

## SMOKY LAKE COUNTY

**A G E N D A: County Council Meeting**  
**for the purpose of Departmental Operations** to be held on  
Tuesday, **May 24, 2022** at 10:00 o'clock A.M.  
Virtual through Zoom Platform  
Meeting ID: 839 7524 6003 Passcode: 027050  
<https://us02web.zoom.us/j/83975246003?pwd=VIRnZDhSOGJ2dEZuS24zU1pHc1k1UT09>  
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:**

1. Weed/Pest Inspector Appointment. ©
2. Capital Purchase Escalated Cost for Unit 502A 160M AWD Grader. ©

**5. Issues for Information:**

1. Manager Reports

**Public Works:**

- a. Public Works Manager. ©
  - i. Council Requests Summary: As of May 16, 2022. ©
  - ii. Road Projects.
- b. Public Works Road Foreman. ©
- 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 Fieldman. ©

**Administration:**

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

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

2. **Training Reports**

No Training Reports

3. **Manager Work Plans**

No Work Plans

**6. Correspondence(s):**

**7. Delegation(s):**

**8. Executive Session:**

**Adjournment**



<b>REQUEST FOR DECISION</b>		<b>DATE</b>	May 24 <sup>th</sup> , 2022	4.1
<b>TOPIC</b>	<b>Weed/Pest Inspector Appointment</b>			
<b>PROPOSAL</b>	<p><b>HISTORY:</b> Under both the <i>Weed Control Act</i> of Alberta chpt w-5.1 Part 2 7(1) and the <i>Agricultural Pest Act</i> Statutes of Alberta states that a local authority shall appoint inspectors to enforce and monitor compliance with this Act within the Municipality.</p> <p><b>CURRENT:</b> These appointments are done as part of our legislative requirements to the Province of Alberta and we report on how many inspections are done at the end of each year through our ASB Grant Reporting. This reporting determines if we continue to qualify for grant funding.</p> <p><b>PROPOSAL:</b> <b>Recommendation:</b> That Smoky Lake County appoint the following members as Weed/Pest Inspectors for the Smoky Lake County jurisdiction: Tori Stang, Assistant Agricultural Fieldman Jolene Prockiw, Weed/Pest Inspector Kierstin Dubitz, Weed/Pest Inspector Jade Norman, Weed/Pest Inspector</p>			
<b>CORRELATION TO BUSINESS (STRATEGIC) PLAN</b>				
<p style="color: red;">Business Plan 2. Weed Control Act Duties</p> <p style="color: red;">Business Plan 5. Agricultural Pest Act Duties</p>				
<b>LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS</b>		Weed Control Act Agricultural Pests Act Agricultural Service Board Act Policy Statement No. 62-14-02: Weed Inspection and Weed Notice		
<b>BENEFITS</b>	Have sufficient inspectors in the County to meet our legislative requirements.			
<b>DISADVANTAGES</b>	None			
<b>ALTERNATIVES</b>	None			
<b>FINANCE/BUDGET IMPLICATIONS</b>				
<b>Operating Costs: N/A</b>		<b>Capital Costs: N/A</b>		
<b>Budget Available: N/A</b>		<b>Source of Funds: N/A</b>		
<b>Budgeted Costs: N/A</b>		<b>Actual Costs: N/A</b>		
<b>INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS</b>		Alberta Agriculture, Forestry and Rural Economic Development		
<b>COMMUNICATION STRATEGY</b>				

<b>RECOMMENDATION</b>	
<ol style="list-style-type: none"> <li>1. That Smoky Lake County Council appoints Jolene Prockiw as Weed/ Pest Inspector, effective May 2<sup>nd</sup>, 2022 to termination of employment.</li> <li>2. That Smoky Lake County Council appoints Tori Stang as Weed/ Pest Inspector, effective May 11<sup>th</sup>, 2022 to termination of employment.</li> <li>3. That Smoky Lake County Council appoints Kierstin Dubitz as a Weed/Pest Inspector, effective May 2, 2022</li> <li>4. That Smoky Lake County Council appoints Jade Norman as Weed/Pest Inspector, effective May 2<sup>nd</sup>, 2022 to termination of employment.</li> </ol>	
<b>Chief Administrative Officer</b>	
<b>Agricultural Fieldman</b>	



<b>REQUEST FOR DECISION</b>		DATE	<b>May 24, 2022</b>	<b>4.2</b>
TOPIC	Capital Purchase Escalated Cost for Unit 502A 160M AWD Grader			
PROPOSAL	<p><b>BACKGROUND:</b></p> <p>The Capital Budget was approved by Council on April 22 2022, which included in the replacement of the 502A 160M AWD Grader: Unit 502 in the budgeted amount of \$647,400. The Public Works Shop Foreman has been in contact with Finning to order the new unit.</p> <p>Due to the sellers' market on new and used construction equipment and unprecedented high sale prices, there has been a cost escalation to the original estimated budget amount for the replacement of Unit 502, by \$25,600. However, the cost increase will likely be covered through by the sale of our current Unit 502 at public auction.</p> <p><b>ATTACHMENTS:</b></p> <ol style="list-style-type: none"> <li>1. Finning Canada, Quote #Q-00074943 in the amount of \$673,000</li> </ol>			
<b>CORRELATION TO BUSINESS (STRATEGIC) PLAN</b>				
N/A				
<b>LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS</b>	Smoky Lake County Policy Statement No. 01-41-01: Asset Management			
<b>BENEFITS</b>	<ul style="list-style-type: none"> <li>▪ The purchase is in line with the capital equipment replacement plan.</li> </ul>			
<b>DISADVANTAGES</b>	<ul style="list-style-type: none"> <li>▪ N/A.</li> </ul>			
<b>ALTERNATIVES</b>	<ul style="list-style-type: none"> <li>▪ Council's discretion.</li> </ul>			
<b>FINANCE/BUDGET IMPLICATIONS</b>				
<b>Operating Costs:</b>	\$ _____	<b>Capital Costs:</b>	\$ _____	
<b>Budget Available:</b>	\$ <b>647,400</b> _____	<b>Source of Funds:</b>	_____	
<b>Budgeted Costs:</b>	\$ _____	<b>Unbudgeted Costs:</b>	\$ <b>25,600.00</b>	
<b>INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS</b>	N/A			
<b>COMMUNICATION STRATEGY</b>	N/A			
<b>RECOMMENDATIONS</b>				
<p><b>That Smoky Lake County Council approve the unbudgeted expenditure in the amount up to \$25,600.00 to cover the escalation cost, over and above the Year-2022 Capital Budget to replace Public Works Grader Unit 502, in the amount of \$647,400.00, with a Year-2023, Caterpillar 160AWD from Finning Canada, as per their re-quote #Q-00074943 expiring on May 24 2022, in the amount of \$673,000.00, plus taxes.</b></p>				
<b>CHIEF ADMINISTRATIVE OFFICER</b>				



17  
GOALS

1%  
GOAL COMPLETION

DOUG PONICH

Goal	Progress Update	Current Completion
<b>Public Works Manager Work Plan</b> → Public Works Department Daily/Weekly/Monthly Plan: 100%	<b>Doug Ponich:</b> Achievements: No update. Challenges: <i>No value</i> Next Steps: <i>No value</i> 2022/02/15	1% 99% behind 8% 8.33 / 100% 92% behind

Goal	Progress Update	Current Completion
<p>→ Administrative (PW Manager): 100%</p>	<p><b>Doug Ponich:</b>  <b>Achievements:</b> County Departmental Meeting. April 26</p> <p>Annual County Safety Meeting. April 29</p> <p>Conduct interviews for Shop Clerk I and Equipment Operator positions. May 4, 5, 6.</p> <p>Policy Committee Meeting. May 11</p> <p>Maria Tetrault hired as Shop Clerk I; begins at scale shack on May 11.</p> <p>Next reporting period:  Hire 2 equipment operators.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i>  2022/04/25</p>	<p>0%  0 / 100%  37% behind</p>
<p>→ Council Member Inquiry (PW Manager): 100%</p>		<p>0%  0 / 100%  95% behind</p>
<p>→ Dust Control (PW Manager): 100%</p>	<p><b>Doug Ponich:</b>  <b>Achievements:</b></p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i>  2022/05/13</p>	<p>0%  0 / 100%  37% behind</p>
<p>→ Gravel (PW Manager): 100%</p>	<p><b>Doug Ponich:</b>  <b>Achievements:</b> Clean scale at White Earth Pit in preparation for calibration next week. April 27</p> <p>Service rock trucks in preparation for rock hauling beginning May 2nd. April 28</p> <p>Haul track-hoe to White Earth Pit; prepare for rock excavation. May 2</p> <p>Rock excavation and stock piling at White Earth Pit. May 2, 3, 4, 5, 6,</p>	<p>0%  0 / 100%  37% behind</p>

Haul gravel to Pioneer Bible Camp ( donation ) May 3, 5 Div. 5

Haul 1 load of 1 1/2" to Spedden Transfer Site. May 10 Div. 1

Haul gravel to soft spots:

- RR 165, north of TWP 614. May 12 Div. 4
- TWP 590, west of HWY 859. May 12 Div. 3
- RR 170, north of TWP 584. May 12, 13 Div. 3

Haul sand to Bonnie Lake Resort for Gas Department excavation. May 13 Div. 1

Haul and spread 1 yard of gravel to approach at Lot #8, Hillside Resort; claim of gravel removed during snow removal. May 13 Div. 1

Haul one load of 3/4" gravel to Village of Waskatenau. May 13

Next reporting period:

- Begin Divisional and Private gravel hauling.
- Continue rock excavation and stock piling at White Earth Pit.

**Challenges:** *No value*

**Next Steps:** *No value*

2022/04/28

**Doug Ponich:**

**Achievements:** Clear culvert ends of debris and remaining snow.

- Div. 1 April 19, 20, 28, May 11
- Div. 2 April 19, 21, 22
- Div. 3 April 20, 21, 25, May 5, 9, 11
- Div. 4 April 21, 22, 28, May 5, 6
- Div. 5 April 20, 21, 22, 25, 28

→ Maintenance (PW Manager): 100%

0%  
0 / 100%  
37% behind

## Steam culverts ;

- Div. 1 April 19, 20
- Div. 2 April 19, 20
- Div. 3 April 21
- Div. 4 April 21, 22, 25
- Div. 5 April 21, 22, 25

## Sign repair and installation:

- Stop sign at TWP 600 & RR 152; new post April 19 Div. 4
- Straighten Curve sign at TWP 595A, east of RR 160. April 19 Div. 4
- Straighten Stop and Address signs at TWP 600 & RR 145. April 19 Div. 4
- Straighten Stop sign at TWP 595A & RR 151. April 19 Div. 4
- Straighten Yield sign at TWP 594 & RR 160. April 19 Div. 4
- Straighten Curve sign at TWP 594, west of RR 160. April 19 Div. 4
- Straighten Stop sign at TWP 600 & RR 144. April 19 Div. 4
- Straighten Stop sign at TWP 600 & RR 150. April 19 Div. 4
- New bridge marker posts at RR 161, south of TWP 594. April 20 Div. 4
- Replace post at Yield sign at TWP 600 & RR 162. April 20 Div. 4
- Straighten Address sign at TWP 602 & Mons Lake Drive. April 20 Div. 4
- New post for Yield sign at RR 161 & TWP 594. April 20 Div. 4
- Straighten Curve sign at RR 162, south of TWP 602. April 20 Div. 4
- Straighten Stop Ahead at RR 174, south of TWP 610. April 21 Div. 4
- Straighten Checker Board sign at RR 155 & TWP 604. April 21 Div. 4
- New post for Road Ban sign at RR 152, south of TWP 601A. April 21 Div. 4
- Straighten Yield and Address signs at TWP 602 & RR 152. April 21 Div. 4
- Replace Curve sign at RR 163, north of TWP 604. April 22 Div. 4
- Install new Stop sign at TWP 610 & RR 172. April 22 Div. 4
- Replace Curve sign at TWP 610, west of RR 163. April 22 Div. 4
- Straighten Address and Stop signs at TWP 613 & RR 165. April 22 Div. 4
- Straighten Checker board and Address signs at TWP 611 & RR 165. April 22 Div. 4



- Install new Checker Board sign at TWP 611 & RR 170. April 22 Div. 4
- Straighten Stop sign at TWP 610 & RR 170. April 22 Div. 4
- New Curve sign at TWP 592, east of RR 162. April 25 Div. 3
- Straighten Address sign at TWP 592 & RR 171. April 25 Div. 3
- Straighten Stop sign at TWP 590 & RR 170. April 25 Div. 3
- Straighten Stop and Address signs at RR 172 & TWP 592. April 25 Div. 3
- Straighten Stop and Address signs at RR 173 & TWP 584. April 25 Div. 3
- Straighten Pavement Ends sign at RR 152, south of TWP 601A. April 25 Div. 4
- Straighten Weight Restriction sign at TWP 584, west of RR 170. April 25 Div. 3
- Place new Curve signs at RR 163, south of TWP 610. April 25 Div. 4
- Straighten Stop sign at TWP 604 & RR 163. April 25 Div. 4
- Straighten Yield sign at TWP 602A & RR 152. April 25 Div. 4
- Straighten Stop sign at TWP 595A & RR 151. April 25 Div. 4
- Place new Checker Board sign at TWP 595A & RR 151. April 25 Div. 4
- New post at No Exit sign ; RR 153 & TWP 602A. April 25 Div. 4
- Place new Checker Board sign at TWP 602 & RR 154. April 25 Div. 4
- Straighten Stop sign at TWP 600 & RR 170. April 26 Div. 4
- Straighten Stop sign at TWP 602 & RR 164. April 26 Div. 4
- Place new Checker Board sign at TWP 595A & RR 161. April 26 Div. 4
- Place new yield sign at TWP 600 & RR 153. April 26 Div. 4
- Straighten stop sign at TWP 600 & RR 152. April 26 Div. 4
- Straighten Checker Board sign at TWP 600 & RR 154. April 26 Div. 4
- Place new Bridge Marker signs; RR 163, north of HWY 28. April 26 Div. 4
- Straighten Checker Board and Stop signs at TWP 582 & RR 180A. April 26 Div. 3
- Straighten Checker Board sign at Victoria Trail & RR 180A. April 26 Div. 3
- Straighten Checker Board sign at TWP 590 & RR 175. April 26 Div. 3
- Straighten Checker Board sign at TWP 590 & RR 181. April 26 Div. 3
- Straighten Address sign at TWP 592 & RR 175. April 26 Div. 3
- Straighten Checker Board sign at TWP 590 & RR 175. April 26 Div. 3
- Straighten Checker Board sign at TWP 590 & RR 193A. April 26 Div. 5

- Straighten Address, Yield and Checker Board signs at TWP 590 & RR 184. April 27 Div. 3
- Straighten Stop and Checker Board signs at TWP 590 & RR 191. April 27 Div. 5
- Straighten Address sign at TWP 592 & RR 193. April 27 Div. 5
- Straighten curve sign at TWP 584. east of RR 185. April 27 Div. 3
- Straighten Stop sign at TWP 592 & RR 191. April 27 Div. 5
- New post at Yield sign at TWP 592 & RR 182. April 27 Div. 3
- Straighten Address sign at 60458 - RR 163. April 27 Div. 4
- Straighten Yield sign at TWP 601A & RR 155. April 27 Div. 4
- Install new Address sign at TWP 615A & RR 165. April 27 Div. 4
- Straighten Checker Board sign at TWP 604 & RR 165. April 27 Div. 4
- Straighten Checker Board, Address, and Stop signs at TWP 600 & RR 163. April 27 Div. 4
- Install new Stop sign at TWP 604 & RR 170. April 27 Div. 5
- New post at Yield sign at TWP 601A & RR 155. April 27 Div. 4
- New post at Checker Board sign at RR 143 & TWP 590. April 28 Div. 2
- Straighten Checker Board sign at RR 154 & TWP 584. April 28 Div. 2
- Install new Checker Board sign at RR 155 & TWP 590. April 28 Div. 3
- Straighten Yield, Checker Board And Address sign at TWP 590 & RR 182. April 28 Div. 3
- Straighten Stop sign at TWP 594 & RR 142. April 28 Div. 1
- Install new posts at Stop and Checker Board signs at TWP 602 & RR 131. May 2 Div. 1
- Straighten Checker Board and Yield signs at TWP 595A & RR 160. May 2 Div. 4
- Straighten Yield sign at TWP 594 & RR 141. May 2 Div. 1
- Straighten Stop sign at TWP 594 & RR 135. May 2 Div. 1
- Straighten Stop sign at TWP 594 & RR 133. May 2 Div. 1
- Install new Yield sign at TWP 592 & RR 133. May 3 Div. 2
- Straighten Yield and Checker Board signs at TWP 590 & RR 133. May 3 Div. 2
- Straighten Stop and Checker Board signs at TWP 583A & RR 131. May 3 Div. 2
- Straighten Stop sign at TWP 584 & RR 131. May 3 Div. 2
- Straighten Stop sign at TWP 584 & RR 133. May 3 Div. 2
- Straighten Yield & Checker Board signs at TWP 582 & RR 134. May 3 Div. 2
- Place No Exit sign at RR 141, south of HWY 28. May 10 Div. 2

- Remove bent address sign at 57306 – RR 135A; order new sign. May 10 Div. 2
- Straighten Yield sign at TWP 582 & RR 172. May 11 Div. 3

Continue cat maintenance at White Earth Pit;

- create drainage paths and ice removal from around stock piles and mining areas. April 19, 20

Tree and leaner removal from county roads:

- RR 171, north of HWY 28. April 20 Div. 4
- Island Lake road, east of HWY 855. April 20 Div. 4
- TWP 615A, west of RR 165. April 20 Div. 4
- RR 152, south of TWP 600. April 21 Div. 4
- RR 151A, south of TWP 590. April 21 Div. 2
- RR 170, north of TWP 584A. April 21 Div. 3
- TWP 584A, east of RR 164. April 25 Div. 3
- RR 165, south of TWP 602. April 26 Div. 4
- RR 165, north of TWP 600. April 26 Div. 4
- RR 161, north of TWP 595A. April 26 Div. 4
- RR 124, TWP 592 – 594. April 26 Div. 1
- RR 132, south of TWP 590. April 26 Div. 2
- RR 135A, north of TWP 571. April 26 Div. 2
- TWP 593A, east of HWY 28. April 26 Div. 2
- RR 182, north of HWY 28. April 27 Div. 5
- RR 182, TWP 602 – 604. April 27 Div. 5
- TWP 594, west of RR 184. April 27 Div. 5
- TWP 594, west of RR 183. April 27 Div. 5
- TWP 600, east of RR 190. April 27 Div. 5
- RR 175, south of TWP 610. April 27 Div. 5
- TWP 602, west of RR 153. April 27 Div. 4
- TWP 602A, west of RR 152. April 28 Div. 4
- RR 142, north of TWP 600. April 28 Div. 1

- RR 182, north of HWY 28. April 28 Div. 5
- Victoria Trail, west of RR 191. April 28 Div. 5
- TWP 602, west of RR 164. May 2 Div. 4
- Shewchanko Cemetery. May 4 div. 4
- RR 170, north of HWY 28. May 9 Div. 4
- RR 140, south of TWP 602. May 9 Div. 1
- TWP 590, west of RR 145. May 9 Div. 2
- TWP 590, west of RR 151. May 9 Div. 2

Back-hoe clearing snow from north ditch along Waskatenau Landfill entrance road; assist with drainage. April 26 Div. 5

Culvert crew begin First Calls for repair and installation. April 27, May 10

Culvert repair and installation:

- Repair culvert end at east approach along RR 200, 800 m. south of TWP 604. May 2 Div. 5
- Install new culvert at 16580 - TWP 604 and widen approach. May 4 div. 4

Patching:

- Bridge at RR 174, south of TWP 595. May 2 Div. 5
- RR 130, south of TWP 602. May 3 Div. 1
- RR 170, TWP 595A - 602. May 9, 10 Div. 4
- TWP 602, RR 170 - 164. May 9, 10 Div. 4
- TWP 604, east of RR 185. May 11 Div. 5
- TWP 590, west of HWY 855. May 12 Div. 3

Flushing culverts with "Bush Bunny"

- RR 155, south of HWY 28. May 4 Div. 3

Haul water from shop sump pond. April 27, 28

Clean scale at White Earth Pit in preparation for calibration. April 27

Brushing with skid steer:

- North property line and ditch along TWP 604 , east of RR 170. May 4 Div. 4
- TWP 594, RR 131 – 132; brush ditches. May 5, 9 Div. 2
- SW corner at TWP 592 & RR 181. May 10 Div. 3
- RR 175, north of TWP 590; east and west ditches. May 11 Div. 3

Repair torn sod caused by winging snow; TWP 602, east of HWY 36. May 9 Div. 1

Haul water to scale shack in preparation for gravel season. May 11

Pick up wash out/ road closed signs:

- RR 185 & TWP 602A
- RR 190 & TWP 604

Fill sink hole at TWP 584, west of HWY 857. May 12 Div. 2

Re-set barricades at RR 130 bridge; found them floating in the creek. May 13 Div. 1

Repair fence damaged due to winging of snow:

- West side of RR 151, south of TWP 600 May 13 Div. 4
- 61044 – RR 131 May 13 Div. 1


**Challenges:** *No value*

**Next Steps:** *No value*

2022/04/22

Goal	Progress Update	Current Completion
→ Roads (PW Manager): 100%	<p><b>Doug Ponich:</b>  <b>Achievements:</b> MG2212 – RR 144, TWP 585 – HWY 652.  – Haul gravel in preparation for MG application. May 4, 5, 6, 9, 10, 11 Div. 2</p> <p>Next reporting period:  Apply MG at MG2212  MG2221 – RR 130; TWP 603 – 604  MG2211 – TWP 620; RR 135 – 142  MG2214 – TWP 612; RR 174 – 174A  MG2225 – TWP 612; RR 174A – !80  MG2235 – RR 180; TWP 612A – 614</p> <p><b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>  2022/05/05</p>	<p>0%  0 / 100%  37% behind</p>
→ Training (PW Manager): 100%	<p><b>Doug Ponich:</b>  <b>Achievements:</b> <i>No value</i>  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>  2022/03/29</p>	<p>0%  0 / 100%  95% behind</p>
→ Administration (PW Manager): 100%		<p>0%  0 / 100%  37% behind</p>

Goal	Progress Update	Current Completion
<ul style="list-style-type: none"> <li>→ Dust Control (PW Manager): 100%</li> </ul>	<p><b>Doug Ponich:</b></p> <p><b>Achievements:</b> Dust control applications received:            MG30 - 11            Blade-mix Oil - 2</p> <p>Stake limits of MG dust controls. May 12, 13</p> <p>MG dust control applications will be scheduled for May 24, 25.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i>            2022/05/05</p>	<p>0%            0 / 100%            37% behind</p>
<ul style="list-style-type: none"> <li>→ Gravel (PW Manager): 100%</li> </ul>		<p>0%            0 / 100%            37% behind</p>
<ul style="list-style-type: none"> <li>→ Maintenance (PW Manager): 100%</li> </ul>		<p>0%            0 / 100%            37% behind</p>
<ul style="list-style-type: none"> <li>→ Roads (PW Manager): 100%</li> </ul>		<p>0%            0 / 100%            37% behind</p>
<ul style="list-style-type: none"> <li>→ Council Member Inquiry (PW Manager): 100%</li> </ul>		<p>0%            0 / 100%            37% behind</p>
<ul style="list-style-type: none"> <li>→ Training (PW Manager): 100%</li> </ul>		<p>0%            0 / 100%            37% behind</p>
<p><b>Expand Public Works Yard as part of the 2018-2020 Strategic Priorities: 100%</b></p>	<p><b>Doug Ponich:</b></p> <p><b>Achievements:</b> No update.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i>            2022/01/18</p>	<p>0%            0 / 100%            100% behind</p>

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>

## COUNCIL REQUESTS FOR INFORMATION

YEAR 2022



#	Date	Division	Department	Request	Location/Area	Action Taken	Date Completed
9	January 19 <sup>th</sup>	4	Bylaw Enforcement	Noise complaint	Not specified	Bylaw Officer will look into situation	January 19 <sup>th</sup>
10	January 19 <sup>th</sup>	4	CEDO	Broadband/Connectivity Opportunities with our neighbours	N/A	<p>Viina is also working on a project, I recently shared these documents with them which may be helpful Gene.</p> <p>Federal/Provincial funding – I think this would be eligible and many/most of the costs covered if there is a project for the County.</p>	January 19 <sup>th</sup>
11	January 20 <sup>th</sup>	2	Public Works	Snow plowing- when will grader get there.	Darlene Bodnar's road	I spoke to the operator and he is working in that direction. This road will be bladed today.	January 20 <sup>th</sup>
12	January 20 <sup>th</sup>	5	Communications	Post Canadian Parks and Recreation Association (CPRA) funding on social media	N/A	Looking at this program, it looks like local municipalities are the ones that have to apply to the program or non-profit organizations who deliver recreation programming on behalf of the local government and is targeted at specifically community parks and recreation sector. Perhaps this would be better directed towards Brenda or Dave?	January 20 <sup>th</sup>
13	January 24 <sup>th</sup>	4	Administration	Add items as additions to agenda for upcoming council meeting	N/A	Items will be electronically sent and copied for Council meeting	January 24 <sup>th</sup>
14	January 28 <sup>th</sup>	1	Fire Services	Check into light that is off on internet tower- prevent accidents	SW-34-61-13-W4 North of township road 614	Yes, will follow up on the tower light issue.	January 28 <sup>th</sup>

## COUNCIL REQUESTS FOR INFORMATION

YEAR 2022



#	Date	Division	Department	Request	Location/Area	Action Taken	Date Completed
15	January 31 <sup>st</sup>	4	Public Works	Fix snow and ice ruts	Hamlet of Bellis	Will be done tomorrow.	January 31 <sup>st</sup>
16	January 31 <sup>st</sup>	4	Public Works	Washboard/ice ruts	RR152 North of Bellis especially in front of the Woodruffs residence/business	Part of regular maintenance. Will be getting to it this week.	January 31 <sup>st</sup>
17	January 31 <sup>st</sup>	2	Public Works	Snow issue, only one pass done	152/Hwy 28 south of Bellis	Will be sure this road is bladed wider.	January 31 <sup>st</sup>
18	February 1 <sup>st</sup>	4	Gas Department	Fill out survey	N/A	Will complete survey	February 1 <sup>st</sup>
19	February 1 <sup>st</sup>	4	Ag Department	Bring something forward to meeting	N/A	Always try to make sure LARA events are shared and advertised.	February 2 <sup>nd</sup>
20	February 1 <sup>st</sup>	4	Public Works	Snow ridge left in driveway	Bellis resident	Approach had a foot of snow all the way down the driveway. Our tractors went by and spilled 2" of snow over top of the existing foot of snow. The slight spillage from the tractor is unavoidable. Had the driveway been cleared prior to us showing up there would have been no issue.	February 1 <sup>st</sup>
21	February 1 <sup>st</sup>	5	Public Works	Clearing school bus routes – any literature on the matter.	N/A	Policy 03-35 touches on this matter.	February 1 <sup>st</sup>
22	February 1 <sup>st</sup>	4	Administration	Add correspondence to council meeting agenda	N/A	Document will be put on the February Council agenda	February 2 <sup>nd</sup>

## COUNCIL REQUESTS FOR INFORMATION

YEAR 2022



#	Date	Division	Department	Request	Location/Area	Action Taken	Date Completed
23	February 3 <sup>rd</sup>	4	Administration	To take measures while COVID cases increase in the area	County Office	Those who can work from home will do so and virtual meetings will be taking place for the next three weeks or so.	February 3 <sup>rd</sup>
24	February 7 <sup>th</sup>	CAO	Public Works/Planning	Bringing discussion forward to Council concerning Hillside acres-input.	N/A	Will be discussed within CAO report at the February Council Meeting.	February 15 <sup>th</sup>
25	February 7 <sup>th</sup>	2	Administration	Taxpayer wondering why part time position ad wasn't in January Grapevine	N/A	Ad was prepared on January 19, 2022 and sent to the Review to be published as Stand -Alone Ad for the week of January 26, 2022 and week of February 2, 2022. To your question: this ad was prepared after the January's Grapevine was released.	February 8 <sup>th</sup>
26	February 9 <sup>th</sup>	4	Public Works	Washboard/rough road	Twp 610 East of Hwy855 to and North on RR170 and RR165 to Twp612.	After a snow event the truck traffic on TWP 610 will cause washboard and troughing. This all goes away after the grader has maintained the road. In between rounds made by the grader it would be wise to avoid travelling the troughed out cow path and maybe try straddling this path. It's amazing how smooth it can be. Having said that, TWP 610 was bladed this morning	February 9 <sup>th</sup>
27	February 9 <sup>th</sup>	4	Public Works	Gravel in spring	Twp 610 East of Holowaychuks Aggregate Pits to and North on RR170, RR165 to RR620		

## COUNCIL REQUESTS FOR INFORMATION

YEAR 2022



#	Date	Division	Department	Request	Location/Area	Action Taken	Date Completed
28	February 9 <sup>th</sup>	4	Communications	Share link on social media	N/A	The community engagement link has been shared on Facebook and Twitter.	February 10 <sup>th</sup>
29	February 9 <sup>th</sup>	4	Public Works	Snow removal/grading	Twp 600 between RR150 and RR151	TWP 600 has 2" of snow which is not a concern at this time and actually is a blessing after the winds created icy situations over the night. This area will be bladed as per rotation	February 10 <sup>th</sup>
30	February 10 <sup>th</sup>	4	Gas	Put item on gas agenda	N/A	Send out addition to Council.	February 10 <sup>th</sup>
31	February 11 <sup>th</sup>	4	Communications / Administration	Post on social media about the road conditions – put memo out to be patient and that Public Works is doing everything they can	N/A	Posted on social media	February 11 <sup>th</sup>
32	February 11 <sup>th</sup>	4	Public Works	Ruts / pot holes	Bellis	Will pull 2 men from days off so they can blade.	February 11 <sup>th</sup>
33	February 11 <sup>th</sup>	4	Administration	Put item on agenda	N/A	Clarified with Councillor what the recommendation on the documents would be and from there decided it was to be released for information instead.	February 11 <sup>th</sup>
34	February 11 <sup>th</sup>	4	GIS	Forward grader maps – resident claims grader doesn't go by often.	RR155 North of Twp604	Grader map forwarded for location provided.	February 11 <sup>th</sup>

## COUNCIL REQUESTS FOR INFORMATION

YEAR 2022



#	Date	Division	Department	Request	Location/Area	Action Taken	Date Completed
35	February 14 <sup>th</sup>	4	Communications	Post Town Hall Information on social media	N/A	Posted on social media and website.	February 14 <sup>th</sup>
36	February 14 <sup>th</sup>	4	Administration	Add document to Council agenda	N/A	Item was added to the agenda.	February 15 <sup>th</sup>
37	February 15 <sup>th</sup>	1	Administration	Add document to Council agenda	N/A	Item was added to the agenda.	February 15 <sup>th</sup>
38	February 18 <sup>th</sup>	4	Gas Department	Add document to natural gas agenda	N/A	Will add to next agenda.	March 10 <sup>th</sup>
39	February 18 <sup>th</sup>	2	Public Works	Large snow drift	Twp 594/RR130	the wind created more issues yesterday and we will take care of this area along with the rest of the drifted roads in due course.	February 18 <sup>th</sup>
40	February 18 <sup>th</sup>	4	Ag Department	Can we implement shelterbelt program	N/A	Can look into a municipal program. Used to have one that ended in 2013. As of now Tree Time is what we refer ratepayers to.	February 22 <sup>nd</sup>
41	February 23 <sup>rd</sup>	4	Communications	post Prime Ministers Awards nomination deadline extension on our social media avenues and forward to Aspen View, Catholic School and/or directly to the three schools in our region	N/A	Will be schedule to appear on Facebook on February 25 <sup>th</sup> .	February 23 <sup>rd</sup>

## COUNCIL REQUESTS FOR INFORMATION

YEAR 2022



#	Date	Division	Department	Request	Location/Area	Action Taken	Date Completed
42	February 25 <sup>th</sup>	5	GIS	How many passes a grader has made	Twp 590 from RR185 and West	The outcome of the queries: on 590 west of RR 185 verified the grader was there on the following dates: February 1st 590 from RR 183N - RR 192N, February 7th 590 from Hwy 855 to RR 193A and February 18th 590 from Hwy 855 - RR 192S.	February 25 <sup>th</sup>
43	February 25 <sup>th</sup>	4	Environmental Operations Department	Add to next agenda- 2022 RCA Conference	N/A	Will put it on next utilities agenda.	March 10 <sup>th</sup>
44	February 28 <sup>th</sup>	4	Economic Development	Post on regional social media and forward to ag producer contacts – federal funding youth employment and skills program	N/A	Posted on Regional social media.	March 10 <sup>th</sup>
45	March 1 <sup>st</sup>	5	Administration	Put up Ukrainian flag to show solidarity	County Office	Parks and Recreation manager was notified and will put it up.	March 1 <sup>st</sup>
46	March 1 <sup>st</sup>	4	Ag/ Communication	Post the February 28th to March 4th Invasive Species Awareness Week info on County social media.	N/A	Evonne shared the AAF post on Invasive Species Week on both Facebook and Twitter today.	March 1 <sup>st</sup>
47	March 2 <sup>nd</sup>	4	Economic Development	Assist with Alberta HUB website updates	N/A	CEDO will assist	March 2 <sup>nd</sup>

## COUNCIL REQUESTS FOR INFORMATION

YEAR 2022



#	Date	Division	Department	Request	Location/Area	Action Taken	Date Completed
48	March 2 <sup>nd</sup>	4	Ag / Communication	Post LARA events on social media	N/A	We try to share most LARA events on our social media at every chance we get. If Council would like to share every LARA post perhaps Council should consider making a motion to that affect for Evonne so she is aware we need to be re-sharing each post. For the time being we will go ahead and have Evonne share this. Communications posted the LARA events.	March 4 <sup>th</sup>
49	March 3 <sup>rd</sup>	4	Economic Development / Communications	Post info Re: Alberta Hemp Alliance	N/A	CEDO forwarded to Evonne for County.	
50	March 7 <sup>th</sup>	2	Public Works	Updated on snow removal	All over	All snow removal equipment began early this morning. Currently it is much worse in the west end due to more open areas without tree or bush wind breaks. Graders will continue on their rounds as per policy. They wont be jumping around as most roads are in equally bad condition. I will continue to travel roads this afternoon and if deemed absolutely necessary, a change in direction could take place.	March 7 <sup>th</sup>
51	March 9 <sup>th</sup>	4	Fire Protective	Make sure we are registered for AFCA conference	N/A	Will register all who want to attend.	March 10 <sup>th</sup>
52	March 9 <sup>th</sup>	4	Public Works	Moving drifts	Twp 594 East of RR163	I just inspected Twp 594, east of RR 163 and found it had been cleared at some time today.	March 9 <sup>th</sup>
53	March 9 <sup>th</sup>	4	Administration/ Finance	Comment on Reporter questions.	N/A	Don't have the time to answer all of the questions asked. Only information that was available was provided to Councillor	March 9 <sup>th</sup>



## COUNCIL REQUESTS FOR INFORMATION

YEAR 2022



#	Date	Division	Department	Request	Location/Area	Action Taken	Date Completed
54	March 10 <sup>th</sup>	4	Communications	Post if not already posted – Rural Health Beat	N/A	We haven't shared this type of communication through our social media channels before. Reason being is that it doesn't align with the objectives of the Social Media policy (Objective 3.1: Increase awareness of municipal services, emergency response communication, needs and events such as public notices, upcoming projects). While this information does have value, it may be better suited to be shared through the Region's channels.	March 10 <sup>th</sup>
55	March 11 <sup>th</sup>	2	Public Works	Road hasn't been graded yet	Range Road 131 north from Twp 590-594 and Twp. 594 going east from Range Road 130	Was completed already	March 11 <sup>th</sup>
56	March 11 <sup>th</sup>	4	Finance	Policing costs for the past and going forward years	N/A		
57	March 11 <sup>th</sup>	4	Administration	Who can fill out AER survey on County's behalf	N/A		
58	March 11 <sup>th</sup>	4	Asst. CAO	Bring Social Media policy to next Policy Committee Meeting	N/A	Was discussed to do so. Will be brought to Council attention at the next Council meeting.	March 11 <sup>th</sup>
59	March 11 <sup>th</sup>	4	Communications	Post "Coffee with a Cop" on social media	N/A	Scheduled the Coffee with a Cop poster to appear on social media on March 15 and April 20.	March 14 <sup>th</sup>

## COUNCIL REQUESTS FOR INFORMATION

YEAR 2022



#	Date	Division	Department	Request	Location/Area	Action Taken	Date Completed
60	March 11 <sup>th</sup>	4	Public works	Access	Shemluk and Brodyk Lakes on TWP 604 West of RR170	The drifting to Shemluk is too hard for the grader to be wasting time on. The buggy with the V-plow will remove snow next week.	March 11 <sup>th</sup>
61	March 11 <sup>th</sup>	2	Communications	Send to Vilna as well (#59)	N/A	Was already cc'd in previous email	March 11 <sup>th</sup>
62	March 14 <sup>th</sup>	4	Public Works	Snow removal and icy road surface	RR 164 North of Hwy 28	This road is open for travel although just one pass was made. Will widen it out this week.	March 14 <sup>th</sup>
63	March 17 <sup>th</sup>	4	Public works	Snow removal – only done partially	RR155 North of Twp604	RR 155 is scheduled to be cleared Friday the 18 <sup>th</sup> . The grader did not go part way and turn around. This could have been a resident tractor. We did have a contract tractor do one pass last week to allow travel until the grader could complete snow removal.	March 17 <sup>th</sup>
64	March 17 <sup>th</sup>	4	Gas Department	Ask Federation to not hold meetings on fourth Thursday of month – conflicts with Council meeting	N/A	Motion already made to request the date change at February 15, 2022 Natural Gas meeting.	March 17 <sup>th</sup>
65	March 17 <sup>th</sup>	4	Gas Department	Should be writing a letter using the Federation template in regards to Utilities Safety Partners Risk Matrix for our distribution gas lines being low risk etc.		The Federation is creating a template for utilities to send the letter to Utility Safety Partners. This was discussed at my Federation Managers meeting in February and will create the letter once the template is available	March 17 <sup>th</sup>

## COUNCIL REQUESTS FOR INFORMATION

YEAR 2022



#	Date	Division	Department	Request	Location/Area	Action Taken	Date Completed
66	March 21 <sup>st</sup>	5	Admin/Public Works	Ratepayer inquiring about guard rails on highway	Highway 831	Administration gave numbers to both Emcon and Alberta Transportation	March 21 <sup>st</sup>
67	March 23 <sup>rd</sup>	4	Communications	Post town hall response	N/A	The responses from the RCMP community engagement have been scheduled to appear on Facebook on Friday, March 25, 2022	March 24 <sup>th</sup>
68	March 23 <sup>rd</sup>	4	Ag	Post open farm days	N/A	I have included Evonne on this e-mail so she is aware. We will arrange with her to have this shared through our social media channels. The Open Farm Days was posted on Facebook and Twitter.	March 23 <sup>rd</sup> /24 <sup>th</sup>
69	March 23 <sup>rd</sup>	3	Bylaw Enforcement	Dogs barking	Warspite	Complaint forwarded to Bylaw Enforcement. The owner has communicated that they are going to be getting in touch with the Development Authority to obtain authorization to have a kennel.	March 25 <sup>th</sup>
70	March 28 <sup>th</sup>	4	Communications	Post veterinarian resolution follow up letter on social media	N/A	This letter will be brought forward through the ASB meeting. Carleigh has been cc'd as well.	March 29 <sup>th</sup>
71	March 28 <sup>th</sup>	5	Communications	Share Gord Banford concert poster on social media	N/A	We only use Smoky Lake County social media platforms for municipal programs and services, and don't share community events	March 29 <sup>th</sup>

## COUNCIL REQUESTS FOR INFORMATION

YEAR 2022



#	Date	Division	Department	Request	Location/Area	Action Taken	Date Completed
72	March 29 <sup>th</sup>	4	Gas	Bring forward Utility Safety Partners letter to meeting	N/A	Was already going to be on agenda.	March 29 <sup>th</sup>
73	March 31 <sup>st</sup>	4	Public Works	Snow plowing needs to be done	RR174 South of TWP600	This stretch of road isn't normally opened in the winter as no one lives down there. I can make an effort to open up to the bee hives tomorrow.	March 31 <sup>st</sup>
74	April 2 <sup>nd</sup>	4	Administration	Set up delegation for next Council meeting	N/A	Penny Fox was contacted and put on May's agenda under the delegation portion.	April 4 <sup>th</sup>
75	April 8 <sup>th</sup>	5	Agriculture	Beaver Dam issue	Hutculiak's	Cannot blast due to: <ul style="list-style-type: none"> <li>• The dam is still frozen</li> <li>• We cannot blast in Smoky Lake County from April 16th-July 16th</li> <li>• The dams are not on their property they are on neighbours properties and it is not the County's responsibility to ask for permission on someone else's property for another ratepayer</li> </ul>	April 8 <sup>th</sup>
76	April 12 <sup>th</sup>	5	Agriculture	Flooding/beaver issue -	NW-36-58-20-W4	Issue is not due to beavers just usual spring melt. Water has receded and will continue to do so as it melts	April 13 <sup>th</sup>
77	April 15 <sup>th</sup>	4	Communications	Post Economic Development week on social media	N/A	Request was sent to communications department on April 19 <sup>th</sup>	April 19 <sup>th</sup>
78	April 16 <sup>th</sup>	5	Public Works	Water issue – flowing into ratepayers land	Ditch along road South of Agri - terra	Crews are working on it currently	April 16 <sup>th</sup>

## COUNCIL REQUESTS FOR INFORMATION

YEAR 2022



#	Date	Division	Department	Request	Location/Area	Action Taken	Date Completed
79	April 23 <sup>rd</sup>	2	Environmental	Look into garbage in ditch	Approximately 1/4 mile south of Range Road 133/Twp 582	We will have this picked up, and maybe see if we could find some kind of identification	April 23 <sup>rd</sup>
80	April 25 <sup>th</sup>	1	Public works	Rough road/holes	South side of bridge on RR130- rough. North side of bridge -hole	Public Works will inspect the area tomorrow and determine repair measures.	April 25 <sup>th</sup>
81	April 29 <sup>th</sup>	4	Public Works	Dust Control	RR161 and Twp595A through the Hamlet of Edward	There are currently 50 kph speed signs as one enters Edward. Also RR 161 has oil base asphalt from the south boundary of Edward extending just past the intersection at TWP 595A. There is also oil base asphalt on TWP 595A from RR 161 east extending 100 meters. Dust control is in place	April 29 <sup>th</sup>
82	May 4 <sup>th</sup>	4	Agriculture	Water drainage issue	Twp602 and RR163	We needed to release some of this water because it is sluffing in the side of our road quite badly. We only opened the dam enough to lower the water by 2-3ft, and there's currently probably closer to 10ft of water being held back at this location right now. This is what needed to be done at this time, especially with the rain in the forecast we need to ensure we don't find ourselves in a worse situation if we let this water encroach the road further. Trevor spoke with ratepayer letting him know this.	May 4 <sup>th</sup>
83	May 5 <sup>th</sup>	1	Bylaw	3 trailers on one lot	Bonnie Lake	Patrolling this weekend, will enforce.	May 5 <sup>th</sup>

## COUNCIL REQUESTS FOR INFORMATION

YEAR 2022

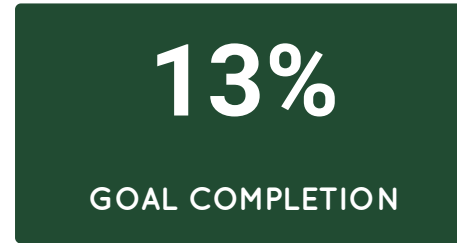
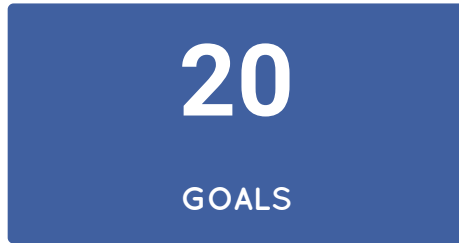


#	Date	Division	Department	Request	Location/Area	Action Taken	Date Completed
84	May 6 <sup>th</sup>	3	Bylaw	Dog problem	Warspite	Attended the residence and delivered Notice ordering the owner to reduce the number of dogs to 2 by June 8, 2022. The owner is insistent that they are going to apply for a kennel. I have advised that it was communicated to me by the Planning and Development department that this would not be able to receive a permit (neither as a permitted nor discretionary use).	May 8 <sup>th</sup>
85	May 6 <sup>th</sup>	2	Fire	Put out potential hot spots around brush pile	NE 15-58-14-W4	Piles are not a concern, landowner will have equipment up and running to put out hot spots and burry.	May 6 <sup>th</sup>
86	May 6 <sup>th</sup>	2	Public Works	Road signs to be fixed and culvert to be installed	57306 RR135A Hwy 28/RR141 Twp 592/RR 145	The signs will be taken care of on Monday. As for the culvert request, Public Works will do an inspection in regards to the water issue	May 6 <sup>th</sup>
87	May 9 <sup>th</sup>	4	Communications	Post RMA Scholarship information	N/A	Will add the link to the bursary page on the County website.	May 9 <sup>th</sup>
88	May 9 <sup>th</sup>	1	Public Works	Barricades run over/moved	RR road 130 at the bridge	The barricades will be replaced and straightened out this morning.	May 10 <sup>th</sup>
89	May 9 <sup>th</sup>	1	Environmental	Garbage in ditch	Twp 600 just West of RR 124	Will pick up first thing tomorrow morning	May 9 <sup>th</sup>
90	May 12 <sup>th</sup>	1	Public Works	Trim sharp edges on culvert	North of lot 36 by the aspen crescent sign- Bonnie Lake	Will have culvert crew there on Monday.	May 13 <sup>th</sup>
91	May 13 <sup>th</sup>	1	Public Works	Rough road	RR 130 from Twp 602 north right to reserve.	Will have the grader repair washboard where necessary and schedule reclaimer as soon as possible	May 13 <sup>th</sup>

**May 24, 2022 Departmental Report: Public Works Road Foreman**

- Following up on log hauling and oil activity.
- Working with Trevor in Ag Department to address water problem areas where the beavers have become active.
- Working on MG project on 144 between Hwy. 652 and 590.
- Checking on areas that need to be spot graveled and follow up with graders.
- Did requests for 4 new well sites.

Bob Novosiwsky



MARK FEDORETZ

(SHOP) GOVERNANCE

Goal	Progress Update	Tasks	Current Completion
Administrative (PW Shop Foreman): 100%	<p><b>Mark Fedoretz:</b> Achievements:</p> <ol style="list-style-type: none"> <li>Attend managers meetings</li> <li>Attend safety meetings</li> <li>Starting and helping complete projects in the shop</li> <li>Vehicle check lists.</li> <li>Attend Departmental meetings</li> <li>Signing Timesheets and bills</li> <li>Oil samples and act on recommendations</li> <li>Work on Sale items with potential bidders.</li> </ol> <p>Challenges: <i>No value</i> Next Steps: <i>No value</i> 2022/05/13</p>	<p><b>Annual Inventory Count</b>      Month <input type="checkbox"/> to be complete by: December</p> <p><b>Warranty repairs</b>      Month <input type="checkbox"/> to be complete by: <i>No value</i></p> <p><b>Annual Employee Evaluations</b>      Month <input type="checkbox"/> to be complete by: December</p> <p><b>Spec out vehicles and equipment to be purchased for all departments</b>      Month <input type="checkbox"/> to be complete by: <i>No value</i></p>	<p><b>Behind</b> <b>0%</b> <b>0 / 100%</b></p>



Goal	Progress Update	Tasks	Current Completion
<b>Contract Work (PW Shop Foreman): 100%</b>  → <a href="#">Contract CVIPs</a>	<b>Mark Fedoretz:</b> Achievements: 225 CVIP CNG trailer. May 6 2022  Challenges: <i>No value</i>  Next Steps: <i>No value</i> 2022/05/13		Behind <b>0%</b> <b>0 / 100%</b>
<b>Council Member Inquiry (PW Shop Foreman): 100%</b>	<b>Mark Fedoretz:</b> Achievements: Please refer to sales items. RFD for a 160m grader  Challenges:  Next Steps: <i>No value</i> 2022/05/13		Behind <b>0%</b> <b>0 / 100%</b>
<b>Equipment (PW Shop Foreman): 100%</b>	<b>Mark Fedoretz:</b> Achievements: <ol style="list-style-type: none"> <li>1. 505 Remove wing, change mow board slides, adjust cylinder shims. April 19 2022</li> <li>2. 509 Remove wing. April 20 2022</li> <li>3. 511 Remove wing April 21 2022</li> <li>4. 627 Replace bucket pin and bushings April 21-April 26 2022</li> <li>5. 511 Change dozer blades April 22 2022</li> <li>6. 647 Put on grader and greased up. April 25 2022</li> <li>7. 505 Change out right rear tire April 26 2022</li> <li>8. 472 Replaced shifter button April 27 2022</li> <li>9. 633A Changed out radio antenna April 27 2022</li> <li>10. 609 Pump up tire and recharge right front shock May 2 2022</li> <li>11. 240 Fix wiring on quick attach in skid steer. May 3 2022</li> <li>12. 633A Remove blade. May 5 2022</li> <li>13. 471 Remove blade. May 5 2022</li> <li>14. 472 Remove blade. May 5 2022</li> </ol>		Behind <b>0%</b> <b>0 / 100%</b>

- 15. 455A Remove blade. May 5 2022
- 16. 508A Change blades. May 9 2022
- 17. 525 Repair oil leak. May 9 2022
- 18. 507 Remove decals. May 10 2022
- 19. 472 Service May 10 2022
- 20. 471 Service May 11 2022
- 21. 508 Change out fuel line. May 11 2022
- 22. 455A Service. May 12 2022
- 23. 609 Service May 13 2022

Challenges: *No value*

Next Steps: *No value*

2022/05/13

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

**Mark Fedoretz:**

Achievements:

- 1. 488 Wire in 2 master switches. April 28 2022

Challenges: *No value*

Next Steps: *No value*

2022/05/13

Behind  
0%  
0 / 100%

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

**Mark Fedoretz:**

Achievements: No training to report for this period

Challenges: *No value*

Next Steps: *No value*

2022/04/19

Behind  
0%  
0 / 100%

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

**Mark Fedoretz:**

Achievements:

- 1. 135 Replace sensor. April 19 2022
- 2. 726 Replace fuel pump. April 20 2022
- 3. 155 CVIP and repairs. April 20 2022
- 4. 114 Service. April 21 2022

Behind  
0%  
0 / 100%

Progress Update	Tasks	Current Completion
5. 114A Service. April 21 2022		
6. 208 & 217 Brake wiring issues. April 25 - April 27 2022		
7. 819 Service and get running. April 27 2022		
8. 101 Scan engine and repair electrical faults in transmission. April 27 2022		
9. 136 CVIP and Repair. April 28 2022		
10. 114A Sweeper not shutting off. Replaced sensor. April 28-May 2 2022		
11. 170 CVIP and repairs May 3 2022		
12. 191 Remove front plow and rear plow lights. May 3 2022		
13. 195 Remove conveyer, remove plow lights and put mat in box. May 4 2022		
14. 190 Replace Batteries and get ready for sale. May 4 2022		
15. 195 Fix coolant leak. May 4 2022		
16. 181 Wire in gate plug for trailer. May 5 2022		
17. 198 Remove decals and radio. May 5 2022		
18. 101C Service. May 6 2022		
19. 205 Change oil and service. May 9 2022		
20. 479 Change oil and service. May 9 2022		
21. 117 Replace door handle. May 9 2022		
22. 181 Replace mudflaps. May 10 2022		
23. 180 Replace u-joint. May 10 2022		
24. 420 Change oil and service. May 10 2022		
25. 195 Replace Passenger side windshield, fix electrical for tarp. May 12 2022		
<b>Challenges:</b> <i>No value</i>		
<b>Next Steps:</b> <i>No value</i>		
<i>2022/05/13</i>		

→ 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.

Behind  
0%

Goal	Progress Update	Tasks	Current Completion
<p>→ Sand trucks ready for Winter</p>		<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><b>Behind 0%</b></p>
<p>→ 150 Services to vehicles and equipment: 150 Service(s)</p>			<p><b>Behind 0% 0 / 150 Service(s)</b></p>
<p>→ Tandem Trucks ready for summer</p>		<p><b>Sand truck 1</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 3</b>      Month <input type="checkbox"/> to be comple te by: April</p>	<p><b>Behind 0%</b></p>

Goal	Progress Update	Tasks	Current Completion
Tandem Trucks ready for summer		<p>Sand truck 3 Month <input type="checkbox"/> to be comple te by: April</p> <p>Sand truck 2 Month <input type="checkbox"/> to be comple te by: April</p> <p>Sand truck 1 Month <input type="checkbox"/> to be comple te by: April</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.			Overdue 32%
150 Services to vehicles and equipment: 150 Service(s)			Overdue 0% 0 / 150 Service(s)

COUNCIL MOTIONS 2022

Goal	Progress Update	Tasks	Current Completion
<b>Public Works Surplus Equipment for Sale</b>			<b>Behind</b> <b>0%</b>

## COUNCIL MOTIONS 2021

Goal	Progress Update	Tasks	Current Completion
<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 <b>52%</b>
<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 <b>0%</b>
<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		Overdue <b>90%</b>

(SHOP) MANAGER'S PLAN

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

Behind  
0%





## FIRE SERVICES PLAN

### (FIRE) COMMUNITY SERVICES

Goal	Progress Update
<b>1. Administrative Activity (FIRE): 100%</b>	<p><b>Scott Franchuk:</b></p> <p>Achievements:</p> <ul style="list-style-type: none"><li>• Attended the Aspen View School Career Day</li><li>• Attended the Waskatenau Community Groups Information Night</li><li>• Assisted with planning, organizing and attending the Emergency Preparedness Day</li><li>• Completed presentations with RCMP at the 4 schools for Emergency Preparedness Week</li><li>• Finalized and created the Junior Summer Fire Camp advertising and registration packages</li><li>• Currently have 8 participants registered</li><li>• Updated the AFRRCS program key and technical administrators information</li><li>• 2 members attended the annual safety meeting</li><li>• 2 members completed the high display fireworks course</li><li>• 1 member completed the ATV and UTV safe operations course</li></ul> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>2022/05/16</p>
<b>2. Fire Protective Services: 100%</b>	<p><b>Scott Franchuk:</b></p> <p>Achievements:</p> <ul style="list-style-type: none"><li>• Fire Restriction was implemented on April 26</li><li>• No fire permits were issued</li></ul> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>2022/05/16</p>

**3. Smoky Lake Fire Department: 100%****Scott Franchuk:****Achievements:**

- Smoky Lake Fire responded to 2 collisions, 2 fires, 1 farming accident and 1 medical
- The department hosted 2 practices
- SCBA compressor was serviced and an air analysis was completed and passed
- 4 member attended the high display fireworks course
- 10 members completed their first aid and AED training
- 12 members completed their flagging course

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

2022/05/16

**4. Vilna Fire Department: 100%****Scott Franchuk:****Achievements:**

- Vilna Fire Department responded to 5 fires
- The department hosted 2 practices
- SCBA compressor was serviced and air analysis was completed and passed
- 6 members attended the high display fireworks course

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

2022/05/16

**5. Waskatenau Fire Department: 100%****Scott Franchuk:**

Achievements:

- Waskatenau Fire responded to 1 collision
- The fire department hosted 1 practice
- 2 members attended the Waskatenau Community Group Information Night
- 3 members attended the high display fireworks course

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

2022/05/16

**6. Training Activity (FIRE): 100%****Scott Franchuk:**

Achievements:

- Farm Extrication Course in St. Paul - May 27-29
- Alberta Fire Chief Conference in Red Deer - May 29-31
- Farmers Appreciation Day Demonstration - June 10
- Junior Summer Firefighter Day Camp - July 4-8

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

2022/05/16

**7. Council Member Inquiry (FIRE): 100%****Scott Franchuk:**

Achievements:

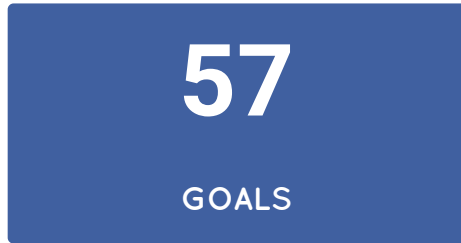
- No Council inquiries at this time

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

2022/05/16



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### TREVOR TYCHKOWSKY

#### (SAFE) GOVERNANCE

Goal	Progress Update	Tasks	Current Completion
<b>Disaster Services (Safety Officer):</b> 100%	<b>Trevor Tychkowski:</b> Achievements: Mar 21 attended emergency services for preparing for BBQ in May Apr 19 attended meeting for BBQ in May  Challenges: <i>No value</i>  Next Steps: <i>No value</i> 2022/05/16		Behind 0% 0 / 100%
→ Apply for grants when needed	<b>Trevor Tychkowski:</b> Achievements: no further action required  Challenges: <i>No value</i>  Next Steps: <i>No value</i> 2021/09/15		Behind 0%
→ ASIST Training	<b>Trevor Tychkowski:</b> Achievements: Apr 25 attended fin/admin training in Thorhild though AEMA  Challenges: <i>No value</i>  Next Steps: <i>No value</i> 2022/05/16		Behind 0%
→ Attend Disaster summit			Behind 0%

Goal	Progress Update	Tasks	Current Completion
→ Attend yearly AEMA Summit	<b>Trevor Tychkowsky:</b> Achievements: no further action required  Challenges: <i>No value</i>  Next Steps: <i>No value</i> 2021/05/17		Behind 0%
→ 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		Behind 0%
→ Chair Organized regional team (ASIST)	<b>Trevor Tychkowsky:</b> Achievements: Feb 25 ASIST meeting   Challenges: <i>No value</i>  Next Steps: <i>No value</i> 2022/03/15		Behind 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		Behind 0%
→ Hold regular meeting	<b>Trevor Tychkowsky:</b> Achievements: Feb 3 meeting with AEMA and DEM's for changes to bylaws  Challenges: <i>No value</i>  Next Steps: <i>No value</i> 2022/02/18		Behind 0%
→ Hold regular meeting (Regional Councils)			Behind 0%
→ Hold table top training for EOC team			Behind 0%

Goal	Progress Update	Tasks	Current Completion
<ul style="list-style-type: none"> <li>↳ Update CEMP manual</li> </ul>	<p><b>Trevor Tychkowsky:</b></p> <p><b>Achievements:</b> Jan 26 update on CEMP Feb 1, 2 update on CEMP</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i> 2022/02/18</p>		<p>Behind 0%</p>
<p><b>Public Works (Safety Officer): 100%</b></p> <ul style="list-style-type: none"> <li>↳ Work on security system and gate operation for P.W.</li> <li>↳ Work on special projects when required</li> </ul>	<p><b>Trevor Tychkowsky:</b></p> <p><b>Achievements:</b> Mar 23 picked up parts for PW and also picked up phone supplies Mar 23 helped move Buggy back to yard after broken down. closed off roads May 13 picked up parts upon return from RUSA meetings</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i> 2022/05/16</p>		<p>Behind 0% 0 / 100%</p>
<ul style="list-style-type: none"> <li>↳ Work on security system and gate operation for P.W.</li> <li>↳ Work on special projects when required</li> </ul>			<p>Behind 0%</p> <p>Behind 0%</p>
<p><b>Administrative (Safety Officer): 100%</b></p>	<p><b>Trevor Tychkowsky:</b></p> <p><b>Achievements:</b> Mar 22 made changes to workplans and sent for approval Apr 22 budget meeting Apr 22 got pricing for sidewalks by chambers May 11 policy committee May 13 Budget meeting</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i> 2022/05/16</p>		<p>Behind 0% 0 / 100%</p>

Goal	Progress Update	Tasks	Current Completion
→ Receive calls from after hour operator for taxpayers concerns	<b>Trevor Tychkowsky:</b> Achievements: dealt with 14 after hrs calls from Kyetech  Challenges: <i>No value</i>  Next Steps: <i>No value</i> 2022/05/16		Behind 5%
→ Cascade reports	<b>Trevor Tychkowsky:</b> Achievements: May 16 completed management report  Challenges: <i>No value</i>  Next Steps: <i>No value</i> 2022/05/16		Behind 0%
→ Hold yearly meeting	<b>Trevor Tychkowsky:</b> Achievements: Apr 29 annual safety day at National hall  Challenges: <i>No value</i>  Next Steps: <i>No value</i> 2022/05/16		Behind 0%
→ Testing of drugs for staff suspected to be under the influence			Behind 0%
→ Safety Committee	<b>Trevor Tychkowsky:</b> Achievements: Mar 17 Safety Committee  Challenges: <i>No value</i>  Next Steps: <i>No value</i> 2022/05/16		Behind 0%
→ Cellular Devices	<b>Trevor Tychkowsky:</b> Achievements: Feb 24 dealing with broken phones Apr 28 picked up new phones  May 10 picked up phones for staff and also gate remotes  Challenges: <i>No value</i>  Next Steps: <i>No value</i> 2022/03/15		Behind 0%

Goal	Progress Update	Tasks	Current Completion
→ Manage phone problems	<p><b>Trevor Tychkowsky:</b></p> <p>Achievements: Mar 25 dealing with activation of phones for new staff Apr 19 dealing with phone issues</p> <p>Apr 20 dealing with activation of phones for Ag dept</p> <p>May 9 worked on phones for Ag dept and also fuel and gate codes</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i> 2022/05/16</p>		<p>Behind 0%</p>
→ Social events	<p><b>Trevor Tychkowsky:</b></p> <p>Achievements: May 12 working on staff retirement party/gifts</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i> 2022/05/16</p>		<p>Behind 0%</p>
→ Answer e-mails from Call center for after hour complaints 0 Complaint(s)			<p>On Track 100%</p>
Council Member Inquiry (Safety Officer): 100%	<p><b>Trevor Tychkowsky:</b></p> <p>Achievements: nothing to report</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i> 2022/05/16</p>		<p>Behind 0% 0 / 100%</p>
Training (Safety Officer): 100%	<p><b>Trevor Tychkowsky:</b></p> <p>Achievements: Mar 10 first aid for staff (5 staff) temp date set for next course Mar 23</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i> 2022/03/15</p>		<p>Behind 0% 0 / 100%</p>
→ Attend Alberta Safety Conference			<p>Behind 0%</p>



Goal	Progress Update	Tasks	Current Completion
→ Instructor courses	<p><b>Trevor Tychkowsky:</b>            Achievements: Mar 4 Completed BLS update            Mar 4 worked on power point instruction for first aid</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i>            2022/03/15</p>		Behind 0%
→ Complete CPTED	<p><b>Trevor Tychkowsky:</b>            Achievements: May 7 presented presentation at emergency prepares event</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i>            2022/05/16</p>		Behind 0%
→ Complete Orientation	<p><b>Trevor Tychkowsky:</b>            Achievements: May 2 Orientation 2 Ag dept            May 2 Orientation 3 staff P&amp;R            May 12 Orientation 1 staff Ag dept</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i>            2022/05/16</p>		Behind 0%
→ Attend Annual H&S safety conference	<p><b>Trevor Tychkowsky:</b>            Achievements: attended H&amp;S conference May 5-6th</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i>            2022/05/16</p>		Behind 0%
→ Safety Tracking			Behind 0%
→ Attend Safety group NASC			Behind 0%

Goal	Progress Update	Tasks	Current Completion
<b>Safety (Safety Officer): 100%</b>	<b>Trevor Tychkowsky:</b> Achievements: Mar 17 listened to OHS changes and ordered update for the books Apr 20 dealing with fire extinguishers billing and checking units  Challenges: <i>No value</i>  Next Steps: <i>No value</i> 2022/05/16		Behind <b>0%</b> <b>0 / 100%</b>
<b>→ Annual Safety Audit</b>	<b>Trevor Tychkowsky:</b> Achievements: April 7 completed limited scope for audit  Challenges: <i>No value</i>  Next Steps: <i>No value</i> 2022/05/16		Behind <b>0%</b>
<b>→ Hazard Identification</b>	<b>Trevor Tychkowsky:</b> Achievements: Mar 15 reviewed 9 JSA no issues noted Apr 20 reviewed 29 JSA's minor issues noted  Apr 26 reviewed 18 JSA's minor notes addressed with staff May 9 reviewed 9 JSA's  Challenges: <i>No value</i>  Next Steps: <i>No value</i> 2022/05/16		Behind <b>0%</b>
<b>→ Assist all other departments</b>	<b>Trevor Tychkowsky:</b> Achievements: Mar 22 dealing with lighting at county office outdoor  Challenges: <i>No value</i>  Next Steps: <i>No value</i> 2022/05/16		Behind <b>0%</b>
<b>→ Vice president RUSA</b>	<b>Trevor Tychkowsky:</b> Achievements: May 13-14 RUSA meetings Red Deer  Challenges: <i>No value</i>  Next Steps: <i>No value</i> 2022/05/16		Behind <b>0%</b>

Goal	Progress Update	Tasks	Current Completion
→ Informal inspections	<p><b>Trevor Tychkowsky:</b></p> <p><b>Achievements:</b> Mar 3 did 2 site inspection small issues corrected Mar 4 did 1 site inspections no issues found</p> <p>Mar 14 did inspection and helped with road closure for snow removal</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i> 2022/03/15</p>		Behind 0%
→ Review safety manual	<p><b>Trevor Tychkowsky:</b></p> <p><b>Achievements:</b> Feb 10 making changes to policies as per audit requirements</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i> 2022/02/18</p>		Behind 0%
→ Tool box meetings	<p><b>Trevor Tychkowsky:</b></p> <p><b>Achievements:</b> Mar 25 meeting with staff at office on fire drill procedures</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i> 2022/05/16</p>		Behind 0%
→ Incident investigation from public	<p><b>Trevor Tychkowsky:</b></p> <p><b>Achievements:</b> Mar 17 taxpayer claims grader hits gate entrance posts marks show a unit with cat yellow hit the posts damaging it</p> <p>our County Grader did turnaround in that yard but there is no evidence of the damage on the unit</p> <p>will be replacing the posts for the taxpayer</p> <p>May 4 investigated damage to fence</p> <p><b>Challenges:</b></p> <p><b>Next Steps:</b> <i>No value</i> 2022/05/16</p>		Behind 0%

Goal	Progress Update	Tasks	Current Completion
<p>→ Incident investigation from staff</p>	<p><b>Trevor Tychkowsky:</b></p> <p><b>Achievements:</b> Apr 6th county unit traveling west bound on hwy 28 stuck a deer creating damage to county unit Lack of knowledge as to surroundings</p> <p>There is damage to unit but can still be operated until a later date</p> <p>Apr 7th worker slips off sidewalk twisting ankle Uneven ground but not slippery Ankle was soar but did not go see further medical attention</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i> 2022/05/16</p>		<p>Behind 0%</p>
<p>→ Fill out WCB reports Risk Management</p>	<p><b>Trevor Tychkowsky:</b></p> <p><b>Achievements:</b> Mar 24 filled out VFIS for fire dept non work injury Apr 26 sent more info for VFIS injury</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i> 2022/05/16</p>		<p>Behind 0%</p>
<p>→ Transport worker to OIS clinic Edmonton</p>			<p>On Track 0%</p>
<p>→ Check over JSA forms from site inspections 0 Inspection(s)</p>			<p>On Track 100%</p>
<p><b>Risk Pro (Safety Officer): 100%</b></p>	<p><b>Trevor Tychkowsky:</b></p> <p><b>Achievements:</b> no further action required</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i> 2021/05/17</p>		<p>On Track 38% 38.18 / 100%</p>
<p>→ Attend strat plan meetings</p>			<p>Behind 0%</p>

Goal	Progress Update	Tasks	Current Completion
→ RMA Risk pro meeting and requirements	<b>Trevor Tychkowsky:</b> Achievements: Jan 19 meeting with risk pro staff for audit requirements  Challenges: <i>No value</i>  Next Steps: <i>No value</i> 2022/02/18		Behind <b>0%</b>
→ Service Generators: 1 Service(s) to 12 Service(s)	<b>Trevor Tychkowsky:</b> Achievements: Mar 15 did generator startup  Challenges: <i>No value</i>  Next Steps: <i>No value</i> 2022/03/15		Behind <b>-9%</b> <b>0 / 12 Service(s)</b>
→ Jubilee insurance inspections 0 Inspection(s)			On Track <b>100%</b>
→ Jubilee insurance investigations 0 Investigation(s)	<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  Challenges: <i>No value</i>  Next Steps: <i>No value</i> 2022/01/18		On Track <b>100%</b>

COUNCIL MOTIONS 2022

Goal	Progress Update	Tasks	Current Completion
<b>Unbudgeted Expense – Ergonomics Assessment (Joint Health &amp; Safety Committee)</b>	<b>Patti Priest:</b> Achievements: Municipal File: 18-42  Challenges: <i>No value</i>  Next Steps: <i>No value</i>  <i>2022/05/12</i>		<b>On Track</b> <b>40%</b>

## COUNCIL MOTIONS 2021

Goal	Progress Update	Tasks	Current Completion
<b>County Fuel Tank Inventory on Private Land</b>	<b>Patti Priest:</b> <b>Achievements:</b> Motion 900-21 emailed to the Safety Officer for follow up on January 25, 2022 by the Legislative Services Clerk.  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i> <i>2022/01/25</i>		<b>Overdue</b> <b>28%</b>
<b>Vehicle Damage Claim with respect to Policy 14-A.10</b>	<b>Patti Priest:</b> <b>Achievements:</b> As per telephone conversation between the Legislative Service Clerk & the Safety Officer on September 22, 2021 at 12:33 pm, the Safety Officer has confirmed he will be contacting Mr. Shepert on September 23, 2021 to inform him of Councils decision.  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i> <i>2021/09/22</i>		<b>Overdue</b> <b>65%</b>

(SAFE) MANAGER'S PLAN

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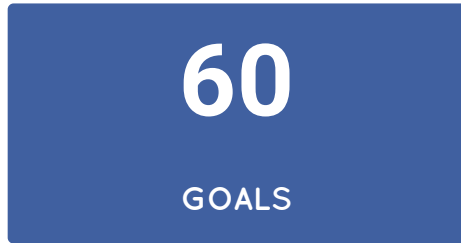
(SAFE) Training Event Form 2022

Behind  
0%





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### JORDAN RUEGG

#### (P&D) GOVERNANCE

Goal	Progress Update	Current Compl...	Training Event Form
Land Use Planning/Development: 100%	<p><b>Jordan Ruegg:</b>  <b>Achievements:</b> The Planning and Development Department has been conducting a review of Smoky Lake County Land Use Bylaw #1272-14 to determine areas where the Bylaw requires revision and improvement, and has been holding weekly meetings to discuss these potential revisions. Once a thorough review of the Bylaw has been complete, the Department will prepare recommendations to be brought forward to a Committee of the Whole meeting for discussion.            2022/05/11</p>	25% 25 / 100%	
<p>→ Land Use Bylaw Amendments - Recreational Vehicles</p>	<p><b>Jordan Ruegg:</b>  <b>Achievements:</b> No action was taken during this reporting period.            2022/05/11</p>	1%	
Road Closures: 100%	<p><b>Jordan Ruegg:</b>  <b>Achievements:</b> The Planning and Development Department continues to process a number of road closure files that are ongoing. The Department has sent two road closure bylaws to the Minister of Transportation for signature and once they have been returned to the County, they will be forwarded to Council for consideration of Second and Third Readings.            2022/05/11</p>	26% 26 / 100%	
Planning and Development Manager Work Plan: 100%		100% 100 / 100%	

Goal	Progress Update	Current Compl...	Training Event Form
<p>→ Subdivision Application referrals from Subdivision Authority (Municipal Planning Services) 0 Application(s)</p>	<p><b>Jordan Ruegg:</b>  <b>Achievements:</b> The Planning and Development Department is working with the County's Subdivision Authority, Municipal Planning Services (2009) Ltd. on a total of 16 subdivision files.  <i>2022/05/11</i></p>	<p>101%</p>	
<p>→ Safety Codes Permits: 100%</p>		<p>10% 10 / 100%</p>	

## (P&D) ECONOMIC DEVELOPMENT

Goal	Progress Update	Current Compl...	Training Event Form
<b>Industrial Park: 100%</b>	<p><b>Jordan Ruegg:</b></p> <p><b>Achievements:</b> The Planning and Development Department continues to work with the Regional Economic Development Officer to look for opportunities to attract industrial and commercial development.</p> <p><i>2022/05/11</i></p>	<p>18%</p> <p>18 / 100%</p>	
<p><b>Land Use Bylaw Changes as part of the 2018-2020 Strategic Priorities Planning and land development policies and regulations are streamlined for efficiency and regionally focused to encourage sustainable development within the region: 100%</b></p>	<p><b>Jordan Ruegg:</b></p> <p><b>Achievements:</b> The Planning and Development Department has been conducting a review of Smoky Lake County Land Use Bylaw #1272-14 to determine areas where the Bylaw requires revision and improvement, and has been holding weekly meetings to discuss these potential revisions. Once a thorough review of the Bylaw has been complete, the Department will prepare recommendations to be brought forward to a Committee of the Whole meeting for discussion.</p> <p><i>2022/05/11</i></p>	<p>19%</p> <p>19 / 100%</p>	
<p><b>Warspite Ironhorse Trail RV Park part of the 2018-2020 Strategic Priorities: 100%</b></p>	<p><b>Jordan Ruegg:</b></p> <p><b>Achievements:</b> No action was taken during this reporting period.</p> <p><i>2022/05/11</i></p>	<p>3%</p> <p>3 / 100%</p>	
<p><b>Victoria District Economic Development Plan as part of the 2018-2020 Strategic Priorities: 100%</b></p>		<p>100%</p> <p>100 / 100%</p>	

## COUNCIL MOTIONS 2022

Goal	Progress Update	Current Compl...	Training Event Form
Discharge of Caveat – Document Registration #792101828 (NW-8-60-12-W4M)		100%	
Appointment of Public Member-at-Large to Subdivision and Development Appeal Board		100%	
Resignation of Public Member-at-Large to Subdivision and Development Appeal Board		100%	
Funding Contribution Agreement: Canadian Heritage Rivers System (CHRS) Management Plan for the North Saskatchewan River in Alberta		100%	
Request to Purchase County Owned Land – Plan 5225CL; Block OT (Former Waskatenau Nuisance Grounds)		100%	
Request for Road Access: Plan 0421556, Block 1, Lot 53 (Hillside Acres – Whitefish Lake)		100%	
Public Lands Disposition Management Section, Alberta Environment and Parks		100%	
Land Stewardship Center Watershed Stewardship Grant Application		100%	
60-Day Notice of Intent to Designate a Municipal Historic Resource (Apedaile Farmstead)		100%	
Heritage River Management Planning - Terms of Reference		100%	
Heritage River Management Planning - Memorandum of Understanding (MOU)		100%	
Heritage River Management Planning – Support Correspondence Received		100%	
2021 Safety Codes Annual Internal Review – Joint Accreditation No. J000148		100%	
Memorandum of Agreement for the Waskatenau Nuisance Ground Reclamation Within Smoky Lake County (Plan 5225CL; Block OT - Former Waskatenau Nuisance Grounds)		100%	
Subdivision and Development Appeal Board (SDAB) Member Appointments	<p><b>Kyle Schole:</b>            Achievements: Committee/Board lists have been updated, and added/deleted members contacted.            2022/05/06</p>	100%	

Goal	Progress Update	Current Compl...	Training Event Form
<b>Intermunicipal Servicing -Village of Waskatenau - Appointment of Solicitor</b>	<p><b>Jordan Ruegg:</b></p> <p><b>Achievements:</b> The Planning and Development Manager sent the signed consent form to Brownlee LLP on May 10, 2022, indicating that the County agrees to have Brownlee LLP jointly represent Smoky Lake County and the Village of Waskatenau in the creation of an Intermunicipal Servicing Agreement that would allow the Village of Waskatenau to provide services to lands located within Smoky Lake County. County administration will meet with Village administration and representatives of Brownlee LLP to discuss the content of the Agreement and will report back to Council at a future Council meeting.</p> <p><i>2022/05/11</i></p>	<p>100%</p>	
<b>Bylaw No. 1415-22: Amending Land Use Bylaw No. 1272-14 &amp; MDP Bylaw No. 1249-12</b>	<p><b>Jordan Ruegg:</b></p> <p><b>Achievements:</b> The Planning and Development Department has scheduled a Public Hearing to be held at the Smoky Lake County Council chambers, and concurrently virtually via Zoom, on Thursday, May 26, 2022, at 9:15 a.m., and has prepared the necessary documentation for the Public Hearing. Notice of the proposed Bylaw and Public Hearing was provided to adjacent landowners via mail on May 5, 2022. Notice of the proposed Bylaw and Public Hearing was advertised in the Redwater Review on May 11, 2022 and May 18, 2022. Notice of the proposed Bylaw and Public Hearing was also posted to the County's website beginning on May 9, 2022, and on the County's Facebook page beginning on May 10, 2022. Potentially affected agencies/utilities were notified of the proposed Bylaw and Public Hearing via email on May 10, 2022. Lamont County was notified of the proposed Bylaw and Public Hearing by email on May 5, 2022.</p> <p><i>2022/05/11</i></p>	<p>100%</p>	
<b>Inspections Group - Revised Permit Conditions</b>	<p><b>Kyle Schole:</b></p> <p><b>Achievements:</b> Inspections Group will undertake these process changes on behalf of the Intermunicipal Quality Management Program (QMP) partners. As required, administration will update any forms online on the website or hardcopy at the Office.</p> <p><i>2022/05/02</i></p>	<p>100%</p>	
<b>Alberta Heritage Research Grant Application</b>	<p><b>Jordan Ruegg:</b></p> <p><b>Achievements:</b> Administration followed up with the grant administrator during the week of April 11th. ...No update from the Minister's Office. ... a decision is anticipated prior to the end of June.</p> <p><i>2022/05/11</i></p>	<p>51%</p>	

Goal	Progress Update	Current Compl...	Training Event Form
Bylaw No. 1407-22: Designation for Hamlin Road Ranch as a Municipal Historic Resource		95%	
McDougall Gravesite (VICTORI 8) and Victoria Park Cemetery (VICTORI 10).	<p><b>Jordan Ruegg:</b></p> <p>Achievements: No action was taken during this reporting period.</p> <p><i>2022/05/11</i></p>	26%	
Trails Strategy- Public Participation Plan	<p><b>Kyle Schole:</b></p> <p>Achievements: Administration will implement the public participation plan during May/June, with a <i>What We Heard</i> Report returning to the August Council Meeting.</p> <p>Also at that time, Administration will present a draft Trails Strategy Policy Statement, and the next round of engagement in September 2022, before consideration of final adoption perhaps in October.</p> <p><i>2022/05/02</i></p>	25%	
Phase II – Lake and Hamlet Signage Project	<p><b>Kyle Schole:</b></p> <p>Achievements: The revised sign designs will be sent to the fabricator in May. Once received, Public Works will undertake installation subject to scheduling.</p> <p><i>2022/05/02</i></p>	20%	
Alberta Community Partnership (ACP) - Regional Municipal Development Guidelines and Minimum Servicing Standards	<p><b>Kyle Schole:</b></p> <p>Achievements: The Regional Engineering and Design Standards Request for Proposal (No. REDS-2022) is currently under review/development by Administration, and it will be brought to the May 26 2022 County Council Meeting for consideration prior to publication on the Alberta Purchasing Connection (APC).</p> <p><i>2022/05/02</i></p>	10%	
Electric Vehicle Charging Stations Construction Agreement – Dandelion Renewables Inc.		0%	
Electric Vehicle Charging Stations Project Funding		0%	
2021/22 Alberta Community Partnership (ACP) Intermunicipal Collaboration Component, Conditional Grant Agreement for Regional Engineering Development Standards Project		0%	

Goal	Progress Update	Current Compl...	Training Event Form
<b>Plan 5225CL; Block OT (Former Waskatenau Nuisance Grounds)</b>	<p><b>Jordan Ruegg:</b></p> <p>Achievements: County administration met with representatives from 1986215 Alberta Ltd. on March 8, 2022, to discuss the outstanding issues related to their proposed acquisition of the former Waskatenau Nuisance Grounds. Representatives from 1986215 Alberta Ltd. will be attending the May 26, 2022 Smoky Lake County Council meeting as a delegation to discuss their proposal in further detail.</p> <p><i>2022/05/11</i></p>	<p>25%</p>	
<b>Proposed Lease Agreement for Electric Vehicle Charging Station Level 2 at Métis Crossing</b>	<p><b>Jordan Ruegg:</b></p> <p>Achievements: The Planning and Development Department is working with Metis Crossing/Metis Nation of Alberta to prepare a lease agreement that will facilitate the placement of EV charging stations at Metis Crossing.</p> <p><i>2022/05/11</i></p>	<p>25%</p>	

## COUNCIL MOTIONS 2021

Goal	Progress Update	Current Compl...	Training Event Form
<b>Recreational Lease Disposition Renewal – REC Lease 170005 (NW-24-60-17-W4M)</b>	<b>Jordan Ruegg:</b> Achievements: Surveying of the REC Lease will take place in Spring 2022, and once it has been completed, the application can be made to Alberta Environment and Parks to renew the Lease. <i>2022/05/11</i>	82%	
<b>Recreational Lease Disposition Renewal – REC Lease 170007 (NE-34-61-17-W4M)</b>	<b>Jordan Ruegg:</b> Achievements: The Planning and Development Department is continuing to work with consultants/surveyors to prepare all of the necessary documentation to apply for renewal of the Disposition. Once all of the documentation has been finalized, it will be submitted to Alberta Environment and Parks for approval. <i>2022/05/11</i>	32%	
<b>Land Use Bylaw No. 1272-14 Amendment – Small Livestock in Urban Areas</b>	<b>Jordan Ruegg:</b> Achievements: No action taken during this reporting period. <i>2022/05/11</i>	3%	
<b>Road Closure - Road Plan 10 CL and Road Plan 3098HW, NE-19-57-13-W4</b>		16%	
<b>Land Use Bylaw 1272-14 Amendment to create a Recreation District</b>	<b>Jordan Ruegg:</b> Achievements: No action was taken during this reporting period. <i>2022/05/11</i>	12%	
<b>Department License of Occupation (DLO) Renewal – DLO 170189 (NE-20-61-17-W4M).</b>	<b>Jordan Ruegg:</b> Achievements: The Planning and Development Department is continuing to work with consultants/surveyors to prepare all of the necessary documentation to apply for renewal of the Disposition. Once all of the documentation has been finalized, it will be submitted to Alberta Environment and Parks for approval. <i>2022/05/11</i>	27%	
<b>Lake &amp; Hamlet Subdivision Signage Project</b>	<b>Jordan Ruegg:</b> Achievements: Smoky Lake County Council approved the lake and hamlet sign locations at the April 28, 2022 County Council meeting. The proposed signs are to be installed at the approved locations by the County's Public Works Department during the spring/summer of 2022. <i>2022/05/11</i>	100%	



Goal	Progress Update	Current Compl...	Training Event Form
<b>Closure of Road Plan 10 C.L. &amp; Road Plan 3098HW, located within NE-19-57-13-W4M</b>		100%	
<b>Hillside Acres, Whitefish Lake – Delegations</b>		100%	
<b>2021/2022 Alberta Community Partnership (ACP) Grant Application – Subdivision Development Standards</b>	<p><b>Jordan Ruegg:</b></p> <p>Achievements: Smoky Lake County was notified on March 26, 2022, by the Minister of Municipal Affairs, that its application to the Alberta Community Partnership Grant Program, for \$200,000.00, for the Smoky Lake Region Municipal Development Guidelines &amp; Minimum Servicing Standards project was approved. The Planning and Development Department has prepared a Request for Proposals for interested parties to contract to produce the Guidelines and Minimum Servicing Standards. The Request for Proposal will be brought to the May 26, 2022 for consideration.</p> <p><i>2022/05/11</i></p>	100%	
<b>North Saskatchewan in Alberta Heritage River Initiative Update</b>		100%	
<b>North Saskatchewan in Alberta Heritage River Initiative Update</b>		100%	
<b>Alberta Wetlands Replacement Program</b>		100%	
<b>Lake Subdivision Signage Project</b>		100%	
<b>Application to Vary the 300M Setback - former Waskatenau Nuisance Ground</b>	<p><b>Jordan Ruegg:</b></p> <p>Achievements: The Planning and Development Department is working to prepare the necessary documentation to apply for a reduction/elimination of the 300 metre development setback which applies to the nuisance ground. Once there is a development permit application submitted to the County, the County will be able to assist with the application to reduce/eliminate the setback.</p> <p><i>2022/05/11</i></p>	42%	
<b>What We Heard Report: Hamlet Chickens, Dark Skies Designation, and RVs at Lake Lots</b>	<p><b>Jordan Ruegg:</b></p> <p>Achievements: No action was taken during this reporting period.</p> <p><i>2022/05/11</i></p>	22%	

Goal	Progress Update	Current Compl...	Training Event Form
<b>Lake Trails Strategy</b>	<p><b>Jordan Ruegg:</b></p> <p><b>Achievements:</b> The Planning and Development Department will be hosting two Open Houses, scheduled for June 14th and June 16th. The Planning and Development Department is also preparing a survey to be posted on the County's website in the coming weeks. Once the Open Houses have been held and the survey period has concluded, the Planning and Development Department will prepare a "What We Heard" report and forward it to a future Committee of the Whole meeting for discussion and direction.</p> <p><i>2022/05/11</i></p>	46%	
<b>Trails Strategy &amp; Lake Accretion Update</b>	<p><b>Jordan Ruegg:</b></p> <p><b>Achievements:</b> The Planning and Development Department will be hosting two Open Houses, scheduled for June 14th and June 16th. The Planning and Development Department is also preparing a survey to be posted on the County's website in the coming weeks. Once the Open Houses have been held and the survey period has concluded, the Planning and Development Department will prepare a "What We Heard" report and forward it to a future Committee of the Whole meeting for discussion and direction.</p> <p><i>2022/05/11</i></p>	46%	
<b>Notice of Intention to Designate a Municipal Historic Resource: Hamlin Road Ranch</b>	<p><b>Jordan Ruegg:</b></p> <p><b>Achievements:</b> Bylaw 1407-22 was given FIRST, SECOND and THIRD Readings at the March 24, 2022 Smoky Lake County Council meeting. The Planning and Development Department has prepared by Bylaw for signature and execution and will be forwarding said Bylaw to the Alberta Land Titles Office for registration on the Certificate of Title.</p> <p><i>2022/05/11</i></p>	80%	
<b>Bylaw No. 1402-21: Road Closure – Cancellation of all that portion of "AVENUE" lying South of Lot A, and North of Lot B, Plan 8420551 located within the Hamlet of Warspite</b>	<p><b>Jordan Ruegg:</b></p> <p><b>Achievements:</b> he Planning and Development Manager sent Bylaw No. 1402-21, along with the required documentation, to the Minister of Transportation for signature and approval, on January 12, 2022. Provided that the Minister signs and approves of said Bylaw, the Planning and Development Manager will bring said Bylaw to Council for Second and Third Readings as soon as the Bylaw has been returned to Smoky Lake County.</p> <p><i>2022/05/11</i></p>	43%	

(P&D) MANAGER'S PLAN

Goal	Progress Update	Current Compl...	Training Event Form
<p>(P&amp;D) Training Event Form 2022</p>		<p>3%</p>	<p><b>NEW</b> <b>Jordan Ruegg:</b>  <b>Smoky Lake County Department:</b> Planning &amp; Development   <b>Event Name:</b> Community Planning Association of Alberta Conference   <b>Event Date:</b> 2022/05/02   <b>Organization:</b> Community Planning Association of Alberta (CPAA)   <b>Location:</b> City of Leduc   <b>Event Type:</b> Conference   <b>Smoky Lake County Attendees:</b> Jordan Ruegg, Kyle Schole   <b>SUMMARY - Contents:</b></p> <ul style="list-style-type: none"> <li>• Dialogue on the future of municipal government</li> <li>• Opportunity generation in municipal communities</li> <li>• Heritage conservation techniques and legislation</li> <li>• Neighbourhood renewal projects</li> <li>• Climate change (Alberta policy uodares)</li> <li>• "Changing the Narrative: New Ways to Think About the Alberta Economy"</li> <li>• Political update &amp; Government Relations 101</li> </ul> <p><b>RESULTS - What I took away:</b></p> <ul style="list-style-type: none"> <li>• How Alberta's economic outlook may impact planning and development</li> <li>• Synergies between the County's economic development strategy and</li> </ul>

planning initiatives

- Possible solutions to some of the County's land use challenges (e.g. RV parks, ER issues, etc.)
- How the County can more effectively lobby the Provincial Government

**WHY DID YOU ATTEND - Benefits:**

- Updates on provincial legislative/policy changes related to planning and development
- Heritage conservation practices
- Understanding the economic projections and what they mean for planning and development
- Networking with planners and elected officials from other municipalities

**Mileage Costs:** \$332.2

**Meal Costs:** \$40

**Other Costs:** 0

**Lodging Costs:** \$426.6

**Registration Costs:** \$1k

**Total Costs:** \$1.8k

*2022/05/11*



79  
GOALS

NATURAL GAS PLAN

Goal	Progress Update
<p><b>AMR meter expiration replacement</b>            Note: Strategic Priorities Chart Feb 6, 2017: 100%</p>	<p><b>Daniel Moric:</b>            Achievements: <i>No value</i>            Challenges: <i>No value</i>            Next Steps: <i>No value</i>            2022/05/16</p>
<p><b>Odorant Activity: 100%</b></p>	<p><b>Daniel Moric:</b>            Achievements: <i>No value</i>            Challenges: <i>No value</i>            Next Steps: <i>No value</i>            2022/05/16</p>

**Goal****Progress Update****↳Deliver Odorant 0 Hours****Daniel Moric:**

**Achievements:** April 1/22 - April 31/22

- 54 hrs x 2 servicemen = 108 hrs delivering odorant. Deliveries made to County of Thorhild Gas Utility, North East Gas Co-op, Phoenix Gas Co-op, Battle River Gas Co-op, Rocky Gas Co-op, Co-op 52, and Lac La Biche District Gas Co-op.

May 1/22 - May 16/22

- 33 hrs x 2 servicemen = 66 hrs delivering odorant. Deliveries made to Sedgewick/Killam Gas Utility, Iron Creek Gas Co-op, Phoenix Gas Co-op, Burnt Lake Gas Co-op, and Paintearth Gas Co-op.

**Challenges:** *No value*

**Next Steps:** *No value*

2022/05/16

**CNG Trailer: 100%****Daniel Moric:**

**Achievements:** *No value*

**Challenges:** *No value*

**Next Steps:** *No value*

2022/05/16

**↳Compressed natural gas trailer 0 Trailer(s)****Daniel Moric:**

**Achievements:** - CNG trailer was deployed to a supply job on May 3rd for Ankerton Gas Co-op for completing tie-ins for a re-routed main pipeline.

**Challenges:** *No value*

**Next Steps:** *No value*

2022/05/16

**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.
- April 2022 gas price was \$7.14/GJ. May 2022 gas price has increased to \$8.89/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*

2022/05/16

**Goal****Progress Update**→ **Service Calls: 100%****Daniel Moric:**

**Achievements:** - Service call for gas smell in house. Found readings coming from piping inside the gas stove. Turned valve off to stove until repairs are completed. (Bonnie Lake)  
- Service call for gas smell in house. Found readings coming from piping inside the gas stove. Stove is brand new and was installed the day before. Turned valve off to stove until repairs are completed. (Garner Lake)  
- Service call for gas smell in house. Customer called in the gas smell after he left the property and states it smelled inside the house for 4 days, but did not feel it was reportable. Reported the smell after he left the property and wouldn't be returning for a few weeks. Customer agreed that we should turn the gas off to the house until someone returns, and we will turn the gas back on and investigate. No updates as of yet. (Dickiebush)  
- Service call to gas smell by meter. Arrive at location and no leaks present. Possibly regulator intermittently venting, either on utility side or customer side of meter. Customer will report if they smell it again. (Shandro)

**Challenges:** *No value*

**Next Steps:** *No value*

2022/05/16

→ **Management meeting****Daniel Moric:**

**Achievements:** Attend weekly managers meetings

**Challenges:** *No value*

**Next Steps:** *No value*

2022/05/16

→ **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*

2022/05/16



**Goal****Progress Update****→Delinquent accounts****Daniel Moric:**

**Achievements:** Overdue account letters are completed after gas bills are processed monthly.

**Challenges:** *No value*

**Next Steps:** *No value*

2022/05/16

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

**Achievements:** Currently have 373 natural gas accounts receiving bills by email.

**Challenges:** *No value*

**Next Steps:** *No value*

2022/05/16

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

**Achievements:** - Hotel rooms are booked for the Federation FIRE meeting June 16th at the Radisson South. Check in on June 15th for one night. Let me know who is attending, as i can cancel rooms by June 14th

**Challenges:** *No value*

**Next Steps:** *No value*

2022/05/16

**→Auditor documentation****Daniel Moric:**

**Achievements:** Auditors have completed their financial review of 2021.

**Challenges:** *No value*

**Next Steps:** *No value*

2022/05/16

**Goal****Progress Update****→Other duties****Daniel Moric:**

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

**Challenges:** *No value*

**Next Steps:** *No value*

2022/05/16

**→O & M Policy****Daniel Moric:**

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

**Challenges:** *No value*

**Next Steps:** *No value*

2022/05/16

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

**Achievements:** - Myself and James have completed our PE Fusion recertification through the Federation at the County of Two Hills Natural Gas shop on May 10th.  
- Myself, Barry, Daniel, and William completed our Drone Training on May 12th and will be completing our Transport Canada aviation license test later this week.

**Challenges:** *No value*

**Next Steps:** *No value*

2022/05/16

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

**Achievements:** - The Federation has upgraded the alarm viewing functions with a full SCADA program, allowing us to remotely view pressures and other information in all 8 of our RMO's.

**Challenges:** *No value*

**Next Steps:** *No value*

2022/05/16

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

**Achievements:** -65 line locates have been completed during this reporting period. 1 of these was an emergency locate after hours for a downed power pole

**Challenges:** *No value*

**Next Steps:** *No value*

2022/05/16

**→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*

2022/05/16

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

**Achievements:** *No value*

**Challenges:** *No value*

**Next Steps:** *No value*

2022/05/16

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

**Achievements:** - No activity this reporting period.

**Challenges:** *No value*

**Next Steps:** *No value*

2022/05/16

**→Sign installation 0 Sign(s)****Daniel Moric:**

**Achievements:** No signs installed or repaired this reporting period

**Challenges:** *No value*

**Next Steps:** *No value*

2022/05/16

**Goal****Progress Update**→**Cut and Caps****Daniel Moric:**

**Achievements:** - Completed 2 cut and caps of services that were released over the winter. (Warspite & Smoky Lake)

**Challenges:** *No value*

**Next Steps:** *No value*

2022/05/16

→**RMO Replacement**

**Meter recalls and maintenance:**  
100%

**Daniel Moric:**

**Achievements:** *No value*

**Challenges:** *No value*

**Next Steps:** *No value*

2022/05/16

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

**Achievements:** - Currently have approx 84 AMR meters not being picked up by our handheld reader since the cold snap. Will be reading these meters manually as the replacement AMR heads that transmit the reading to our handheld reader are on back order for an unknown period of time.

**Challenges:** *No value*

**Next Steps:** *No value*

2022/05/16

→**Meter Recalls**

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

**Daniel Moric:**

**Achievements:**

**Challenges:** *No value*

**Next Steps:** *No value*

2022/05/16

**2020 INFRASTRUCTURE LINE  
REPLACEMENT: 100%**

→**Budget - 2020  
INFRASTRUCTURE LINE  
REPLACEMENT: \$50k**

**Goal****Progress Update**

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

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

**2020 MODEMS FOR RMO: 100%**

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

**2020 REPLACE TRUCK: 100%**

↳ **Budget - 2020 REPLACE  
TRUCK: \$50k**

**2021 INFRASTRUCTURE LINE  
REPLACEMENT: 100%**

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

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

**2021 REFURBISH TRUCK BOX:  
100%**

**2022 INFRASTRUCTURE LINE  
REPLACEMENT: 100%**

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

**2022 MAPPING UNIT: 100%**

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

**2022 REFURBISH TRUCK BOX:  
100%**

**2023 INFRASTRUCTURE LINE  
REPLACEMENT: 100%**

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

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

**2023 REFURBISH TRUCK BOX:  
100%**

**Documentation of jobs**

**Daily Vehicle Inspections**

**Goal****Progress Update****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****Tool Box meeting****Daniel Moric:**

**Achievements:** Started attending the toolbox meetings at the beginning of the week.

**Challenges:** *No value*

**Next Steps:** *No value*

*2021/10/05*

**Goal****Progress Update****Magazine check****Daniel Moric:**

Achievements: Complete explosives magazine inventory monthly

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

2021/10/05

**Odor sample****Daniel Moric:**

Achievements: Monthly odorant intensity checks ( 20 locations )

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

2021/10/05

**Main Office Safety Meeting****Meter readings****Daniel Moric:**

Achievements: Collect meter readings monthly for customer billing

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

2021/10/05

**Vehicle maintenance****Daniel Moric:**

Achievements: -Complete vehicle/equipment maintenance as required.

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

2021/10/05

**Strategic plan****Equipment maintenance**

Goal	Progress Update
<b>Leak detection</b>	<p><b>Daniel Moric:</b></p> <p><b>Achievements:</b> -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.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p> <p>2021/10/05</p>
<b>Job Interviews</b> <b>Employee evaluations</b>	<p><b>Daniel Moric:</b></p> <p><b>Achievements:</b> Completed</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p> <p>2021/10/05</p>
<b>PFM check</b>	<p><b>Daniel Moric:</b></p> <p><b>Achievements:</b> 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.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p> <p>2021/12/08</p>
<b>Public building inspections</b>	<p><b>Daniel Moric:</b></p> <p><b>Achievements:</b> Completed our public building inspections in June.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p> <p>2021/10/05</p>



**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

Goal

Progress Update

2020 CARRY OVER RMO  
STATION PROJECT: 100%

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

(GAS) Training Event Form 2022



## ENVIRONMENT & PARKS PLAN

### (E&P) COMMUNITY SERVICES

Goal	Progress Update	Current Completi...
<b>Parks and Recreation Work Plan: 100%</b>	<b>Dave Franchuk:</b> <b>Achievements:</b> <i>No value</i>  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i> <i>2022/03/10</i>	<b>22%</b> <b>22 / 100%</b> <b>14% behind</b>

## (E&P) INFRASTRUCTURE

Goal	Progress Update	Current Completi...
<b>Administrative Activity (E&amp;P): 100%</b>	<p><b>Dave Franchuk:</b></p> <p><b>Achievements:</b> Reporting period from April 19 to May 12, 2022.</p> <p>April 19 Managers Meeting.</p> <p>April 21 Evergreen Meeting.</p> <p>April 22 Council Budget Meeting.</p> <p>April 25 Managers meeting.</p> <p>April 26 Departmental Operations Meeting.</p> <p>April 29 Annual Health and Safety Meeting.</p> <p>May 2 Managers Meeting.</p> <p>May 5 Council Budget Meeting.</p> <p>May 9 Managers Meeting.</p> <p>May 11 Evergreen Managers meeting.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p> <p>2022/05/12</p>	95% 95 / 100% 4% behind
<b>Council Member Inquiry: 100%</b>	<p><b>Dave Franchuk:</b></p> <p><b>Achievements:</b> Reporting period from April 19 to May 12, 2022.</p> <p>April 23 Have discarded home renovations picked up on Twp 582 and RR 133.</p> <p>May 9 Have garbage bags and oil containers picked up on Twp 600 and RR124.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p> <p>2022/05/12</p>	95% 95 / 100% 2% behind

Goal	Progress Update	Current Completi...
<b>Parks and Recreation: 100%</b>	<p><b>Dave Franchuk:</b></p> <p><b>Achievements:</b> Reporting Period from April 19 to May 12, 2022.</p> <p>April 19 Maintenance at Mons Lake, Shemlock Lake, and Spedden. Cleaning and painting inside Bellis Beach Camp kitchen.</p> <p>April 20 Closing all gates along the trail. Cleaning and painting inside Hanmore Lake Kamp kitchen.</p> <p>April 20 Continue painting inside Hanmore Lake cook shack.</p> <p>April 22 Put up Ukrainian flag at Warspite. Play ground inspections and repairs at Spedden, Bellis, and Bellis Beach.</p> <p>April 25 Pre season Inspection with Campsite contractors. Playground inspection and minor repairs at Warspite.</p> <p>April 26 Repairs to toilet doors. Replacing picnic tables in need for repairs.</p> <p>April 27 Continue repairs on toilets and repair camp kitchen wood stove.</p> <p>April 28 Lowering flags for day of mourning. Continue repairs of toilets and minor repairs at Warspite playground.</p> <p>May 2 Raising flags, repair flag pole at Bellis,</p> <p>May 4 Clean up of fallen trees at Kaduk Lake.</p> <p>May 5 Putting up signs on trail and continue cleanup of fallen trees at Kaduk lake. Remove rusted out fire pit and replace at Bellis Beach.</p> <p>May 6 Cleanup of fallen trees at Mons Lake and Hanmore Lake.</p> <p>May 9 Inspection and minor repairs at the playgrounds at Hanmore Lake.</p> <p>May 10 Putting in floating docks at Hanmore, Kaduk, and Bonnie lakes.</p> <p>May 11 Put up signs at Hanmore lake campsite and repair sliding door at the Camp kitchen.</p> <p>May 12 Tend to fallen trees at Bellis beach.</p> <p>Summary: We have hired 2 STEP students for 4 months Finding alot of repairs needed at the lakes, and on warmer weather we will start to clean up around the office and plant flowers and spray for weeds.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p> <p>2022/05/12</p>	<p>95%</p> <p>95 / 100%</p> <p>2% behind</p>

Goal	Progress Update	Current Completi...
Regional Water: 100%	<p><b>Dave Franchuk:</b></p> <p><b>Achievements:</b> Reporting period from April 19 to May 12, 2022.</p> <p>April 19 Whitefish Lake check and top up with treatment chemicals.</p> <p>April 21 SCADA showing possible leak, Isolating Regional line to pinpoint leak.</p> <p>April 22 Continue working on leak detection.</p> <p>April 26 CAV checks and pumping out.</p> <p>April 27 SCADA issues to tend to at Egramont.</p> <p>May 2 CAV checks and pumpouts. Calculate regional water use.</p> <p>May 3 CAV checks and pump outs</p> <p>May 4 look for signs of leak and CAV checks.</p> <p>May 5 Annual calibration of water testing devices.</p> <p>May 11 Pressure testing segment of line and now have finally determined location of the leak.</p> <p>Summary: The SCADA system was showing a water loss of approximately 30 cubic meters a day. The leak location has been found in the area where a connection was made, We will have Thompson cout to complete the repair.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i> 2022/05/12</p>	<p>97%</p> <p>97 / 100%</p> <p>1% behind</p>
Training activity: 100%	<p><b>Dave Franchuk:</b></p> <p><b>Achievements:</b> Reporting period from April 19 to May 12, 2022.</p> <p>May 11 Pesticide Applicator Certification (Derek).</p> <p>Upcoming: Transfer station attendant training. on June 6, 2022. (Avery &amp; Beth)</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i> 2022/05/12</p>	<p>93%</p> <p>93 / 100%</p> <p>5% behind</p>

Goal	Progress Update	Current Completi...
<p><b>Waste Management: 100%</b></p>	<p><b>Dave Franchuk:</b></p> <p><b>Achievements:</b> Reporting period from April 19 to May 12, 2022</p> <p>April 19 Tidy up electronics collocation areas at Spedden and Smoky Lake.</p> <p>April 20 Paint collection sites cleaned up.</p> <p>April 25 Clean out sloppy walway at Spedden bin site and repace with gravel.</p> <p>April 26 Recycled pain picked up and hauled away.</p> <p>April 26 Clean up waste in ditch on Smoky Lake dump road.</p> <p>April 27 Replace thermostat at Spedden transfer station shack.</p> <p>May 2 Pick up garbage left at bin site that does n't belong in bi at the old Victoria school site.</p> <p>May 3 Moving all large TVs inside the sea can at Smoky Lake transfer station.</p> <p>May 5 Enroll 2 transfer station employees for the transfer station course.</p> <p>May 9 Remove heater at the Spedden transfer station to inspect. It has a crack in the heat exchanger a new one was ordered.</p> <p>May 10 Dig out soft material at the Spedden bin site replace with course crushed gravel. full electronics sea can replaced at Smoky Lake. site.</p> <p>May 11 Chemical containers bagged and hauled in for recycling.</p> <p>May 12 Report high concentrates of Sodium in test wells to AEP</p> <p>Summary: I had a conference call with the Evergreen engineers, Omni-McCann. since 2009 the sodium levels have been increasing at the Spedden landfill. This years results have been 50 mg/l over the performance standard. I have reported this issue to AEP and will be following up with a report. The Spedden site has 3 monitoring wells with one being dry. Omni-McCann had suggested that we will have to drill 3 more wells and continue to monitor. The estimated cost of these wells would be \$15,000 to \$18,000. This issue isn't an emergency and could be budgeted for next year. Omni-McCann feels this issue could be a result of having the transfer station built on a former landfill site.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p> <p>2022/05/12</p>	<p>94%</p> <p>94 / 100%</p> <p>4% behind</p>

Goal	Progress Update	Current Completi...
<b>Waste Water: 100%</b>	<p><b>Dave Franchuk:</b></p> <p><b>Achievements:</b> Reporting period from April 19 to May 12, 2022.</p> <p>April 25 Lift pumps 1 and 2 clean debris and check alarms at the Warspite lift station.</p> <p>May 3 Add anti bacterial enzyme to wet well at the Warspite lift station.</p> <p>May 5 Warspite lagoon inspection</p> <p>May 9 Bellis lagoon inspection.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p> <p>2022/05/12</p>	<p>96%</p> <p>96 / 100%</p> <p>2% behind</p>
<b>Water Activity: 100%</b>	<p><b>Dave Franchuk:</b></p> <p><b>Achievements:</b> Reporting period from April 19 to May 12, 2022.</p> <p>April 19 Reset credit card reader at Bellis potable water truckfill.</p> <p>April 20 Work on Itron Diamond billing issues.</p> <p>April 22 Rerout antenna for spedden truckfill poor reception.</p> <p>April 25 Repair small leak at the bellis raw water truckfill and reset credit card reader. shut off CC for plumbing repair at Warspite.</p> <p>April 26 Check and test the alarm system at the Warspite water site.</p> <p>April 28 Take apart and clean debris from solinoid valve.</p> <p>May 3 Work with flow point to troubleshoot credit card system down at Spedden truckfill.</p> <p>May 5 Calibrate County water testing instruments.</p> <p>May 9 Replace credit card reader at Warspite water truckfill.</p> <p>May 12 Order parts for Waskatena raw water truckfill the fill pipe was run into.</p> <p>Summary: We are planning to do a directional line flush at Warspite this Spring and are going through all our truckfills as we are expecting a busy crop spraying season.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p> <p>2022/05/12</p>	<p>97%</p> <p>97 / 100%</p> <p>1% behind</p>

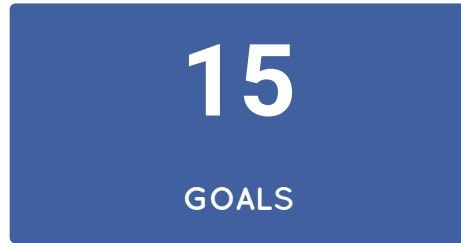


## (E&P) BUSINESS AS USUAL

Goal	Progress Update	Current Completi...
<b>BAU Environment Actions</b>		0%



5.1.j



### AGRICULTURAL SERVICE BOARD PLAN

#### (ASB) PHYSICAL ENVIRONMENT

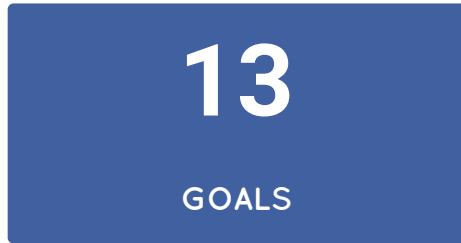
Goal	Progress Update	Current Com...	Start Date	Due Date
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Goal	Progress Update	Current Com...	Start Date	Due Date
<b>Administrative Activity 2022: 100%</b>	<p><b>NEW</b> Carleigh McMullin:</p> <p>Achievements:</p> <ul style="list-style-type: none"> <li>• ASB Meeting April 12th</li> <li>• Ag Fieldmen Spring 2022 Webinar April 13th</li> <li>• Wild Boar Bounty Program Update Webinar April 14th</li> <li>• Temporary Assistant Ag Fieldman interviews April 20th</li> <li>• Seed Cleaning Plant inspection April 25th</li> <li>• County Departmental meeting April 26th</li> <li>• AG MuniSight review with Carole April 27th</li> <li>• Annual Safety Day April 29th</li> <li>• Poster Contest deadline May 3rd</li> <li>• Budget Meeting May 5th, 13th</li> <li>• Highly Pathogenic Avian Influenza update webinar May 6th</li> <li>• LARA check in meeting via phone May 9th</li> <li>• Authorized Assistant Herbicide Applicator training for Weed Inspectors May 10th</li> <li>• Tori Stang Temporary Assistant Ag Fieldman start date May 11th</li> <li>• Corteva Herbicide Stewardship training May 12th</li> <li>• Herbicide Mower start date May 16th</li> <li>• Joint Health &amp; Safety meeting May 19th</li> </ul> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>2022/05/10</p>	<div style="background-color: #2e8b57; color: white; padding: 10px; text-align: center;"> <p>82%</p> <p><b>82 / 100%</b></p> <p>5% behind</p> </div>	2017/12/31	2022/12/31

Goal	Progress Update	Current Com...	Start Date	Due Date
<b>ASB Environmental Services 2022: 100%</b>	<p><b>NEW Carleigh McMullin:</b></p> <p><b>Achievements:</b></p> <ul style="list-style-type: none"> <li>Increasing Profitability through Soil Health and reduced Inputs Webinar April 20th</li> </ul> <p><b>Challenges:</b> At our May 18th check in Alyssa let us know they are awaiting clubroot results for several field locations they are considering on Highway 28 for their plots.</p> <p>Some of their hemp demo seed has been delayed.</p> <p><b>Next Steps:</b> 2022/05/10</p>	<p>99%</p> <p>99 / 100%</p> <p>-</p>	2017/12/31	2022/12/31
<b>Council Member Inquiry 2022: 100%</b>	<p><b>NEW Carleigh McMullin:</b></p> <p><b>Achievements:</b> 1) Request sent on Request sent on May 4th re: water drainage. <b>Result:</b> Ag dept. spoke to landowner notifying them that would be installing a pond leveler. The landowner was satisfied with that solution and the pond leveler was installed May 9th.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i> 2022/05/10</p>	<p>100%</p> <p>100 / 100%</p> <p>-</p>	2017/12/31	2022/12/31
<b>Crop Surveying 2022: 100%</b>	<p><b>NEW Carleigh McMullin:</b></p> <p><b>Achievements:</b> 2022 Crop Survey supplies have been ordered.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> Set up Bertha Armyworm and Swede Midge traps. 2022/05/10</p>	<p>82%</p> <p>82 / 100%</p> <p>5% behind</p>	2017/12/31	2022/12/31
<b>Mowing Activity 2022: 100%</b>	<p><b>NEW Carleigh McMullin:</b></p> <p><b>Achievements:</b> Herbicide Mower's started May 16th to begin their ditch cleanup prior to beginning mowing June 1st.</p> <p>New herbicide applicator attended all spring training.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> Non-herbicide mower to begin June 13th. 2022/05/10</p>	<p>84%</p> <p>84 / 100%</p> <p>3% behind</p>	2017/12/31	2022/12/31
<b>Pest Control 2022: 100%</b>		<p>0%</p> <p>0 / 100%</p> <p>87% behind</p>	2017/12/31	2022/12/31

Goal	Progress Update	Current Com...	Start Date	Due Date
↳ Problem Wildlife (Beaver Control) 2022	<p><b>NEW Carleigh McMullin:</b></p> <p>Achievements:</p> <ul style="list-style-type: none"> <li>• 38 Beavers caught since April 1st</li> <li>• 8 Muskrat caught since April 1st</li> <li>• 1 New pond leveler install complete</li> <li>• 1 major pond leveler repair complete</li> </ul> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>2022/05/11</p>	0% -	2020/01/01	2022/12/31
<b>Spraying 2022: 100%</b>	<p><b>NEW Carleigh McMullin:</b></p> <p>Achievements:</p> <ul style="list-style-type: none"> <li>• Herbicide and PPE for 2022 has been ordered</li> <li>• Would like to begin spraying corner brush June 1st (weather pending)</li> </ul> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>2022/05/10</p>	81% 81 / 100% 6% behind	2017/12/31	2022/12/31
<b>Training Activity 2022: 100%</b>	<p><b>NEW Carleigh McMullin:</b></p> <p>Achievements:</p> <ul style="list-style-type: none"> <li>• Seed Cleaning Plant Inspection training with MD of Wainwright Ag Fieldmen April 25th</li> <li>• 3 Weed Inspectors received orientation May 2nd, and temporary Assistant Ag Fieldman orientation May 11th</li> <li>• Authorized Assistant Herbicide Applicator training May 10th</li> <li>• Trevor Cameron took drone training May 12th</li> <li>• Corteva Herbicide Stewardship training May 12th</li> <li>• Weed Inspector School May 16th</li> </ul> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>2022/05/10</p>	81% 81 / 100% 6% behind	2017/12/31	2022/12/31

Goal	Progress Update	Current Com...	Start Date	Due Date
<b>Weed Control 2022: 100%</b>	<b>NEW Carleigh McMullin:</b> Achievements: <ul style="list-style-type: none"> <li>3 Weed Inspectors/Sprayer Operators began May 2nd</li> <li>Have completed all spring training and will begin Weed Inspections on private land June 1st</li> </ul> Challenges: <i>No value</i> Next Steps: <i>No value</i> 2022/05/10	100% 100 / 100% -	2017/12/31	2022/12/31
→ Weed Inspections (Copy) 0 Inspection(s)		100% -	2021/01/01	2021/12/31
<b>Safety Activity 2022</b>	<b>NEW Carleigh McMullin:</b> Achievements: <ul style="list-style-type: none"> <li>3 Weed Inspectors received orientation</li> <li>New Temporary Assistant Agricultural Fieldman received orientation</li> <li>Have been attending weekly toolbox meetings</li> </ul> Challenges: <i>No value</i> Next Steps: <i>No value</i> 2022/05/10	76% 3% behind	2020/01/01	2022/12/31
<b>Dog Catching 2022</b>	<b>NEW Carleigh McMullin:</b> Achievements: <ul style="list-style-type: none"> <li>8 Dog calls since April 4th</li> </ul> Challenges: <i>No value</i> Next Steps: <i>No value</i> 2022/05/11	0% -	2021/10/05	2022/12/31
→ Dog Catching Phone Calls 2022 0 Call(s)		101% 37 Call(s) ahead	2021/01/01	2022/12/31
→ Dog Catching Success 2022 0 Dog(s)		101% 5 Dog(s) ahead	2021/01/01	2022/12/31
<b>ASB Environmental Services 2022: 100%</b>		0% 0 / 100% 68% behind	2021/01/01	2022/12/31



### CAROLE DOWHANIUK

#### ON TRACK

Goal	Progress Update	Tasks	Current Completion
(GIS) Training Event Form 2022			On Track 33%
GIS Tasks: 100%			On Track 37% 37 / 100%
→ GIS Data Input	<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>2022/05/16</p>		On Track 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> Achievements:</p> <ul style="list-style-type: none"> <li>• <b>Smoky Lake County</b> online public connection with MuniSight has had 250,429 visits from May 31, 2018 – May 15, 2022. <ul style="list-style-type: none"> <li>◦ from April 19, 2022 to May 15, 2022 (26 days) total visits were 5,459.</li> </ul> </li> <li>• <b>Regional</b> online public connection with MuniSight has had 107,355 visits from May 31, 2018 – May 15, 2022. <ul style="list-style-type: none"> <li>◦ from April 19, 2022 to May 15, 2022 (26 days) total visits were 321.</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>  2022/05/15</p>		<p>On Track  <b>95%</b></p>
<p>→ <b>GIS Data Analysis</b></p>	<p><b>Carole Dowhaniuk:</b>  <b>Achievements:</b></p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b></p> <ul style="list-style-type: none"> <li>• Assist - Public Works - Query of Data for strategic planning</li> </ul> <p>2022/04/19</p>		<p>On Track  <b>94%</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>• Assist Public Works staff <ul style="list-style-type: none"> <li>◦ update missing signs in GIS</li> <li>◦ proposed Signs – signs to be approved and installed out in the field <ul style="list-style-type: none"> <li>◦ data captured through Munisight-mobile app and prepared for PW Manager</li> </ul> </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> </ul> <p><i>2022/05/16</i></p>		<p>On Track  <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>• Not sure of Map sales. Will have a update in June or July once the New finance system is in full operations. <ul style="list-style-type: none"> <li>◦ thank you for your patience</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>2022/04/19</i></p>		<p>On Track  <b>217%</b>  <b>13 / 6 Map(s)</b></p>
<p>→ Input Spatial Data</p>	<p><b>Carole Dowhaniuk:</b>  <b>Achievements:</b></p> <ul style="list-style-type: none"> <li>• Add Road Use Agreements</li> </ul> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b></p> <ul style="list-style-type: none"> <li>• Review new layer and Add Iron Horse Trail Resting Areas to map</li> <li>• Digitize Gas Taps prior to Annual Gas Dept GIS Review</li> </ul> <p><i>2022/05/15</i></p>		<p>On Track  <b>36%</b></p>

Goal	Progress Update	Tasks	Current Completion
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↳ GIS Work Schedule

**Carole Dowhaniuk:**

**Achievements:**

- Public Works
  - data analysis - signs, culverts
  - project plan with public works Manager - data collection and data analysis
- Agriculture Review completed - Wednesday April 27, 2022
  - Make changes/updates in pest management

On Track  
36%

**Challenges:** *No value*

**Next Steps:**

- Schedule Gas Review - March/April- move to May/June
- review changes/updates in pest management with Carleigh and Trevor Wednesday May 18.

2022/05/15

**Smoky Lake Region (GIS): 100%**

**Carole Dowhaniuk:**

**Achievements:**

- Review April General Service Hour Report, no general service hours were used for the region.

On Track  
37%  
37 / 100%

**Challenges:** *No value*

**Next Steps:**

- Review Mays General Service Hour Reports and distribute report.

2022/05/15

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>• <b>Drone Training</b> was held for Department Staff - May 12, 2022 from 8 am – 3 p.m. <ul style="list-style-type: none"> <li>◦ 12 employees in total attended from the following departments: Public works 1, Gas Dept. 4, Environmental Op 1, Planning 2, Emergency Services 2, Ag dept 1, New IT 1.</li> <li>◦ Knowledge was gained by departments on new product, software, software updates and capabilities.</li> <li>◦ Testing for Pilot License's was online and staff were to complete the test back in the office.</li> </ul> </li> <li>• <b>Set up new staff in MuniSight Academy</b> <ul style="list-style-type: none"> <li>◦ 1 public works</li> </ul> </li> <li>• <b>Set up new staff in MuniSight</b> <ul style="list-style-type: none"> <li>◦ 1 public works</li> <li>◦ 4 Ag department</li> </ul> </li> </ul> <p>Challenges: <i>No value</i></p> <p>Next Steps:</p> <ul style="list-style-type: none"> <li>• Assist with training for AMP V2</li> <li>• Assist with training for Planner</li> </ul> <p><i>2022/05/15</i></p>		<p>On Track  <b>37%</b>  <b>37 / 100%</b></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 requests or inquiries we received during this reporting period.</li> </ul> <p>Challenges: <i>No value</i></p> <p>Next Steps:</p> <p><i>2022/05/15</i></p>		<p>On Track  <b>36%</b>  <b>36 / 100%</b></p>

Goal	Progress Update	Tasks	Current Completion
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**MuniSight Demonstration/Training and User Guide**

**Carole Dowhaniuk:**

**Achievements:**

- Demonstration of ALL Net- Service Tracker - Presenter - Scott Lamb  
Customer Success Lead MuniSight/ALL-Net Solutions
- Overview of Smoky Lake County's Webmap - Presenter - Carole Dowhaniuk
  - Overview County and Regional Internal site.
  - Overview of GIS on Website
    - Maps available to public
    - Public webmap and user guide

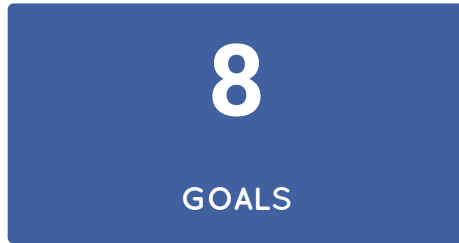
**Challenges:** *No value*

**Next Steps:**

- Present and discuss ALL-Net Service Tracker with Management May 16, 2022
  - Provide feedback to Council
- Request for Decision (RFD) be prepared for the May 26, 2022 Regular County Council Meeting
  - for the purpose of considering a pilot project through the MuniSight Ltd. / All-Net Municipal Solutions' software application: "Service Tracker" to track, manage and report on service requests from internal sources, in a timely manner.
    - Attachment from Municipal District of Taber
    - Attachment from City of Fort Saskatchewan

**On Track**  
**39%**

*2022/05/15*



### EVONNE ZUKIWSKI

Goal	Progress Update	Current Compl...
Administrative Activity (COM): 100%		100% 100 / 100%
↳ Meetings Attended 0 Meeting(s)	<b>NEW Evonne Zukiwski:</b> Achievements: <ul style="list-style-type: none"> <li>• Virtually attended County Budget meeting- April 22, 2022</li> <li>• Virtually attended Departmental meeting- April 26, 2022</li> <li>• Virtually attended County Council meeting- April 28, 2022</li> <li>• Attended Annual Safety Meeting- April 29, 2022</li> <li>• Virtually attended Policy Committee meeting- May 11, 2022</li> </ul>	101%
Communication Activity (COM): 100%		0% 0 / 100%
↳ Fire Ban Information 0 Update(s)	<b>NEW Evonne Zukiwski:</b> Achievements: <ul style="list-style-type: none"> <li>• Updated Fire Restriction rating on website, added as a website notice and posted Restriction on social media- April 26, 2022</li> </ul>	101%
↳ Website Updates 0 Update(s)	<b>NEW Evonne Zukiwski:</b> Achievements: <ul style="list-style-type: none"> <li>• Posted policy 62-29 to website- April 19, 2022</li> <li>• Updated 12 workplan policies to website- April 19, 2022</li> <li>• Updated Peace Officer ad with extended deadline- April 20, 2022</li> </ul>	101%

- Added Rock Truck Operator employment ad- April 20, 2022
- Posted Bylaw 1396-21- April 21, 2022
- Posted Public Works Seasonal Operators and Shop Clerk ads- April 21, 2022
- Updated Fire Rating on website- April 26, 2022
- Posted Fire Restriction notice- April 26, 2022
- Posted Policy 62-29- April 26, 2022
- Posted Policy M01-16-01- April 28, 2022
- Removed STEP Office employment ad- May 2, 2022
- Posted May calendar and meeting links- May 2, 2022
- Posted Heritage River RFP as notice- May 2, 2022
- Uploaded all equipment for tender ads to webpage- May 3, 2022
- Created Equipment for Tender notice- May 3, 2022
- Replaced Policy 01-51- May 3, 2022
- Removed Bylaw 1240-12 and replaced with Bylaw 1411-22- May 3, 2022
- Replaced Policy 62-29- May 5, 2022
- Added Heritage Board Youth Membership as website notice- May 5, 2022
- Posted April past Council activities calendar- May 6, 2022
- Added Public Hearing- Land Use Bylaw notice- May 9, 2022
- Added RMA bursary to website listing- May 9, 2022
- Posted May Grapevine- May 9, 2022
- Posted Policy 01-26- May 9, 2022

#### Website Stats

April 19 to May 11,, 2022

- Average of 90 page views per day (increase of 20 additional page views per day from last reporting period)
- Top pages viewed:
  - Home Page (includes website notices)
  - Employment Opportunities
  - Maps
  - Equipment for Tender

Goal	Progress Update	Current Compl...
<p>→ <b>Communications for Departments 0 Ad(s) Created</b></p>	<p><b>NEW Evonne Zukiwski:</b></p> <p>Achievements:</p> <ul style="list-style-type: none"> <li>• Updated Community Peace Officer Employment ad on RMA website, Alberta Municipalities and Alberta Peace Officers Association and posted on Linked In- April 20, 2022</li> <li>• Created Food Bank Challenge poster and emailed to staff- April 20, 2022</li> <li>• Formatted Seasonal Public Works Operator employment ads and created ad for newspaper publication- April 20, 2022</li> <li>• Emailed Seasonal Public Works Seasonal Operator employment ads to Redwater Review for publishing- April 21, 2022</li> <li>• Emailed signed Public Works Week Proclamation to APWA- May 2, 2022</li> <li>• Created Equipment for Tender listing for publishing in the Redwater Review (week of May 18)- May 2, 2022</li> <li>• Created Equipment for Tender ad for social media use- May 3, 2022</li> <li>• Created ads for individual pieces of equipment for tender for website advertising (7 pieces of equipment)- May 3, 2022</li> </ul>	<p>101%</p>
<p>→ <b>Produce &amp; Distribute Grapevine: 12 Newsletter(s)</b></p>	<p><b>NEW Evonne Zukiwski:</b></p> <p>Achievements:</p> <ul style="list-style-type: none"> <li>• Completed and published May 2022 Grapevine. Emailed to the Redwater Review for publishing May 11, 2022- May 4, 2022</li> </ul>	<p>42% 5 / 12 Newsletter(s)</p>
<p>→ <b>Social Media Posts 0 Post(s)</b></p>	<p><b>NEW Evonne Zukiwski:</b></p> <p>Achievements:</p> <ul style="list-style-type: none"> <li>• Scheduled Federation Natural Gas Congratulations post (April 20)- April 20, 2022</li> <li>• Created Public Works employment opportunities ad for social media- April 21, 2022</li> <li>• Scheduled Seasonal Public Works employment ads (scheduled for April 21, April 30, 2022)- April 21, 2022</li> <li>• Scheduled Public works Shop Clerk ad (scheduled for April 22, April 30, 2022)- April 21, 2022</li> <li>• Shared Federation of Gas Coops 'Dig Safe' month video- April 22, 2022</li> <li>• Scheduled Avian Flu information- April 22, 2022</li> <li>• Posted Fire Restriction- April 26, 2022</li> <li>• Scheduled Equipment for Tender (scheduled for May 5, May 11, May 16)- May 4, 2022</li> <li>• Scheduled Jr Firefighter Camp (scheduled for May 25)- May 4, 2022</li> <li>• Scheduled Hay Permits ad (scheduled for May 9 and May 28)- May 4, 2022</li> </ul>	<p>101%</p>

	Progress Update	Current Compl...
	<ul style="list-style-type: none"> <li>Scheduled Spring Clean Up Promotion (scheduled for May 4 and May 14)- May 4, 2022</li> <li>Scheduled Economic Development Week Proclamation (scheduled for May 9)- May 4, 2022</li> <li>Scheduled Public Works Week Proclamation (scheduled for May 15)- May 4, 2022</li> <li>Shared Lemonade Day event- May 4, 2022</li> <li>Scheduled Highway Cleanup awareness- May 4, 2022</li> <li>Scheduled Farmers &amp; Ranchers Appreciation BBQ (scheduled for May 27)- May 5, 2022</li> <li>Scheduled Heritage Board Youth Membership ad (scheduled for May 5 and May 19)- May 5, 2022</li> <li>Scheduled Grazing School for Women 'Save the Date' ad (scheduled for May 6)- May 5, 2022</li> <li>Scheduled Offices Closed for Victoria Day (scheduled for May 20 and May 23)- May 5, 2022</li> <li>Scheduled Garden Day Proclamation (scheduled for June 18)- May 6, 2022</li> <li>Scheduled Public Hearing- Land Use Bylaw (scheduled for May 10)- May 9, 2022</li> <li>Scheduled Grazing School for Women event (scheduled for May 24 and June 7)- May 9, 2022</li> </ul> <p><b>Social Media Stats:</b></p> <p><b>Facebook</b></p> <ul style="list-style-type: none"> <li>Total Followers - 1,807 (Gained 11 new followers since last reporting period)</li> <li>Top posts and interactions: <ul style="list-style-type: none"> <li>- Highway Clean Up</li> <li>- Equipment for Tender</li> <li>- Hay Permits</li> </ul> </li> </ul> <p><b>Twitter</b></p> <ul style="list-style-type: none"> <li>Total Followers - 1,146 (Gained 1 new follower since last reporting period)</li> </ul>	
<b>Legislative Activity (COM): 100%</b>		0% 0 / 100%
→ <b>Policy Development 0 Policy(ies)</b>	<b>NEW Evonne Zukiwski:</b> Achievements: <ul style="list-style-type: none"> <li>Worked on Social Media policy brief- April 25, 2022</li> </ul>	100%
→ <b>FOIP/ Access to Information Requests 0 Request(s)</b>	<b>NEW Evonne Zukiwski:</b> Achievements: <ul style="list-style-type: none"> <li>Submitted 2021 FOIP Request statistics to Provincial Government- May 9, 2022</li> </ul>	100%