion

2022/01/17

On Track  
4%  
4 /



Goal	Progress Update	Tasks	Current Completion
<a href="#">↳ GIS Work Schedule</a>	<p><b>Carole Dowhaniuk:</b></p> <p><b>Achievements:</b></p> <ul style="list-style-type: none"> <li>• Annual Review of Environment and Parks GIS Layers</li> </ul> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b></p> <ul style="list-style-type: none"> <li>• Schedule Annual Review of GIS Layers with the following departments: <ul style="list-style-type: none"> <li>◦ Public Works - February</li> <li>◦ Planning and Development - February</li> <li>◦ Agriculture - March</li> <li>◦ Gas - March/April</li> </ul> </li> </ul> <p><i>2022/01/17</i></p>		<p>On Track</p> <p><b>4%</b></p> <p><b>4 /</b></p>

<p><b>Smoky Lake Region (GIS): 100%</b></p>	<p><b>Carole Dowhaniuk:</b></p> <p><b>Achievements:</b></p> <ul style="list-style-type: none"> <li>• Village of Waskatenau zoning update to the Regional Site completed</li> <li>• Town of Smoky Lake Zoning update to the Town and Regional Site completed</li> <li>• Subdivision update completed for the Town of Smoky Lake</li> <li>• Address Maps completed for the Region - copies given to the RCMP</li> <li>• Review and Send out Decembers General Service Hour Reports to the Region</li> <li>• Invoice for General Service Hours and software complete - sent out to the Region</li> </ul> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b></p> <ul style="list-style-type: none"> <li>• Update Layers sheet for Regional Site</li> </ul> <p><i>2022/01/17</i></p>		<p>On Track</p> <p><b>5%</b></p> <p><b>5 / 100%</b></p>
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Goal	Progress Update	Tasks	Current Completion
<b>Training (GIS): 100%</b>	<p><b>Carole Dowhaniuk:</b></p> <p>Achievements:</p> <ul style="list-style-type: none"> <li>No action was taken during this reporting period.</li> </ul> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>2022/01/17</p>		<p>On Track</p> <p>4%</p> <p>4 / 100%</p>
<b>Council Member Inquiry (GIS): 100%</b>	<p><b>Carole Dowhaniuk:</b></p> <p>Achievements:</p> <ul style="list-style-type: none"> <li>No request during this reporting period.</li> </ul> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>2022/01/17</p>		<p>On Track</p> <p>4%</p> <p>4 / 100%</p>

(GIS) MANAGER'S PLAN

Goal	Progress Update	Tasks	Current Completion
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(GIS) Training Event Form 2022

On Track  
33%  
33 /

Inside Outside Studios Inc  
County Map Sales Annual Report  
info@ihunterapp.com  
January 11, 2022

# 2021 County Map Sales Annual Report

Greetings,

Inside Outside Studios and the iHunter Alberta app team would like to thank you once again for your continued participation in the landownership map program. We have continued to receive outstanding feedback from users, law enforcement, and landowners. As we are always trying to improve, please do let us know if you hear of any negative experiences or notable feedback.

Sales have remained steady for most counties, however you might notice that the royalty fees per map sale are higher this year than previous years. Apple and Google have decreased their share of the revenue from 30% to 15% for small businesses after July of this year, so we have shared the increase in net revenue with Counties. As iHunter grows, it is unlikely that these reduced fees for Apple and Google will persist every year, but we will continue to share the increased share of the revenue for as long as it lasts. Please see the data included below to see how your county map sales are comparing to other counties and to previous years.

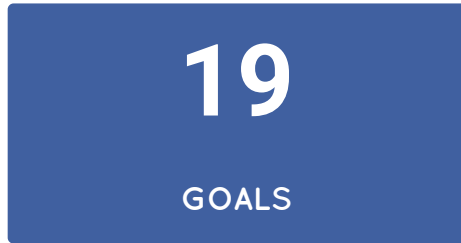
Thanks again for your continued participation. Let us know if there are any questions or concerns about the sales, revenues, or pricing for the upcoming year. Finally, if you have a new map available, please send it our way and we will get it integrated into the app within a few days.

Thanks,

Mark Stenroos

Inside Outside Studios Inc (iHunter Alberta)

	2021	2020	2019	2018	2017
<b><u>Acadia</u></b>	134	165	106	126	99
<b><u>Beaver</u></b>	620	593	433	326	327
<b><u>Bonnyville</u></b>	541	559	361	331	283
<b><u>Brazeau</u></b>	526	523	365	342	306
<b><u>Camrose</u></b>	419	492	420	301	314
<b><u>Cardston</u></b>	469	576	426	403	404
<b><u>Clear Hills</u></b>	459	393	310	216	208
<b><u>Clearwater</u></b>	1244	1435	705	773	741
<b><u>Flagstaff</u></b>	605	587	456	384	350
<b><u>Kananaskis I.D.</u></b>	329	395	0	0	0
<b><u>Lac Ste Anne</u></b>	660	624	413	393	334
<b><u>Lacombe</u></b>	454	424	368	282	300
<b><u>Lethbridge</u></b>	373	375	249	163	179
<b><u>Minburn</u></b>	246	276	0	0	0
<b><u>Northern Sunrise</u></b>	322	268	256	199	179
<b><u>Paintearth</u></b>	410	404	280	191	215
<b><u>Peace</u></b>	168	191	137	122	101
<b><u>Ponoka</u></b>	430	437	359	214	268
<b><u>Red Deer</u></b>	674	654	490	443	353
<b><u>Saddle Hills</u></b>	1167	1038	806	669	580
<b><u>Smoky Lake</u></b>	318	333	226	165	156
<b><u>Stettler</u></b>	568	606	539	292	374
<b><u>Sturgeon</u></b>	376	424	253	277	234
<b><u>Taber</u></b>	438	366	295	263	215
<b><u>Wainwright</u></b>	522	489	403	308	305
<b><u>Warner</u></b>	483	536	424	392	306
<b><u>Wheatland</u></b>	529	461	301	298	260
<b><u>Woodlands</u></b>	761	704	596	454	399



### EVONNE ZUKIWSKI

Goal	Progress Update	Current Completion
Administrative Activity (COM): 100%		90% 90 / 100%
→ Council Meetings: 10 Meeting(s)	<b>NEW Evonne Zukiwski:</b> Achievements: <ul style="list-style-type: none"> <li>Virtually attended December County Council Meeting- December 16, 2021</li> </ul>	100% 10 / 10 Meeting(s)
→ Budget Meetings: 8 Meeting(s)	<b>NEW Evonne Zukiwski:</b> Achievements: <ul style="list-style-type: none"> <li>Virtually attended Budget 2022 Open House- December 7, 2022</li> </ul>	100% 8 / 8 Meeting(s)
→ Departmental Meeting: 7 Meeting(s)	<b>NEW Evonne Zukiwski:</b> Achievements: <ul style="list-style-type: none"> <li>Virtually attended Departmental meeting- December 14, 2021</li> </ul>	100% 7 / 7 Meeting(s)
Communication Activity (COM): 100%		84% 83.8 / 100%
→ Fire Ban Information 0 Update(s)		101% 6 / 0 Update(s)
→ Quick Reference Book	<b>NEW Evonne Zukiwski:</b> Achievements: <ul style="list-style-type: none"> <li>Finished printing Quick Reference Book and distributed to Council and staff- December 7, 2021</li> </ul>	100% 100 /

Goal	Progress Update	Current Completion
<p>→ Social Media Posts 0 Post(s)</p>	<p><b>NEW Evonne Zukiwski:</b></p> <p>Achievements:</p> <ul style="list-style-type: none"> <li>• Scheduled Christmas break holiday closure ads (scheduled for December 21, 24 and January 3, 2022)- December 6, 2021</li> <li>• Scheduled Ukrainian Christmas offices closed poster (scheduled for January 5 &amp; 7, 2022)- December 6, 2021</li> <li>• Scheduled Transfer Station holiday hours schedule (scheduled for December 23, 28 and January 2, 2022)- December 6, 2021</li> <li>• Created social media post that Budget 2022 presentations are available on the website- December 9, 2021</li> <li>• Scheduled Community Surveillance Program (scheduled for December 14, 2021)- December 13, 2021</li> <li>• Posted SDAB Members ad- December 16, 2021</li> <li>• Scheduled Grazing School for Women Save the Date ad (scheduled for January 10, 2022)- January 4, 2022</li> <li>• Shared L.A.R.A feedback survey- January 12, 2022</li> <li>• Scheduled Grazing School for Women event poster (scheduled for January 28, 2022)- January 12, 2022</li> <li>• Scheduled Mechanic employment opportunity (scheduled for January 13, 19, 27)- January 12, 2022</li> <li>• Posted Grapevine is available online ad- January 12, 2022</li> </ul>	<p style="text-align: center;"><b>101%</b> <b>310 / 0 Post(s)</b></p>

Goal	Progress Update	Current Completion
<p>→ Website Updates 0 Update(s)</p>	<p><b>NEW Evonne Zukiwski:</b> Achievements:</p> <ul style="list-style-type: none"> <li>• Added Bylaw 1404-21 to website- December 6, 2021</li> <li>• Updated Reeve's Report webpage- December 6, 2021</li> <li>• Created website alert and website notice for offices closed for Christmas break- December 6, 2021</li> <li>• Scheduled website notice for Holiday Transfer Station hours over Christmas break- December 6, 2021</li> <li>• Posted November Past Council Activity Calendar- December 7, 2021</li> <li>• Posted Budget Open House Meeting recording and slide presentation- December 8, 2021</li> <li>• Posted Interim Budget- December 8, 2021</li> <li>• Posted Community Surveillance Program as notice- December 13, 2021</li> <li>• Posted Reeve's Report- December 16, 2021</li> <li>• Posted Transfer Station holiday hours schedule- December 16, 2021</li> <li>• Posted December Grapevine- December 16, 2021</li> <li>• Removed Transfer Station holiday hour schedule- January 4, 2022</li> <li>• Posted January calendar and meeting links- January 4, 2022</li> <li>• Posted all management policies- January 4, 2022</li> <li>• Posted all safety policies- January 4, 2022</li> <li>• Posted December 2021 Past Council activities calendar- January 11, 2021</li> <li>• Posted Mechanic employment ad- January 11, 2022</li> <li>• Posted January 2022 Grapevine- January 12, 2022</li> <li>• Updated policies 01-40, 07-07, 08-17, 08-18, 61-03- January 12, 2022</li> <li>• Updated policies 62-28, 62-10- January 13, 2022</li> </ul>	<p>101% 274 / 0 Update(s)</p>
<p>→ Communications for Departments 0 Ad(s) Created</p>	<p><b>NEW Evonne Zukiwski:</b> Achievements:</p> <ul style="list-style-type: none"> <li>• Created Transfer Station holiday hours poster- December 6, 2021</li> <li>• Emailed Mechanic employment opportunity ad to Redwater Review for publishing January 25, 2022- January 11, 2022</li> </ul>	<p>101% 23 / 0 Ad(s) Created</p>



Goal	Progress Update	Current Completion
→ County Website Maintenance 0 Update(s)	<b>NEW Evonne Zukiwski:</b> Achievements: <ul style="list-style-type: none"> <li>Finalized Smoky Lake Senior Center microsite setup and turned site over to designated site administrator- December 20, 2021</li> <li>Finalized Smoky Lake Regional Chamber of Commerce microsite setup and turned site over to designated site administrator- December 20, 2021</li> <li>Removed Hanmore Lake and Island Lake microsite as per Council motion- December 20, 2021</li> </ul>	101% 10 / 0 Update(s)
→ Produce & Distribute Grapevine: 12 Newsletter(s)	<b>NEW Evonne Zukiwski:</b> Achievements: <ul style="list-style-type: none"> <li>Completed and published December Grapevine. Emailed to the Redwater Review for publishing December 22, 2021- December 16, 2021</li> <li>Completed and published January 2022 Grapevine. Emailed to the Redwater Review for publishing January 19, 2022- January 12, 2022</li> </ul>	100% 12 / 12 Newsletter(s)
→ County Annual Report 0 Report(s) Requested		101% 136 / 0 Report(s) Requested
Training Activity (COM) 0 Event(s)		101% 1 / 0 Event(s)
→ Participate in Training 0 Event(s)	<b>NEW Evonne Zukiwski:</b> Achievements: <ul style="list-style-type: none"> <li>Attended general Cascade training- November 3, 2021</li> <li>Attended Communication department Cascade training- November 4, 2021</li> </ul>	101% 3 / 0 Event(s)
→ FOIP Training 0 Training(s)		101% 1 / 0 Training(s)
Legislative Activity (COM): 100%		100% 100 / 100%
→ Develop Advertisements and Information Publications 0 Ad(s) Created	<b>NEW Evonne Zukiwski:</b> Achievements: <ul style="list-style-type: none"> <li>Created Christmas Holiday Office Closed poster- December 6, 2021</li> <li>Created Ukrainian Christmas Office Closed poster- December 6, 2021</li> <li>Created Grapevine available on website ad for social media and gas bill stuffers- December 16, 2021</li> </ul>	101% 38 / 0 Ad(s) Created
→ FOIP/ Access to Information Requests 0 Request(s)		101% 2 / 0 Request(s)

