

## SMOKY LAKE COUNTY

**A G E N D A: County Council Meeting**  
**for the purpose of Departmental Operations** to be held on  
Tuesday, **February 14, 2023** at 9:00 o'clock A.M.  
Virtual through Zoom Platform

Meeting ID: 894 5880 6893 Passcode: 886994

<https://us02web.zoom.us/j/89458806893?pwd=c2JXa0E3dkN6ZXlhdmhUTkozVWFLZz09>

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 and Action Lists:**

No minutes.

**4. Request for Decision:**

No Request for Decisions.

**5. Issues for Information:**

1. [Manager Reports](#)

**Public Works:**

- a. Public Works Manager. ©
- b. Public Works Road Foreman. *(To be handed out at meeting)*
- c. Public Works Shop Foreman. ©

**Protective Services:**

- d. Peace Officer. ©
- e. Fire Chief. ©
- f. Loss Prevention Coordinator. ©

**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. *(To be handed out at meeting)*

**Administration:**

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

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

2. Training Reports

- a. Planning and Development. ©
- b. Agricultural. ©

3. Manager Work Plans

No Work Plans.

**6. Correspondence(s):**

**7. Delegation(s):**

**8. Executive Session:**

**Adjournment**



5.1.a

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%	<p><b>Doug Ponich:</b>  <b>Achievements:</b> No update.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i>  2022/02/15</p>	<p>1%  0.555 / 100  99% behind</p>
→ Administrative (PW Manager) : 100%	<p><b>Doug Ponich:</b>  <b>Achievements:</b> Occupational Health and Safety Meeting. Jan. 16</p> <p>County Departmental Meeting. Jan. 24</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i>  2023/01/18</p>	<p>8%  8.33 / 100%  92% behind</p>
→ Council Member Inquiry (PW Manager) : 100%		<p>0%  0 / 100%  100% behind</p>

Goal	Progress Update	Current Completion
→ Dust Control (PW Manager) : 100%	<p><b>Doug Ponich:</b>  <b>Achievements:</b> No update.  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>  2022/11/10</p>	0% 0 / 100% 100% behind
→ Gravel (PW Manager) : 100%	<p><b>Doug Ponich:</b>  <b>Achievements:</b> No update.  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>  2022/12/13</p>	0% 0 / 100% 100% behind
→ Maintenance (PW Manager) : 100%	<p><b>Doug Ponich:</b>  <b>Achievements:</b> Graders continue benching. Jan. 16</p> <p>Graders scarifying gravel base roads after rain showers. Jan. 26, 27, 30</p> <p>Grader snow removal; drifting. Jan. 30, Feb. 2, 3</p> <p>Grader snow and ice removal at Hamlets:</p> <ul style="list-style-type: none"> <li>- Warspite Jan. 19 Div. 3</li> <li>- Bellis. Jan. 20 Div. 4</li> </ul> <p>Plow truck snow removal and sanding on asphalt and oil-base roads. Jan. 17, 18, 24, 25, 27, Feb. 2, 3</p> <p>Plow trucks sanding after rain showers. Jan. 26</p> <p>Small plow trucks at resorts clearing loosened base. Jan. 19</p> <p>Small plow truck snow removal and sanding at resorts. Jan. 24, 25, 27, Feb. 2, 3</p> <p>Tractor snow removal:</p> <ul style="list-style-type: none"> <li>- Bridge decks at the east half of the county. Jan. 16</li> </ul>	0% 0 / 100% 100% behind

- Cemetery at 17152 - TWP 600. Jan. 17 Div. 4
- Hamlet of Spedden; clear windrows after Emcon truck snow removal. Jan. 17 Div. 1
- Dickie Bush Church Yard. Jan. 17 Div. 2
- Bellis Beach Campsite. Jan. 17 Div. 2
- Hamlet of Spedden. Jan. 18 Div. 1
- Edward Church Yard. Jan. 18 Div. 4
- Warspite; follow up grader cutting ice and loose snow to asphalt base. Jan. 19 Div. 3
- C.C.I. Tower north of Spedden. Jan. 19 Div. 1
- Bellis; follow up grader cutting ice and loose snow to asphalt base. Jan. 20 Div. 4
- Spedden church yard. Jan. 20 Div. 1
- East "Flag" driveways. Jan. 24, 25
- Isolated "Flag" driveways that drifted in. Jan. 30, Feb. 2, 3
- Vilna Cultural Center. Feb. 3 Div. 1

Skid steer snow removal:

- County shop yard. Jan. 18
- Walking trail entrance at 4th street, Birchland. Jan. 24 Div. 1
- Main office. Jan. 31

Haul snow from Shop yard to Smoky Lake Rodeo Grounds. Jan. 20

Brushing and tree removal:

- RR 161, north of TWP 590A. Jan. 16 Div. 3
- TWP 592, west of RR 161. Jan. 16 Div. 3
- TWP 590, east of HWY 857. Jan. 16 Div. 2
- TWP 585A, east and west of RR 162. Jan. 16 Div. 3
- Intersection of RR 163 & TWP 592. Jan. 17 Div. 3
- RR 132, TWP 584 - 590. Jan. 17 Div. 2
- RR 132, north of HWY 652. Jan. 17 Div. 2
- RR 182, TWP 602 - 604. Jan. 17 Div. 5

- RR 184, North of TWP 610. Jan. 17 Div. 5
- RR 180, North of TWP 620. Jan. 17 Div. 5
- TWP 604, west of RR 124. Jan. 17 Div. 1
- Victoria Trail, east of RR 171A. Jan. 18, 20 Div. 3
- RR 180, north of TWP 594. Jan. 18 Div. 5
- RR 183, south of TWP 602. Jan. 18 Div. 5
- RR 175, south of TWP 610. Jan. 30 Div. 5
- RR 181, south of TWP 604. Jan. 31 Div. 5
- RR 181, south of TWP 602. Jan. 31 Div. 5
- RR 180, north of TWP 594. Jan. 31, Feb. 1 Div. 5
- RR 191. HWY 28 - TWP 604. Jan. 31 Div. 5
- RR 190, north of TWP 605A. Feb. 1 Div. 5
- Warspite Lagoon road and back alleys. Feb. 1 Div. 3
- Bellis back alleys. Feb. 1 Div. 4
- 

Crews trimming down leaning trees in all divisions due to heavy frost on limbs. Jan. 18, 19, 23, 24, 25

Crews removing fallen trees after strong winds. Jan. 26

Hydro axing:

- TWP 572, west of RR 135A. Jan. 16, 24, 25, 30, 31, Feb. 1, 2, 3 Div. 2

Skis steer with brushing head:

- Entrance to Smoky Lake Landfill. Jan. 16 Div. 4
- Intersection of RR 171 & TWP 595A. Jan. 17, 23 Div. 4
- TWP 572, west of RR 135A. Jan. 25, 30, Feb. 3 Div. 2

Inspect Natural Spring Locations. Jan. 16, 23

- Clean ditch for natural spring flow along TWP 595A, west of entrance to Smoky Lake Landfill. Jan. 20 Div. 4

- Clear ice and steam culvert at 17028 - TWP 584. Jan. 27 Div. 3
- Clear ice and steam culvert at Smoky Lake Landfill entrance. Jan. 27 Div. 4

Fill in hole along RR 141, 400m. north of HWY 28. Jan. 18 Div. 2

Fill in hole along east side of RR 193A, north of Victoria Trail ( Elsie's Hill ) Jan. 19 Div. 5

Haul accumulated snow piles from street snow removal:

- Hamlet of Warspite. Jan. 24 Div. 3
- Hamlet of Bellis. Jan. 25, 31 Div. 4

Sign installation and repair:

- Inspect all bridge markers and straighten or repair as necessary. Jan. 31, Feb. 1, 2, 3
- Replace faded Stop sign at RR 142 & TWP 584. Feb. 1 Div. 2
- Replace curve sign at TWP 590, east of RR 135(N). Feb. 1 Div. 2
- Replace faded Stop sign at RR 183 & TWP 602. Feb. 1 Div. 5`

**Challenges:** *No value*

**Next Steps:** *No value*

2023/01/18

**Doug Ponich:**

**Achievements:** Continue road inspections.

**Challenges:** *No value*

**Next Steps:** *No value*

2023/01/18

**Doug Ponich:**

**Achievements:** Train Dean Prusko on Skid steer with brushing head. Jan. 16, 17

**Challenges:** *No value*

**Next Steps:** *No value*

2023/01/18

→ Roads (PW Manager) : 100%

→ Training (PW Manager) : 100%

→ Administration (PW Manager) : 100%

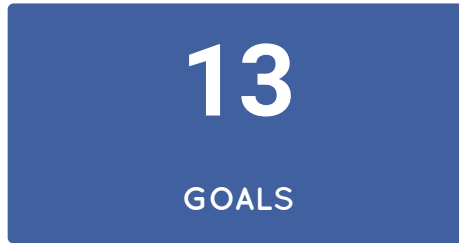
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MARK FEDORETZ

(SHOP) GOVERNANCE

Goal	Progress Update	Tasks	Current Completion
31- Annual3-Semi-Annually x 2CVIP's on trucks, trailers, vans and buses. Trailers are done from December to February. Trucks are done from March to April. 2023			Behind 8% 8 / 100
Contract CVIPs 2023			Behind 0% 0 / 100
Tandem Trucks ready for summer (Copy)		Sand truck 1	Month <input type="checkbox"/> to be comple te by: April
		Sand truck 2	Month <input type="checkbox"/> to be comple te by: April
		Sand truck 3	Month <input type="checkbox"/> to be comple te by: April

Not started  
0%  
0 / 100



Goal	Progress Update	Tasks	Current Completion
Sand trucks ready for Winter 2023		Sand truck 2 Month <input type="checkbox"/> to be comple te by: Octob er	
		Sand truck 3 Month <input type="checkbox"/> to be comple te by: Octob er	Not started 0% 0 / 100
		Sand truck 1 Month <input type="checkbox"/> to be comple te by: Octob er	

Goal	Progress Update	Tasks	Current Completion
<b>Administrative (PW Shop Foreman) 2023 : 100%</b>	<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>Old shop improvements.</li> <li>Enterprise vehicles.</li> </ol> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i> 2023/02/02</p>	<p><b>Annual Employee Evaluations</b> Month <input type="checkbox"/> to be complete by: December</p> <p><b>Annual Inventory Count</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>Warranty repairs</b> Month <input type="checkbox"/> to be complete by: <i>No value</i></p>	<p><b>Overdue</b> <b>16%</b> <b>16 / 100%</b></p>
<b>Contract Work 2023(PW Shop Foreman) : 100%</b>	<p><b>Mark Fedoretz:</b> Achievements:</p> <ol style="list-style-type: none"> <li>214 Replace radiator, Replace rear brakes. January 24, 25, 26 2023</li> </ol> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i> 2023/02/02</p>		<p><b>Overdue</b> <b>16%</b> <b>16 / 100%</b></p>
<b>Council Member Inquiry 2023(PW Shop Foreman) : 100%</b>	<p><b>Mark Fedoretz:</b> Achievements: No council inquires this reporting period</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i> 2023/02/02</p>		<p><b>Overdue</b> <b>16%</b> <b>16 / 100%</b></p>

Goal	Progress Update	Tasks	Current Completion
<b>Equipment 2023(PW Shop Foreman) : 100%</b>	<p><b>Mark Fedoretz:</b> Achievements:</p> <ol style="list-style-type: none"> <li>1. 472 Fix hydraulic oil leak. January 12 2023</li> <li>2. 511 Fix hydraulic oil leak. January 20 2023</li> <li>3. 511 Replace wing hinge and mount. January 19 2023</li> <li>4. 511 Check and pump up rear tires. January 26 2023</li> <li>5. 508 Repair oil leak. January 27 2023</li> <li>6. 511 Look at oil leak and get grader to a safe place. January 28 2023</li> <li>7. 614 Replace alternator and service. January 26 2023</li> <li>8. 455A Bring fuel to tractor. January 26 2023</li> <li>9. 507A Fix hydraulic leak. January 30 2023</li> <li>10. 505 Fix Fuel leak. January 30 2023</li> <li>11. 614 Service. February 1 2023</li> <li>12. 615 Boost unit to get running. February 2 2023</li> <li>13. 507A Fix lights. February 3 2023</li> <li>14. 511 Fix Oil Leak on charge pressure hose. February 3 2023</li> <li>15. 240 Fix electrical on quick attach. February 3 2023</li> </ol> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>2023/02/02</p>		<p style="color: red;">Overdue 16% 16 / 100%</p>

<b>Protective Services Maintenance/Repair 2023(PW Shop Foreman) : 100%</b>	<p><b>Mark Fedoretz:</b> Achievements:</p> <ol style="list-style-type: none"> <li>1. 451 Fix burnt wires, fuel lines, etc. January 20 to February 6 2023</li> </ol> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>2023/02/06</p>		<p style="color: red;">Overdue 16% 16 / 100%</p>
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Goal	Progress Update	Tasks	Current Completion
<b>Training 2023(PW Shop Foreman) :</b> <b>100%</b>	<b>Mark Fedoretz:</b> Achievements: No training to report for this period.  Challenges: <i>No value</i>  Next Steps: <i>No value</i> <i>2023/02/06</i>		<b>Overdue</b> <b>16%</b> <b>16 / 100%</b>

Goal	Progress Update	Tasks	Current Completion
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**Vehicle (PW Shop Foreman) 2023 : 100%**

**Mark Fedoretz:**

**Achievements:**

1. 409 Service. January 13 2023
2. 204A Service. January 13 2023
3. 724 Service. January 13 2023
4. 108 Service and change glow plugs. January 13 2023
5. 476 Service. January 16 2023
6. 196A CVIP and repairs. January 16 2023
7. 119 Remove and replace DEF filter/pump. January 17 2023
8. 194 CVIP and repairs. January 17 2023
9. 140 Fix electrical. January 17 2023
10. 181 CVIP and repairs January 18, 19 2023
11. 109 Service. January 19 2023
12. 189 CVIP and repairs. January 19, 20 2023
13. 640 Install new wheel seal. January 23 2023
14. 112 Fix rubber on fender. January 23 2023
15. 108 Replace idler pulley. January 25 2023
16. 195 Tighten up conveyor and fill hydraulic oil with oil. January 25 2023
17. 105 Service and fix fuel leak. January 26 2023
18. 195 Replace key in pump drive. January 26 2023
19. 101 Fix reverse lights. January 26 2023
20. 109 Fix trailer plug. January 30 2023
21. 111 CVIP and welding. January 30 2023
22. 105 Fix electrical. February 2 2023
23. 110 Service. February 3 2023

**Challenges:** *No value*

**Next Steps:** *No value*

2023/02/02

**Overdue**  
**16%**  
**16 / 100%**

## COUNCIL MOTIONS 2022

Goal	Progress Update	Tasks	Current Completion
<b>Old County Shop Overhead Door and Ceiling Insulation</b>	<b>Mark Fedoretz:</b> Achievements: Keeping in contact with the contractor and still saying supply issues. Door are set to be made beginning of February, and installed hopefully shortly after that.  Challenges: <i>No value</i>  Next Steps: <i>No value</i> <i>2023/02/06</i>		<b>Overdue</b> <b>50%</b> <b>50 / 100</b>
<b>Sale of Capital Equipment – Unit 206</b>	<b>Mark Fedoretz:</b> Achievements: Set to sell in the spring 2023 sale where we have a couple of other trucks that need to be sold.  Challenges: <i>No value</i>  Next Steps: <i>No value</i> <i>2023/02/06</i>		<b>Overdue</b> <b>0%</b> <b>0 / 100</b>



## Peace Officer / Bylaw Enforcement

Report Period: January 24<sup>th</sup> – February 6<sup>th</sup>, 2023**LAND USE DEVELOPMENT**

Projects	Date In Progress	Date Outstanding	Date Completed
Nothing to report at this time.			
Next Month's Objectives			
Continue to deal with matters as they arise.			

**RESORTS**

Projects	Date In Progress	Date Outstanding	Date Completed
Nothing to report at this time.			
Next Month's Objectives			
Continue to deal with matters as they arise.			

**ANIMAL CONTROL**

Projects	Date In Progress	Date Outstanding	Date Completed
January 24 <sup>th</sup> , 2023 – Officer MURPHY follows up on a previous dog issue that had resurfaced near Mons Lake. The officer makes several attempts to contact the suspected dog owner with no success. The animal is picked up at another residence and delivered to Edmonton Humane Society.	2023/ 01/20		2023/ 01/31
January 24 <sup>th</sup> , 2023 – Officer MURPHY follows up on a dog issue south of Vilna involving approximately 2 dogs that were roaming through a neighboring cattle corral. Through various channels, Officer MURPHY contacts the owner and provides a reminder of the requirement to have dogs contained to the owner's property.	2023/ 01/20		2023/ 01/24
January 27 <sup>th</sup> , 2023 – Officer MURPHY follows up on a dog complaint near Vilna. The complainant advises 2 dogs were hanging around at his property the previous evening but had since left. Complainant to contact again if the animals return.	2023/ 01/26		2023/ 01/27
January 28 <sup>th</sup> , 2023 – Officer MURPHY receives information of a stray dog coming onto a property near Spedden. The complainant will continue to update the officer if the animal returns.	2023/ 01/28		2023/ 01/28
Next Month's Objectives			
Continue to deal with matters as they arise.			

**PROTECTIVE SERVICES**

Projects	Date In Progress	Date Outstanding	Date Completed
January 26 <sup>th</sup> , 2023 – Officer MURPHY receives information of a semi-trailer blocking the east access to TWP RD 582 from HWY 859. Officer MURPHY attends the site and locates the trailer in question. Pictures are taken and information is forwarded to RCMP who advise the trailer was stolen.	2023/01/26		2023/01/26

Next Month's Objectives

Continue to deal with matters as they arise.

**ATV TRAILS**

Projects	Date In Progress	Date Outstanding	Date Completed
Nothing to report at this time.			

Next Month's Objectives

Continue to deal with matters as they arise.

**PEACE OFFICER PROGRAM**

Nothing to report at this time.

Next Month's Objectives

Continue to deal with matters as they arise.

**ADMINISTRATIVE**

Projects	Date In Progress	Date Outstanding	Date Completed
-Various administrative tasks involving research, professional contacts, and general paperwork.			

Next Month's Objectives

Continue to deal with matters as they arise.

**TRAINING**

Nothing to report at this time.

**COUNTY STRATEGIC PLAN**

Nothing to report at this time.

Signature:

County Council Meeting:





FIRE SERVICES PLAN

(FIRE) COMMUNITY SERVICES

Goal	Progress Update
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1. Administrative Activity (FIRE) : 100%

**Scott Franchuk:**

Achievements:

- Attended 1 Departmental meeting
- Attended 1 Council meeting
- Attended 1 Smoky Lake Region Fire and Rescue Committee meeting
- Attended 1 Smoky Lake Region negotiations meeting
- Completed 2 RFD's for the Council meeting
- Completed the Smoky Lake Region Fire and Rescue Committee meeting agenda packages
- Completed research on the fire underwriters survey
- Signed off on the pump replacement for Waskatenau Engine 403
- Research firetruck rentals and purchasing used firetrucks
- Working on quotes for the firetruck build
- 17 Alberta Transportation invoices completed
- Completed and sent the RCMP KMOS decisions in regards to Incidents involving fire crews
- 3 members completed GIS training with Carole
- Working on the Collision analysis on Highway 28 through Smoky Lake

Challenges: *No value*

Next Steps: *No value*

2023/02/06

**2. Fire Protective Services : 100%****Scott Franchuk:****Achievements:**

- 18 Fire permits were issues and 11 were inspected
- 1 Fireworks permit were issued

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

2023/02/06

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

- Smoky Lake Fire responded to 2 collisions, 1 fire, 1 medical and 2 fire alarms
- The department hosted 1 practices
- The department members built and installed the new lockers and hose drying racks
- Working the department to have a clean 1/2 bay open for the Public Works as per the executed agreement

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

2023/02/06

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

- Vilna Fire Department responded to 2 collisions and 1 medical
- The department hosted the 39th Vilna Fire Department Dine and Dance
- The department hosted 1 practice
- Engine 401 frozen drain valve was replaced

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

2023/02/06

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

- Waskatenau Fire Department responded to 1 fire and 1 carbon monoxide call
- Engine 403 was cleaned out and winterized
- Engine 404 was put into service and stocked with the equipment and tools from Engine 403
- The new pump for 403 was ordered on January 26 with an ETA of May 6, 2023

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

2023/02/06

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

- No formal training scheduled

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

2023/02/06

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

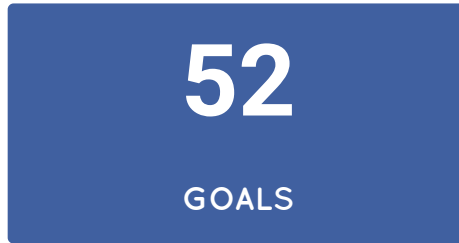
- Completing collision analysis on Highway 28 through Smoky Lake for the 5 entrances for Alberta Transportation

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

2023/02/06



5.1.f



### TREVOR TYCHKOWSKY

#### (SAFE) GOVERNANCE

Goal	Progress Update	Tasks	Current Completion
Disaster Services (Safety Officer) 2023 : 100%			Behind 0% 0 / 100%
Public Works (Safety Officer) 2023 : 100%	<p><b>Trevor Tychkowsky:</b></p> <p>Achievements: Jan 25 picked up safety supplies Feb 2 working on moving to county office Feb 3 ordered furniture for office</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>2023/02/06</p>		Behind 0% 0 / 100%
Risk Pro (Safety Officer) 2023 : 100%			Behind 0% 0 / 100%
Administrative (Safety Officer) 2023 : 100%	<p><b>Trevor Tychkowsky:</b></p> <p>Achievements: Jan 30 service tracker training</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>2023/02/06</p>		Behind 0% 0 / 100%

Goal	Progress Update	Tasks	Current Completion
<b>Council Member Inquiry (Safety Officer) 2023 : 100%</b>	<b>Trevor Tychkowsky:</b> Achievements: question on training for Disaster services training. currently have a grant with Thorhild to help with training for emergency services. will be hosting a ICS 200 spring and will look at hosting a table top after that projected May 2023  Challenges: <i>No value</i>  Next Steps: <i>No value</i> <i>2023/02/06</i>		Behind <b>0%</b> <b>0 / 100%</b>
<b>Training (Safety Officer) 2023 : 100%</b>			Behind <b>0%</b> <b>0 / 100%</b>
<b>Safety (Safety Officer) 2023 : 100%</b>	<b>Trevor Tychkowsky:</b> Achievements: Jan 23- Jan 31 working on year end reports Jan 30 did Mastercard receipts  Challenges: <i>No value</i>  Next Steps: <i>No value</i> <i>2023/02/06</i>		Behind <b>0%</b> <b>0 / 100%</b>
<b>Apply for grants when needed</b>			Overdue <b>50%</b> <b>50 / 100</b>
<b>ASIST Training</b>	<b>Trevor Tychkowsky:</b> Achievements: Jan 17-20 SITL training  Challenges: <i>No value</i>  Next Steps: <i>No value</i> <i>2023/02/06</i>		Overdue <b>0%</b> <b>0 / 100</b>
<b>Attend Disaster summit</b>			Overdue <b>0%</b> <b>0 / 100</b>
<b>Attend strat plan meetings</b>			Overdue <b>0%</b> <b>0 / 100</b>
<b>Attend yearly AEMA Summit</b>			Overdue <b>0%</b> <b>0 / 100</b>
<b>Attend yearly Disaster forum</b>			Overdue <b>0%</b> <b>0 / 100</b>
<b>Chair Organized regional team (ASIST)</b>			Overdue <b>0%</b> <b>0 / 100</b>

Goal	Progress Update	Tasks	Current Completion
Do yearly training for EOC team			Overdue 0% 0 / 100
Hold regular meeting			Overdue 0% 0 / 100
Hold regular meeting (Regional Councils)			Overdue 0% 0 / 100
Hold table top training for EOC team			Overdue 0% 0 / 100
RMA Risk pro meeting and requirements			Overdue 0% 0 / 100
Service Generators : 1 Service(s) to 12 Service(s)			Overdue -9% 0 / 12 Service(s)
Update CEMP manual			Overdue 0% 0 / 100
Work on security system and gate operation for P.W.	<p><b>Trevor Tychkowsky:</b> Achievements: working on security for PW shop</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i> 2023/02/06</p> <p><b>Trevor Tychkowsky:</b> Achievements: Jan 12 brought cameras back to shop</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i> 2023/01/23</p>		Overdue 0% 0 / 100
Work on special projects when required	<p><b>Trevor Tychkowsky:</b> Achievements: Completed lighting at office and also outside office excluding east of from doors will be complete spring Jan 27 lighting at PW shop back area</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i> 2023/02/06</p>		Overdue 0% 0 / 100

Goal	Progress Update	Tasks	Current Completion
<b>Receive calls from after hour operator for taxpayers concerns</b>	<b>Trevor Tychkowsky:</b> Achievements: Received 2 calls from Kyetech  Challenges: <i>No value</i>  Next Steps: <i>No value</i> 2023/02/06		<b>Overdue</b> <b>5%</b> <b>5 / 100</b>
<b>Cascade reports</b>	<b>Trevor Tychkowsky:</b> Achievements: Feb 6 completed report  Challenges: <i>No value</i>  Next Steps: <i>No value</i> 2023/02/06		<b>Overdue</b> <b>0%</b> <b>0 / 100</b>
<b>Hold yearly meeting</b>	<b>Trevor Tychkowsky:</b> Achievements: Looking at dates for annual meeting  Challenges: <i>No value</i>  Next Steps: <i>No value</i> 2023/02/06		<b>Overdue</b> <b>0%</b> <b>0 / 100</b>
<b>Testing of drugs for staff suspected to be under the influence</b>			<b>Overdue</b> <b>0%</b> <b>0 / 100</b>
<b>Safety Committee</b>			<b>Overdue</b> <b>0%</b> <b>0 / 100</b>
<b>Cellular Devices</b>	<b>Trevor Tychkowsky:</b> Achievements: Dec 15 went to city to fix phone Dec 5 went to city to fix phone  Challenges: <i>No value</i>  Next Steps: <i>No value</i> 2023/01/23		<b>Overdue</b> <b>0%</b> <b>0 / 100</b>
<b>Manage phone problems</b>	<b>Trevor Tychkowsky:</b> Achievements: Feb 1 working on phone issues  Challenges: <i>No value</i>  Next Steps: <i>No value</i> 2023/02/06		<b>Overdue</b> <b>0%</b> <b>0 / 100</b>

Goal	Progress Update	Tasks	Current Completion
Social events			Overdue 0% 0 / 100
Attend Alberta Safety Conference			Overdue 0% 0 / 100
Instructor courses			Overdue 0% 0 / 100
Complete CPTED			Overdue 0% 0 / 100
Complete Orientation	<p><b>Trevor Tychkowsky:</b>  Achievements: Dec 12 orientation for fire service</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i>  2023/01/23</p>		Overdue 0% 0 / 100
Attend Annual H&S safety conference			Overdue 0% 0 / 100
Safety Tracking	<p><b>Trevor Tychkowsky:</b>  Achievements: Feb 1 working first aid entries</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i>  2023/02/06</p> <p><b>Trevor Tychkowsky:</b>  Achievements: <i>No value</i></p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i>  2023/02/06</p> <p><b>Trevor Tychkowsky:</b>  Achievements: <i>No value</i></p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i>  2023/02/06</p>		Overdue 0% 0 / 100
Attend Safety group NASC			Overdue 0% 0 / 100



Goal	Progress Update	Tasks	Current Completion
<b>Annual Safety Audit</b>			Overdue 0% 0 / 100
<b>Hazard Identification</b>			Overdue 0% 0 / 100
<b>Assist all other departments</b>	<p><b>Trevor Tychkowsky:</b> Achievements: Feb 2 set up camera for transfer site issues</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i> 2023/02/06</p> <p><b>Trevor Tychkowsky:</b> Achievements: Dec 13 – Jan 10 dealing with installation of lighting at office Jan 10 Dealing with lighting billing from county office</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i> 2023/01/23</p>		Overdue 0% 0 / 100
<b>Vice president RUSA</b>			Overdue 0% 0 / 100
<b>informal inspections</b>	<p><b>Trevor Tychkowsky:</b> Achievements: Reviewed 26 JSA's Feb 3 did 2 site inspections nothing noted gave suggestions on working close together on different projects</p> <p>Reviewed 15 JSA's</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i> 2023/02/06</p>		Overdue 0% 0 / 100
<b>Review safety manual</b>			Overdue 0% 0 / 100
<b>Transport worker to OIS clinic Edmonton</b>			Overdue 0% 0 / 100

Goal	Progress Update	Tasks	Current Completion
<b>Tool box meetings</b>	<b>Trevor Tychowsky:</b> Achievements: None noted  Challenges: <i>No value</i>  Next Steps: <i>No value</i> <i>2023/02/06</i>		<b>Overdue</b> <b>0%</b> <b>0 / 100</b>

Goal	Progress Update	Tasks	Current Completion
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**Incident investigation from public**

**Trevor Tychkowsky:**

Achievements: Dec 19 damage to equipment  
unit damaged from tree when winging snow from shoulders causing damage to mirror

lack of knowledge

look at more training for grader operator

mirror replaced from shop staff

Dec 22 damage to units

unit was damaged from sliding into another vehicle

unit 410 was responding to a fire call when the driver went to turn around the vehicle it was icy and slid into another vehicle causing damage to another vehicle plus our unit

Icy conditions plus trying to hurry

make sure units are in 4 wheel drive plus slow down

unit was damaged and an insurance claim was started for both vehicles

Overdue  
0%  
0 / 100

Dec 22 damage to county unit

county fire unit cracked a pump at a fire call from extreme cold conditions

extreme cold conditions

sent to insurance but don't think it will be covered as a result

Jan 4 injury from worker

worker called out on a fire call from a MVC. worker felt a pain in his ankle

this was a injury that was from before but was a WCB claim

worker is dealing with WCB and doctors

**Challenges:** *No value*

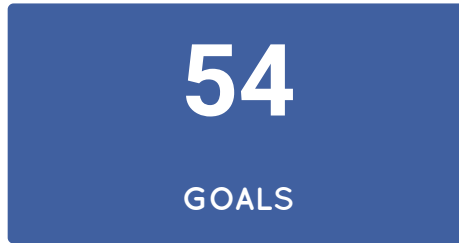
**Next Steps:** *No value*

2023/01/23

Goal	Progress Update	Tasks	Current Completion
<b>Incident investigation from staff</b>	<b>Trevor Tychkowsky:</b> Achievements: None noted  Challenges: <i>No value</i>  Next Steps: <i>No value</i> <i>2023/02/06</i>		<b>Overdue</b> <b>0%</b> <b>0 / 100</b>
<b>Fill out WCB reports Risk Management</b>	<b>Trevor Tychkowsky:</b> Achievements: Nov 9 & 10 filled out paperwork for WCB from incident  Challenges: <i>No value</i>  Next Steps: <i>No value</i> <i>2023/01/23</i>		<b>Overdue</b> <b>0%</b> <b>0 / 100</b>



5.1.g



### JORDAN RUEGG

#### (P&D) GOVERNANCE

Goal	Progress Update	Tasks	Current Completion
<p><b>Road Closures : 100%</b></p>	<p><b>Jordan Ruegg:</b></p> <p><b>Achievements: RC 027 (Edward)</b> Road Closure File RC 027 has been processed by the Land Titles Office and new Certificates of Title have been issued in the name of Smoky Lake County. These lands will be consolidated with the adjacent lands as per Council direction once a survey has been completed.</p> <p><b>RC 029 (River Lot 10 - Victoria Settlement)</b> Bylaw 1429-22 received First Reading at the January 26, 2023 Smoky Lake County Council meeting. The Planning and Development Department has sent referrals to the affected agencies ahead of the Public Hearing that is required prior to said Bylaw being forwarded to the Minister of Transportation for approval.</p> <p><b>RC 031 (Warspite)</b> File RC 031 was sent to Alberta Transportation for approval from the Minister and once it has been received, it will be brought back to Council for second and Third Readings before being sent to Alberta Land Titles for registration,</p> <p><b>Challenges:</b> <i>No value</i> 2023/02/06</p>		<p>15% 15 / 100%</p>
<p><b>Land Use Planning/Development : 100%</b></p>			<p>100% 100 / 100%</p>

Goal	Progress Update	Tasks	Current Completion
<ul style="list-style-type: none"> <li>↳ Land Use Bylaw Amendments - Recreational Vehicles</li> </ul>	<p><b>Jordan Ruegg:</b></p> <p><b>Achievements:</b> The Planning and Development Manager, the Planning Technician, Chief Administrative Officer and the Bylaw Enforcement Officer held a meeting on Friday, February 10, 2023, to discuss the development of a bylaw respecting recreational vehicles an municipally-owned lands and enforcement of provisions related to them. Following this discussion a draft bylaw will be prepared for discussion at a future Committee of the Whole meeting.</p> <p><b>Challenges:</b> <i>No value</i></p> <p>2023/02/06</p>		<p>15%</p> <p>15 / 100</p>
<p><b>Planning and Development Manager</b>  <b>Work Plan : 100%</b></p>			<p>100%</p> <p>100 / 100%</p>
<ul style="list-style-type: none"> <li>↳ Subdivision Application referrals from Subdivision Authority (Municipal Planning Services) 0 Application(s)</li> </ul>			<p>101%</p> <p>21 / 0 Application(s)</p>
<p>↳ Safety Codes Permits : 100%</p>			<p>15%</p> <p>15 / 100%</p>

## COUNCIL MOTIONS 2022

Goal	Progress Update	Tasks	Current Completion
<b>Trail Strategy – Next Step, Round Two Public Participation Engagement</b>	<p><b>Jordan Ruegg:</b></p> <p>Achievements: The Planning and Development Technician had a meeting with representatives from the County of St. Paul on January 24, 2023. Among the items discussed was the County of St. Paul's experience with managing and enforcing use of trails on municipally-owned properties (e.g. Municipal Reserve and Environmental Reserve lands).</p> <p>The Planning and Development Department assisted the administration for the Village of Waskatenau on an ACP Grant Application for a project titled "Regional Trails and Connectivity Study" under the "Intermunicipal Collaboration" (IC) Component Grant for the total project cost in the amount of \$200,000.00, with the Village as the Managing Partner. The application was submitted ahead of the December 16, 2022 deadline. Once a decision has been made on the application the Planning and Development Department will provide an update to Council.</p> <p>The Planning and Development Department is also conducting a jurisdictional scan of how other municipalities approach their trail networks to better understand how Smoky Lake County can develop an effective trail strategy.</p> <p><b>Challenges:</b> <i>No value</i> 2023/02/06</p>		50% 50 / 100
<b>Trails Strategy- Public Participation Plan</b>			100% 100 / 100
<b>Phase II – Lake and Hamlet Signage Project</b>			100% 100 / 100
<b>2021/22 Alberta Community Partnership (ACP) Intermunicipal Collaboration Component, Conditional Grant Agreement for Regional Engineering Development Standards Project</b>			100% 100 / 100
<b>Regional Engineering and Development Standards</b>			100% 100 / 100
<b>Waskatenau Creek Conservation Lands (+/- 44 acres, Pt. of SE-4-59-19-W4)</b>			100% 100 / 100
<b>Alberta Community Partnership (ACP) Grant Application: Regional Environmental &amp; Agricultural Sensitivity Study</b>			100% 100 / 100
<b>Alberta Community Partnership (ACP) Grant Application: Regional Indigenous Framework</b>			100% 100 / 100
<b>Alberta Community Partnership (ACP) Grant Application: Regional Trails &amp; Connectivity Study</b>			100% 100 / 100

Goal	Progress Update	Tasks	Current Completion
Proposed Changes to Safety Codes Agency Contract Fee Schedule			100% 100 / 100
Bylaw No. 1424-22: Waskatenau and Smoky Lake County Intermunicipal Development Plan (IDP)			100% 100 / 100
Bylaw No. 1421-22: Waskatenau Intermunicipal Water & Wastewater Servicing Agreement			100% 100 / 100
Bylaw No. 1419-22: LUB Amendment to Rezone from AG, HG, and A1 to P District			100% 100 / 100
World Town Planning Day Event			100% 100 / 100
Smoky Lake Regional Heritage Board Year-2023 Budget			100% 100 / 100
Sponsored Rural Municipalities of Alberta (RMA) Resolutions Fall 2022			100% 100 / 100
Sponsored Rural Municipalities of Alberta (RMA) Resolutions Fall 2022			100% 100 / 100
<b>Joint Use Planning Agreements (JUPAs).</b>	<p><b>Jordan Ruegg:</b></p> <p>Achievements: The Planning and Development Department has prepared draft regional Joint Use Planning Agreements (JUPAs) for both Aspen View Public Schools and Lakeland Catholic School Division. These drafts have been forwarded to both Divisions for their comments and follow-up meetings will be scheduled in the near future between the administrations of the municipalities and the Divisions in order to finalize the JUPAs.</p> <p>Challenges: <i>No value</i></p> <p>2023/02/06</p>		<p>35%</p> <p>35 / 100</p>
<b>Trail Strategy – Further Engagement: Neighboring Municipalities &amp; Province of Alberta</b>	<p><b>Jordan Ruegg:</b></p> <p>Achievements: The Planning and Development Department assisted the Village of Waskatenau with its ACP Grant application for a project titled "Regional Trails and Connectivity Study" under the "Intermunicipal Collaboration" (IC) Component. The Grant application was submitted prior to the December 16, 2022 deadline. A decision on whether or not the application has been successful will be made by March 31, 2023. The Planning and Development Manager will update Council once a decision on the application has been made.</p> <p>Challenges: <i>No value</i></p> <p>2023/02/06</p>		<p>70%</p> <p>70 / 100</p>



Goal	Progress Update	Tasks	Current Completion
<b>Recreational Lease Disposition to Tourism &amp; Commercial Recreational Lease: Bellis Beach</b>	<p><b>Jordan Ruegg:</b></p> <p><b>Achievements:</b> The Planning and Development Department applied for a 60-year lease for REC Lease 711 (Bellis Beach). The Planning and Development Department will brief Council on the status of REC Lease 711 once a response has been received from Alberta Environment and Protected Areas.</p> <p>The Planning and Development Manager sent an follow-up inquiry via email to Jon Murray, Senior Disposition Services, Alberta Environment and Protected Areas, on February 6, 2023, to inquiry about the status of the County's application.</p> <p><b>Challenges:</b> <i>No value</i></p> <p>2023/02/06</p>		<p>75%</p> <p>75 / 100</p>
<b>Recreational Lease Disposition to Tourism &amp; Commercial Recreational Lease: Bonnie Lake</b>	<p><b>Jordan Ruegg:</b></p> <p><b>Achievements:</b> The Planning and Development Department applied for a 60-year lease for REC Lease 1843 (Bonnie Lake). The Planning and Development Department will brief Council on the status of REC Lease 1843 once a response has been received from Alberta Environment and Protected Areas.</p> <p>The Planning and Development Manager sent an follow-up inquiry via email to Jon Murray, Senior Disposition Services, Alberta Environment and Protected Areas, on February 6, 2023, to inquiry about the status of the County's application.</p> <p><b>Challenges:</b> <i>No value</i></p> <p>2023/02/06</p>		<p>75%</p> <p>75 / 100</p>
<b>Victoria District National Historic Site of Canada River Lot 10 - Victoria Park Cemetery</b>	<p><b>Jordan Ruegg:</b></p> <p><b>Achievements:</b> Transfer documents are being prepared and will be submitted to Land Titles sometime between now and spring 2023, once the instrument for fragmenting the cemetery from the plaque site is registered.</p> <p><b>Challenges:</b> <i>No value</i></p> <p>2023/02/06</p>		<p>52%</p> <p>52 / 100</p>
<b>Victoria District National Historic Site of Canada River Lot 10 - Plaque Site</b>	<p><b>Jordan Ruegg:</b></p> <p><b>Achievements:</b> The Planning and Development Manager has provided a letter to Municipal Planning Services indicating that all of the conditions of the Conditional Approval, dated August 22, 2022, have been met. The County is awaiting the preparation of the final plan of subdivision by its surveyor before the proposed subdivision can be endorsed by Municipal Planning Services and then registered with Land Titles.</p> <p><b>Challenges:</b> <i>No value</i></p> <p>2023/02/06</p>		<p>50%</p> <p>50 / 100</p>

Goal	Progress Update	Tasks	Current Completion
<b>Victoria District National Historic Site of Canada River Lot 10 – Partial Road Closure</b>	<p><b>Jordan Ruegg:</b></p> <p>Achievements: Road Closure Bylaw No. 1429-22, which proposes to close portions of the undeveloped Government Road Allowance lying east of River Lot 10 of Victoria Settlement was given First Reading at the January 26, 2023 Smoky Lake County Council meeting. Referrals have been sent to the affected agencies and a Public Hearing will be scheduled respecting said Bylaw prior to the Bylaw being forwarded to the Minister of Transportation for approval.</p> <p>Challenges: <i>No value</i></p> <p>2023/02/06</p>		<p>50%</p> <p>50 / 100</p>
<b>Victoria District National Historic Site of Canada River Lot 10 – Plaque Site Flags</b>	<p><b>Jordan Ruegg:</b></p> <p>Achievements: Administration will work with Metis Crossing to schedule installation in the spring/summer of 2023, and then to schedule a ceremony.</p> <p>Challenges: <i>No value</i></p> <p>2023/02/06</p>		<p>50%</p> <p>50 / 100</p>
<b>Request for Province to Resume Progress on the North Saskatchewan Regional Plan</b>	<p><b>Jordan Ruegg:</b></p> <p>Achievements: Smoky Lake County Administration has met once so far with the City of Edmonton Project Team and will continue to meet from time to time as required in Q1-3 of 2023. From these discussions, the advice has been to delay transmittal of the letter to the Minister until later in the year in order to allow for other municipal partners to align advocacy with ongoing rewrites of land user bylaws and other planning documents.</p> <p>Challenges: <i>No value</i></p> <p>2023/02/06</p>		<p>55%</p> <p>55 / 100</p>
<b>Bylaw No. 1425-22: Village of Vilna &amp; County Intermunicipal Development Plan (IDP)</b>	<p><b>Jordan Ruegg:</b></p> <p>Achievements: A Public Hearing will be held for Bylaw 1425-22: <i>Village of Vilna &amp; Smoky Lake County Intermunicipal Development Plan</i> and has been scheduled for March 16, 2023, at 1:00 p.m.</p> <p>Challenges: <i>No value</i></p> <p>2023/02/06</p>		<p>60%</p> <p>60 / 100</p>
<b>Bylaw No. 1426-22: Town of Smoky Lake &amp; County Intermunicipal Development Plan (IDP)</b>	<p><b>Jordan Ruegg:</b></p> <p>Achievements: A meeting of the Intermunicipal Development Plan (IDP) Committee was held on Thursday, February 2, 2023, to discuss the proposed Bylaw. The Town of Smoky Lake will give First Reading to its version of the Bylaw at its next Council meeting, following which, a Public Hearing will be held at the County's April Council meeting.</p> <p>Challenges: <i>No value</i></p> <p>2023/02/06</p>		<p>50%</p> <p>50 / 100</p>

Goal	Progress Update	Tasks	Current Completion
<b>Bylaw No. 1421-22: Waskatenau Intermunicipal Water and Wastewater Servicing</b>	<p><b>Jordan Ruegg:</b></p> <p><b>Achievements:</b> The Planning and Development Department is working with the Village of Waskatenau to put easements in place between the County, the Village and County residents who are receiving services from the Village.</p> <p><b>Challenges:</b> <i>No value</i></p> <p>2023/02/06</p>		<p>60%</p> <p>60 / 100</p>
<b>Realignment of Portions of Victoria Trail – Pt. NW-12-58-18-W4M</b>	<p><b>Jordan Ruegg:</b></p> <p><b>Achievements:</b> The Planning and Development Manager sent an email to Explore Surveys, dated December 19, 2022, informing them of Council's decision and to make arrangements for the survey and preparation of a Road Plan for the portion of Victoria Trail that encroaches onto the lands legally described as NW-12-58-18-W4M.</p> <p>Once the land has been surveyed and a Road Plan has been prepared, the County will know how much land is required for said Road Plan and will then negotiate the purchase of said land to facilitate the registration of said Road Plan</p> <p><b>Challenges:</b> <i>No value</i></p> <p>2023/02/06</p>		<p>45%</p> <p>45 / 100</p>
<b>Bylaw No. 1422-22: Subdivision and Development Appeal Board (SDAB)</b>	<p><b>Jordan Ruegg:</b></p> <p><b>Achievements:</b> The Planning and Development Manager and the Planning and Development Technician will be meeting with legal counsel from Brownlee LLP. on Wednesday, February 8, 2023, to receive legal advice on proposed Bylaw 1422-22: Subdivision and Development Appeal Board. Once the advice from legal counsel has been obtained, the Planning and Development Department will consolidate it into said Bylaw and forward to a future County Council meeting for consideration for Second and Third Readings.</p> <p><b>Challenges:</b> <i>No value</i></p> <p>2023/02/06</p>		<p>50%</p> <p>50 / 100</p>

## COUNCIL MOTIONS 2021

Goal	Progress Update	Tasks	Current Completion
<b>Road Closure - Road Plan 10 CL and Road Plan 3098HW, NE-19-57-13-W4</b>	<p><b>Jordan Ruegg:</b>            Achievements: The Planning and Development Department held a conference call with the surveyor and have finalized plans for the necessary surveying work. Once the survey has been prepared, the Planning and Development Department will submit the require documentation to Alberta Transportation for approval of the proposed closure. Once approval has been received from AT, a new road plan will be registered.</p> <p>Challenges: <i>No value</i>            2023/02/06</p>		<p>50% 50 / 100</p>
<b>Land Use Bylaw 1272-14 Amendment to create a Recreation District</b>	<p><b>Jordan Ruegg:</b>            Achievements: The Planning and Development Department is working on a review of the County's Land Use Bylaw and will be drafting language respecting, among other things, recreational vehicles and the potential establishment of a "recreation district" for further discussion at a future Committee of the Whole meeting.</p> <p>Challenges: <i>No value</i>            2023/02/06</p>		<p>40% 40 / 100</p>
<b>Recreational Lease Disposition Renewal – REC Lease 170007 (NE-34-61-17-W4M)</b>	<p><b>Jordan Ruegg:</b>            Achievements: The Planning and Development Manager received a renewed disposition for DLO 170154 (Brodyk Lake Boat Launch), effective February 5, 2023, and expiring on February 13, 2048.</p> <p>Challenges: <i>No value</i>            2023/02/06</p> <p><b>Jordan Ruegg:</b>            Achievements: The renewal for REC Lease 170007 was submitted to Alberta Environment and Parks for approval on July 14, 2022. Once a decision on the application has been made by AEP, the Planning and Development Department will provide an update to Council.</p> <p>Challenges: <i>No value</i>            2023/02/06</p>		<p>100% 100 / 100</p>
<b>Land Use Bylaw No. 1272-14 Amendment – Small Livestock in Urban Areas</b>			<p>100% 100 / 100</p>
<b>Closure of Road Plan 10 C.L. &amp; Road Plan 3098HW, located within NE-19-57-13-W4M</b>			<p>100% 100 / 100</p>
<b>Department License of Occupation (DLO) Renewal – DLO 170189 (NE-20-61-17-W4M).</b>	<p><b>Jordan Ruegg:</b>            Achievements: The Planning and Development Manager received a renewed disposition for DLO 170189 (Hanmore Lake Boat Launch), effective February 5, 2023, and expiring on September 3, 2048.</p> <p>Challenges: <i>No value</i>            2023/02/06</p>		<p>100% 100 / 100</p>

Goal	Progress Update	Tasks	Current Completion
Alberta Wetlands Replacement Program			100% 100 / 100
Lake Subdivision Signage Project			100% 100 / 100
Application to Vary the 300M Setback - former Waskatenau Nuisance Ground	<p><b>Jordan Ruegg:</b></p> <p>Achievements: The Planning and Development Manager was able to reach a representative from Golden Galaxy on January 25, 2023. The representative informed the Planning and Development Manager that he would be contacting him in the coming days to discuss their plans for the site and to determine if there were ways that Smoky Lake County could assist with the access approval process off of Highway 28 and the removal of the development setback respecting the former nuisance ground use.</p> <p>Challenges: <i>No value</i></p> <p>2023/02/06</p>		15% 15 / 100
What We Heard Report: Hamlet Chickens, Dark Skies Designation, and RVs at Lake Lots	<p><b>Jordan Ruegg:</b></p> <p>Achievements: The Planning and Development Department is working on a review of the County's Land Use Bylaw and will be drafting language respecting, among other things, Dark Skies and keeping of chickens in hamlets/urban areas, for further discussion at a future Committee of the Whole meeting</p> <p>Challenges: <i>No value</i></p> <p>2023/02/06</p>		25% 25 / 100
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	<p><b>Jordan Ruegg:</b></p> <p>Achievements: The 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>The Planning and Development Manager sent an email, dated February 6, 2023, to Grace Saina, Road Closure Lead, Technical Services Branch, Alberta Transportation, inquiring about the status of Bylaw 1402-21, and when the County can expect a response from the Minister.</p> <p>Challenges: <i>No value</i></p> <p>2023/02/06</p>		52% 52 / 100
Recreational Lease Disposition Renewal – REC Lease 170005 (NW-24-60-17-W4M)	<p><b>Jordan Ruegg:</b></p> <p>Achievements: The renewal for REC Lease 170005 was submitted to Alberta Environment and Parks for approval on July 14, 2022. Once a decision on the application has been made by AEP, the Planning and Development Department will provide an update to Council.</p> <p>Challenges: <i>No value</i></p> <p>2023/02/06</p>		86% 86 / 100



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GOALS

NATURAL GAS PLAN

Goal	Progress Update
<b>AMR meter expiration replacement : 100%</b>	<b>Daniel Moric:</b> Achievements: <i>No value</i> Challenges: <i>No value</i> Next Steps: <i>No value</i> 2023/01/16
<b>Odorant Activity : 100%</b>	<b>Daniel Moric:</b> Achievements: <i>No value</i> Challenges: <i>No value</i> Next Steps: <i>No value</i> 2023/01/16

Goal

Progress Update

↳Deliver Odorant 0 Hours

**Daniel Moric:**

**Achievements:** January 1/23 - January 31/23

-44 hrs x 2 servicemen = 88 hrs delivering odorant. Deliveries made to Phoenix Gas Co-op , County of Vermillion River Natural Gas Utility, Buck Mountain Gas Co-op, Evergreen Gas Co-op, Lac La Biche District Gas Co-op, Village of Boyle Gas Utility, and Sedgewick/Killam Gas Utility.

February 1/23 - February 6/23

- No activity

**Challenges:** *No value*

**Next Steps:** *No value*

2023/02/06

CNG Trailer : 100%

**Daniel Moric:**

**Achievements:** *No value*

**Challenges:** *No value*

**Next Steps:** *No value*

2023/01/16

↳Compressed natural gas trailer 0 Trailer(s)

**Daniel Moric:**

**Achievements:** -No activity.

**Challenges:** *No value*

**Next Steps:** *No value*

2023/02/06

**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.
- January 2023 gas price was \$8.24/GJ. February 2023 gas price has decreased to \$5.34/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.
- Preparing billing software for Alberta Government Rebate Program. Requires reviewing annual consumption of each individual account and determining if they qualify for the rebate. Only sites that consume less than 2,500 GJ's per calendar year, based on a 5 year average, are eligible for the rebate. As of yet, the rebate has not been activated by the provincial government.

**Challenges:** *No value***Next Steps:** *No value**2023/02/06***→Service Calls : 100%****Daniel Moric:****Achievements:** -received call that a gas meter was making a loud clicking noise. Upon inspection, there was an internal failure in the meter. Replaced meter and will send away for repair. (Vilna)**Challenges:** *No value***Next Steps:** *No value**2023/02/06*



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

**Achievements:** Attend weekly managers meetings

**Challenges:** *No value*

**Next Steps:** *No value*

2022/10/04

→ **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*

2022/10/04

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

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

**Challenges:** *No value*

**Next Steps:** *No value*

2022/10/04

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

**Achievements:** Currently have 468 natural gas accounts receiving bills by email.

**Challenges:** *No value*

**Next Steps:** *No value*

2023/02/06

**Goal****Progress Update****→Attend Conventions****Daniel Moric:**

**Achievements:** - Attending the Federation Managers meeting in Calgary on February 21st - 23rd.

**Challenges:** *No value*

**Next Steps:** *No value*

2023/02/06

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

**Achievements:** Will provide auditors with required information when they return.

**Challenges:** *No value*

**Next Steps:** *No value*

2023/01/20

**→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*

2022/10/04

**→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*

2022/10/04

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

Achievements: - No activity.

Challenges: *No value*

Next Steps: *No value*

2022/10/04

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

Achievements: *No value*

Challenges: *No value*

Next Steps: *No value*

2022/10/04

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

Achievements: -2 line locates have been completed during this reporting period.

Challenges: *No value*

Next Steps: *No value*

2023/02/06

**→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*

2022/10/04

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

Achievements: No activity

Challenges: *No value*

Next Steps: *No value*

2023/01/20

Goal	Progress Update
→Install gas lines	<b>Daniel Moric:</b> Achievements: No activity  Challenges: <i>No value</i>  Next Steps: <i>No value</i> 2023/01/20
→Sign installation 0 Sign(s)	<b>Daniel Moric:</b> Achievements: - No activity this period  Challenges: <i>No value</i>  Next Steps: <i>No value</i> 2022/12/08
→Cut and Caps	<b>Daniel Moric:</b> Achievements: <i>No value</i>  Challenges: <i>No value</i>  Next Steps: <i>No value</i> 2022/11/10
→RMO Replacement <b>Meter recalls and maintenance : 100%</b>	<b>Daniel Moric:</b> Achievements: <i>No value</i>  Challenges: <i>No value</i>  Next Steps: <i>No value</i> 2022/10/04
→Replace defective gas meters	<b>Daniel Moric:</b> Achievements: - Continue to manually read the meters with the failed AMR readers until stock is available of new AMR readers. Stock is expected early this year.  Challenges: <i>No value</i>  Next Steps: <i>No value</i> 2023/01/20

Goal

Progress Update

↳Meter Recalls

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

**Daniel Moric:**

Achievements: - No activity this reporting period

Challenges: *No value*

Next Steps: *No value*

2022/09/14

**2020 INFRASTRUCTURE LINE  
REPLACEMENT : 100%**

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

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

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

**2020 MODEMS FOR RMO : 100%**

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

**2020 REPLACE TRUCK : 100%**

↳Budget - 2020 REPLACE  
TRUCK : \$50k

**2021 INFRASTRUCTURE LINE  
REPLACEMENT : 100%**

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

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

**2021 REFURBISH TRUCK BOX :  
100%**

**2022 INFRASTRUCTURE LINE  
REPLACEMENT : 100%**

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

**2022 MAPPING UNIT : 100%**

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

**Goal****Progress Update**

2022 REFURBISH TRUCK BOX :  
100%

2023 INFRASTRUCTURE LINE  
REPLACEMENT : 100%

2023 RMO STATION  
REPLACEMENT PLAN RESE :  
100%

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

2023 REFURBISH TRUCK BOX :  
100%

**Documentation of jobs****Daily Vehicle Inspections****Pre job meetings****Daniel Moric:**

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

**Challenges:** *No value*

**Next Steps:** *No value*  
2021/10/05

**Undertake On-Call****Daniel Moric:**

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

**Challenges:** *No value*

**Next Steps:** *No value*  
2021/10/05

**RMO Checks****Daniel Moric:**

**Achievements:** -Check each RMO weekly as part of our regular maintenance. This ensures we can rectify any issues as they arise.

**Challenges:** *No value*

**Next Steps:** *No value*  
2021/10/05

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

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

**Goal****Progress Update****Equipment maintenance****Leak detection****Daniel Moric:**Achievements: *No value*Challenges: *No value*Next Steps: *No value**2022/06/13***Job Interviews****Daniel Moric:**

Achievements: - Seasonal position ad closing on June 14th at 4 PM. Will be reviewing resumes and arranging interviews.

Challenges: *No value*Next Steps: *No value**2022/06/13***Employee evaluations****Daniel Moric:**

Achievements: Completed

Challenges: *No value*Next Steps: *No value**2021/10/05***PFM check****Daniel Moric:**

Achievements: Check Pressure Factor Measurement (PFM) on meter sets measuring above 1 PSI, as required by Measurement Canada. Will be sending the yearly PFM report to MC in January for the year 2021. They audit our PFM reporting every 3 years and complete a scheduled site visit to ensure correct metering practices are followed.

Challenges: *No value*Next Steps: *No value**2021/12/08*



Goal	Progress Update
<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> 2021/10/05</p>
<b>Cathodic protection</b>	<p><b>Daniel Moric:</b></p> <p><b>Achievements:</b> -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</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i> 2021/10/05</p>
<b>Tetler bag samples</b>	<p><b>Daniel Moric:</b></p> <p><b>Achievements:</b> Required yearly to ensure the molecular content of the natural gas we are supplying to customers is within acceptable standards</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i> 2021/10/05</p>
<b>Hydro Axing</b> <b>Wash and bleach all equipment.</b>	<p><b>Daniel Moric:</b></p> <p><b>Achievements:</b> During construction, equipment is washed and bleached prior to entering properties to minimize the risk of Clubroot transfer.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i> 2021/10/05</p>

Goal

Progress Update

**Maintain Facilities.**

**Automatic Meter Readings**

**Daniel Moric:**

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

**Challenges:** *No value*

**Next Steps:** *No value*

*2021/10/05*

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

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

**(GAS) Training Event Form 2022**



ENVIRONMENT & PARKS PLAN

5.1.i

(E&P) COMMUNITY SERVICES

Goal	Progress Update	Current Completi...
<b>Parks and Recreation Work Plan : 100%</b>	<b>Dave Franchuk:</b> Achievements: <i>No value</i> Challenges: <i>No value</i> Next Steps: <i>No value</i> 2022/03/10	93% 93 / 100% 7% 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 January 1 to January 31, 2023</p> <p>Jan 3 Snow removal and salting.</p> <p>Jan 4 Snow removal, salting slippery walking surfaces, and tend to garbage cans in hamlets and trail.</p> <p>Jan 5 Tend to fallen trees and buck up wood.</p> <p>Jan 9 Repair and paint picnic tables, service unit 240, change blades and greese.</p> <p>Jan 10 Snow removal</p> <p>Jan 11 Remove garbage from ditch and clean welding shop.</p> <p>Jan 12 Tend to fallen trees Hanmore Lake east, buck up wood and pile.</p> <p>Jan 13 Service equipment, wash and clean trucks.</p> <p>Jan 17 Snow removal, Tend to garbage cans at hamlets and trail.</p> <p>Jan 18 Move partially built toilets to shop and start finishing them.</p> <p>Jan 19 Work on building toilets.</p> <p>Jan 20 Work on toilets, pick up garbage left on trail.</p> <p>Jan 23 Tend to garbage cans at hamlets and clean toilets at Spedden and 855 day use area.</p> <p>Jan 24 Building toilets, staining toilets.</p> <p>Jan 25 Move more picnic tables into shop and start repairs and staining.</p> <p>Jan 26 Very Icy scrape walkways and sand.</p> <p>Jan 27 Snow removal and clean old shop.</p> <p>Jan 30 High winds over the weekend, check sites for fallen trees.</p> <p>Jan 31 Tend to fallen trees and work on toilets.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p> <p>2023/01/31</p>	<p style="text-align: center;">95% 95 / 100% 5% behind</p>

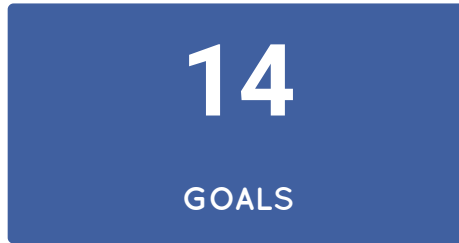
Goal	Progress Update	Current Completi...
<b>Regional Water : 100%</b>	<p><b>Dave Franchuk:</b>  <b>Achievements:</b> Reporting period from January 1 to January 31, 2023</p> <p>Jan 3 Regional water usage report.</p> <p>Jan 9 Install new exhaust venting for furnace at the Smoky Lake fill station.</p> <p>Jan 10 Snow removal at the Warspite booster station.</p> <p>Jan 11 Whitefish Lake reservoir check and calibrate chlorine analyzer.</p> <p>Jan 16 Check on and adjust Chemical Pumps at Egremont due to high chlorine issues.</p> <p>Jan 17 Warspite booster inspection, SCADA improvement meeting, and Whitefish Lake reservoir inspection.</p> <p>Jan 25 CAV checks.</p> <p>Jan 26 Meet with contractor to inspect HVAC units at Bellis and Smoky Lake fill stations</p> <p>Jan 30 Whitefish Lake check.</p> <p>Jan 31 Work on resolving SCADA connection issue.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i>  2023/01/31</p>	<p style="text-align: center;"><b>97%</b>  <b>97 / 100%</b>  3% behind</p>
<b>Training activity : 100%</b>	<p><b>Dave Franchuk:</b>  <b>Achievements:</b> Reporting period from January 1 to January 31, 2023.</p> <p>No training took place during this reporting period.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i>  2023/01/31</p>	<p style="text-align: center;"><b>93%</b>  <b>93 / 100%</b>  7% behind</p>

Goal	Progress Update	Current Completi...
<b>Waste Management : 100%</b>	<p><b>Dave Franchuk:</b>  <b>Achievements:</b> Reporting period from January 1 to January 31, 2023</p> <p>Jan 3 Routine bin site checks scraping and sanding icy surfaces.</p> <p>Jan 4 Start clearing and moving mattresses to designated areas.</p> <p>Jan 5 Tend to icy surfaces around bin sites.</p> <p>Jan 9 Clean up unwanted waste at Hill side acres, will be putting up a surveillance camera there.</p> <p>Jan 10 Tending to electronics and oil containment areas, Skidsteer snow removal at bin sites.</p> <p>Jan 11 Skidsteer removing snow at the Smoky Lake and Spedden transfer stations.</p> <p>Jan 13 Shoveling snow around bin sites.</p> <p>Jan 16 Shoveling snow at bin sites, sanding and scraping icy surfaces.</p> <p>Jan 17 Snow removal at bin sites, move and clean around bins at the Vilna Transfer station.</p> <p>Jan 18 Clean toilets, tend to batteries and florecent lights.</p> <p>Jan 19 Remove unwanted items at the Smoky Lake tire marshalling area.</p> <p>Jan 23 Tend to Oil containment areas and chemical jugs.</p> <p>Jan 24 Register councillor for Alberta Care Conference, organize electronic areas and take it or leave it shacks.</p> <p>Jan 25 Putting up shelves at the Take it or leave it shacks.</p> <p>Jan 26 Very icy sanding and scraping walking surfaces at bin sites.</p> <p>Jan 27 Very Icy sanding and scraping walking surfaces at bin sites.</p> <p>Jan 30 Routine check of all bin sites, clean up when required.</p> <p>Jan 31 Cleaning and sorting chemical containment areas.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p> <p>2023/01/31</p>	<p style="text-align: center;">94%  94 / 100%  6% behind</p>

Goal	Progress Update	Current Completi...
<p><b>Waste Water : 100%</b></p>	<p><b>Dave Franchuk:</b>            Achievements: Reporting period from January 1 to January 31, 2023</p> <p>Jan 4 Lift and inspect both pumps, remove debris, and run alarm sequence at the Warspite sewage lift station.</p> <p>Jan 13 Repair shelving at the Warspite lift station and tidy up building.</p> <p>Jan 23 Inspect pumps and run alarm sequence at the Warspite sewage lift station.</p> <p>Jan 26 Repair frozen lock on lift station door.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i>            2023/01/31</p>	<p style="text-align: center;"><b>96%</b>  <b>96 / 100%</b>            4% behind</p>



Goal	Progress Update	Current Completi...
<p><b>Water Activity : 100%</b></p>	<p><b>Dave Franchuk:</b>  <b>Achievements:</b> Reporting period from January 1 to January 31, 2023</p> <p>Jan 3 Read Warspite water meters.</p> <p>Jan 4 Clean old water department pick ups and prepare new pick ups for use.</p> <p>Jan 5 Salt icy surfaces at the truckfills and water stations. Remove piping that has been rerouted inside warspite water facility.</p> <p>Jan 9 Updating prepaid accounts on truckfill system.</p> <p>Jan 10 Register for water training courses, snow removal at water sites and truck fills.</p> <p>Jan 11 Start working on annual report to AEP.</p> <p>Jan 12 Check and repair truckfill credit card readers and receipt printers.</p> <p>Jan 13 Work on annual report to AEP.</p> <p>Jan 16 Work on annual report for AEP.</p> <p>Jan 18 Work on annual Report for AEP.</p> <p>Jan 19 Remove piping at Warspite water facility that is not in use to create space. Work on annual report for AEP.</p> <p>Jan 20 Work on annual Report for AEP.</p> <p>Jan 23 Rebuild pressure relief valve for Warspite fire pump.</p> <p>Jan 24 Clean up and wash floor at the Warspite water facility.</p> <p>Jan 24 Clean up and wash floors at the Spedden water facility.</p> <p>Jan 26 Install shelving at the Warspite water facility.</p> <p>Jan 27 Label sample bottles for biannual water testing, and work on annual report.</p> <p>Jan 30 Read water meters at Warspite.</p> <p>Jan 31 Review annual report.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p> <p>2023/01/31</p>	<p style="text-align: center;"><b>97%</b>  <b>97 / 100%</b>  3% behind</p>



## CAROLE DOWHANIUK

### BEHIND

Goal	Progress Update	Tasks	Current Completion
(GIS) Training Event Form 2023			Behind 6% 6 / 100
GIS Data Input	<p><b>Carole Dowhaniuk:</b> 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> 2023/01/22</p>		Behind 8% 8 / 100
Council Member Inquiry (GIS) : 100%	<p><b>Carole Dowhaniuk:</b> 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> 2023/02/06</p>		On Track 10% 10 / 100%

Goal	Progress Update	Tasks	Current Completion
<b>GIS Work Schedule</b>	<p><b>Carole Dowhaniuk:</b></p> <p>Achievements:</p> <ul style="list-style-type: none"> <li>• Complete Annual Review with Emergency Services Department February 2, 2023</li> </ul> <p>Challenges: <i>No value</i></p> <p>Next Steps:</p> <ul style="list-style-type: none"> <li>• Emergency Services Department <ul style="list-style-type: none"> <li>◦ Complete Updates to internal County and Regional sites</li> <li>◦ Work with Development team for updates to Vehicle Dispatch</li> </ul> </li> <li>• Schedule Department reviews of Webmap, Service Tracker, and AMP. <ul style="list-style-type: none"> <li>◦ Planning and Development, Public Works, Agricultural dept., Gas dept., Environmental Parks n rec dept.</li> </ul> </li> <li>• Review GIS workplan and schedule review with Planning and Development.</li> </ul> <p><i>2023/02/06</i></p>		<p>On Track  <b>10%</b>  <b>10 / 100</b></p>

## ON TRACK

Goal	Progress Update	Tasks	Current Completion
<b>Alberta Community Partnership (ACP) Grant Application: 2023 Joint Ortho Photos</b>	<p><b>Carole Dowhaniuk:</b></p> <p>Achievements:</p> <ul style="list-style-type: none"> <li>No action was taken during this reporting period.</li> </ul> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>2023/02/06</p>		<p>On Track 27% 27 / 100</p>
<b>County Website Tool – MuniSight- GIS Site Validation</b>	<p><b>Carole Dowhaniuk:</b></p> <p>Achievements:</p> <ul style="list-style-type: none"> <li><b>Smoky Lake County Public Site</b> - online public connection with MuniSight has had 296,903 visits from May 31, 2018 - February 6, 2023. <ul style="list-style-type: none"> <li>From January 19, 2023 - February 6, 2023 (18 days) total visits were 2,206.</li> </ul> </li> <li><b>Regional Public Site</b> - online public connection with MuniSight has had 111,667 visits from May 31, 2018 - February 6, 2023. <ul style="list-style-type: none"> <li>From January 19, 2023, 2022 - February 6, 2023 (18 days) total visits were 117.</li> </ul> </li> <li>Verify quality assurance on Public Site</li> </ul> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>2023/02/06</p>		<p>On Track 11% 11 / 100</p>
<b>GIS Data Analysis</b>	<p><b>Carole Dowhaniuk:</b></p> <p>Achievements:</p> <ul style="list-style-type: none"> <li>no action was taken during this reporting period.</li> </ul> <p>Challenges: <i>No value</i></p> <p>Next Steps:</p> <ul style="list-style-type: none"> <li>update owner information of crown land in webmap.</li> </ul> <p>2023/02/06</p>		<p>On Track 10% 10 / 100</p>

Goal	Progress Update	Tasks	Current Completion
<b>Smoky Lake Regional GIS</b>	<p><b>Carole Dowhaniuk:</b></p> <p>Achievements:</p> <ul style="list-style-type: none"> <li>• Provide User Statistics to the Region.</li> <li>• Verify Mobile App is working for the Region</li> <li>• Assist the Region with the use of General Service Hours.</li> <li>• Assist the Region with the New Single Sign on Portal.</li> </ul> <p>Challenges: <i>No value</i></p> <p>Next Steps:</p> <ul style="list-style-type: none"> <li>• Review January General Service Hour Report and distribute to the Region.</li> <li>• Finish Culvert update for the Region through the Regional Storm Water Management Plan.</li> <li>• Meet with Region to Review Year, Regional Site and Regional Storm Water Management Plan. Discuss future projects.</li> <li>• Continue assist the Region with the use of General Service Hours.</li> </ul> <p><i>2023/02/06</i></p>		<p>On Track  <b>10%</b>  <b>10 / 100</b></p>
<b>Map Sales 2023 : 7 Map(s)</b>	<p><b>Carole Dowhaniuk:</b></p> <p>Achievements:</p> <ul style="list-style-type: none"> <li>• total of 7 maps sold in between reporting periods.</li> </ul> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p><i>2023/01/22</i></p>		<p>On Track  <b>100%</b>  <b>7 / 7 Map(s)</b></p>
<b>GIS Tasks : 100%</b>	<p><b>Carole Dowhaniuk:</b></p> <p>Achievements: <i>No value</i></p> <p>Challenges: <i>No value</i></p> <p>Next Steps:</p> <ul style="list-style-type: none"> <li>• Riparian data from the Watershed Alliance (Riparian Prioritization, Riparian Catchment Pressure, and Riparian Intactness)(project not started yet)</li> <li>• Add year 2023 to required layers</li> </ul> <p><i>2023/02/06</i></p>		<p>On Track  <b>10%</b>  <b>10 / 100%</b></p>

Goal	Progress Update	Tasks	Current Completion
<b>GIS – Data collection MuniSight/Mobile App</b>	<p><b>Carole Dowhaniuk:</b></p> <p>Achievements:</p> <ul style="list-style-type: none"> <li>• continue working with staff on updating missing Address Signs in our GIS</li> <li>• continue working with departments with updates.</li> <li>• update pictures of sign changes</li> <li>• add new sign installs</li> </ul> <p>Challenges: <i>No value</i></p> <p>Next Steps:</p> <ul style="list-style-type: none"> <li>• Create list of data needed to be updated in the field for 2023</li> </ul> <p><i>2023/02/06</i></p>		<p>On Track  <b>10%</b>  <b>10 / 100</b></p>
<b>Training (GIS) : 100%</b>	<p><b>Carole Dowhaniuk:</b></p> <p>Achievements:</p> <ul style="list-style-type: none"> <li>• Provide All Net Service tracker training for Safety officer.</li> </ul> <p>Challenges: <i>No value</i></p> <p>Next Steps:</p> <ul style="list-style-type: none"> <li>• Provide training <ul style="list-style-type: none"> <li>◦ various departments on the how webmap, service tracker and AMP all integrate together</li> </ul> </li> <li>• Assist with training for AMP V2</li> </ul> <p><i>2023/02/06</i></p>		<p>On Track  <b>10%</b>  <b>10 / 100%</b></p>

Goal	Progress Update	Tasks	Current Completion
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**Input Spatial Data**

**Carole Dowhaniuk:**

Achievements:

- Add Road Widths to Road details
- Complete 2026-2027 Project maps
- update 2022 Road Use Agreements

Challenges: *No value*

Next Steps:

- Add Road Use Agreement 2023
- continue addition of Road Widths to Road details

*2023/02/06*

On Track  
**10%**  
**10 / 100**

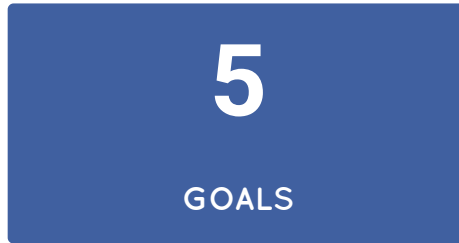
OVERDUE

Goal	Progress Update	Tasks	Current Completion
<b>iHunter Alberta - 2022 County Map Sales Annual Report</b>	<b>Carole Dowhaniuk:</b> Achievements: <ul style="list-style-type: none"><li>• will have an update and RFD at the next Council meeting February 15th.</li></ul> Challenges: <i>No value</i> Next Steps: <i>No value</i> <i>2023/02/06</i>		<b>Overdue</b> <b>98%</b> <b>98 / 100</b>





5.1.I



### EVONNE ZUKIWSKI

Goal	Progress Update	Current Compl...
Administrative Activity (COM) 0%		100% 0 / 0%
↳ Meetings Attended 0 Meeting(s)	<b>NEW Evonne Zukiwski:</b> Achievements: <ul style="list-style-type: none"> <li>• Attended Council Budget workshop meeting- January 9, 2023</li> <li>• Virtually attended All-Net Service Tracker review meeting- January 13, 2023</li> </ul>	101% 1 / 0 Meeting(s)
Communication Activity (COM) 0%		100% 0 / 0%
↳ Branding Development 0	<b>NEW Evonne Zukiwski:</b> Achievements: <ul style="list-style-type: none"> <li>• Created and printed name tags for Council- February 1, 2023</li> <li>• Created generic 'Proposed Bylaw' image for social media use- February 3, 2023</li> </ul>	100% 0 / 0

Goal	Progress Update	Current Compl...
<p>→ Website Updates 0 Update(s)</p>	<p><b>NEW Evonne Zukiwski:</b></p> <p>Achievements:</p> <ul style="list-style-type: none"> <li>• Added all 2023 Coffee with a Cop dates to website calendar- January 3, 2023</li> <li>• Posted December past Council Activities calendar- January 3, 2023</li> <li>• Added Historical Townships overlay maps- January 3, 2023</li> <li>• Posted policies 02-34, 07-08, 62-22, 62-11, M01-19- January 4, 2023</li> <li>• Posted SDAB hearing decision as website notice- January 4, 2023</li> <li>• Added Lakeland Health Community engagement session to event calendar- January 9, 2023</li> <li>• Added RCMP app as website notice- January 9, 2023</li> <li>• Posted ASB Weed Inspector ad on employment page- January 12, 2023</li> <li>• Added Chamber of Commerce AGM event to website calendar- January 12, 2023</li> <li>• Posted January Grapevine to website- January 16, 2023</li> <li>• Posted Policies 04-05 and 07-09- January 31, 2023</li> <li>• Posted policy 03-18- February 1, 2023</li> <li>• Posted February calendar- February 1, 2023</li> <li>• Added February meeting dates and links to website calendar- February 1, 2023</li> <li>• Created Municipal Development Permit/ LUB notice- February 2, 2023</li> <li>• Posted proposed Bylaw 1430-23 as website notice- February 3, 2023</li> <li>• Posted January past Council activities calendar- February 3, 2023</li> </ul>	<p>101% 19 / 0 Update(s)</p>
<p>→ Communications for Departments 0 Ad(s) Created</p>	<p><b>NEW Evonne Zukiwski:</b></p> <p>Achievements:</p> <ul style="list-style-type: none"> <li>• Edited and formatted ASB Weed Inspector Ad- January 12, 2023</li> <li>• Created ASB Weed Inspector Employment Opportunity ad for social media- January 12, 2023</li> <li>• Created Family Day Office Closed ad- January 16, 2023</li> <li>• Created Pink Shirt Day ad for social media- January 16, 2023</li> <li>• Created Strategic Plan Open House ad- February 3, 2023</li> </ul>	<p>101% 5 / 0 Ad(s) Created</p>

↳ Social Media Posts 0 Post(s)

**NEW** Evonne Zukiwski:

**Achievements:**

- Scheduled Coffee with a Cop (scheduled for January 3 & April 4, 2023)- January 3, 2023
- Shared LARA survey on social media & scheduled for January 25- January 3, 2023
- Posted SDAB hearing decision- January 4, 2023
- Shared RCMP app- January 9, 2023
- Scheduled Weed Inspector employment ad (scheduled for January 12/26, February 7/23, 2023)- January 12, 2023
- Shared LARA webinar series- January 13, 2023
- Scheduled GSFW 'save the date' (January 14 & 31)- January 13, 2023
- Scheduled Family Day Office Closure (scheduled for February 14/17/20, 2023
- Scheduled Pink Shirt Day ad (scheduled for February 23)- January 16, 2023
- Scheduled Canadian Agriculture Day (scheduled for February 15,)- January 17, 2023
- Posted found dogs- January 18, 2023
- Scheduled Grazing School for Women winter workshop event (scheduled for February 1 & 13)- February 1, 2023
- Posted Municipal Development Permit/ Land Use Bylaw information- February 2, 2023
- Scheduled LARA survey post- February 3, 2023
- Posted proposed Bylaw 1430-23 notice- February 3, 2023

**Social Media Stats:**

- Facebook -  
Total Fans- 1,727 (Gained 8 new fans and had 3 page un-likes)  
Top posts and interactions: SDAB Final Decision, LUB Information
- Twitter -  
Total Followers- 1,166 (Gained 11 new followers)  
Most engaged post: SDAB Final Decision, Found Dogs

101%  
22 / 0 Post(s)

Schedule "A"

**TRAINING EVENT**



**SMOKY LAKE COUNTY**

**DEPARTMENT:** Planning and Development

**REPORT**

EVENT	NAME: EXMGT 5427: Project Management Essentials	DATE: Jan 14 & 15, 2023
	ORGANIZATION: University of Alberta	LOCATION: Online
<input checked="" type="checkbox"/> Seminar <input type="checkbox"/> Convention/Symposium <input type="checkbox"/> Conference <input type="checkbox"/> Workshop		
SUMMARY	<p>Contents:</p> <p>Project management has become a critical skill in every work place. Manage projects and deliver successful outcomes.</p> <p>Learn the basics to help you plan, execute, and control project management activities. This is an intro project management course. We will explore successful projects and why projects that seemingly follow the necessary rigor and methodology fail.</p> <p>In the end, students will leave with an enhanced ability to plan, execute and control their project management activities.</p>	
RESULTS	<p>What I took away:</p> <p>Demonstrate a broad understanding of project management, including key definitions, principles, processes, required skills, and knowledge areas.          Identify key success factors and challenges facing effective project management.          Create a project scope statement.          Create a project work breakdown structure.          Establish a project change control system.          Utilize project estimating knowledge to create a project schedule and budget.</p>	
WHY DID YOU ATTEND	<p>Benefits:</p> <p>This department has several medium and long term complex projects ongoing. This course is 1 of 3 in a series.</p>	
COSTS	<p>Mileage: \$ <u>0</u>                      Meals: \$ <u>0</u>                      Other: \$ <u>0</u></p> <p>Lodging: \$ <u>0</u>                      Registration: \$ <u>595</u></p> <p style="text-align: right;"><b>TOTAL: \$ <u>595</u></b></p>	
<p><b>Prepared by Employee</b>  <b>Kyle Schole</b></p>		<p>DATE:          Jan 14 &amp; 15, 2023</p> <p>COUNCIL MEETING DATE: <u>Feb 15</u>          2023</p>

Schedule "A"

**TRAINING EVENT**



**SMOKY LAKE COUNTY**

**DEPARTMENT:** Planning and Development

**REPORT**

EVENT	<b>NAME:</b> <u>EXLGP8201 - Public Administration Professionalism</u>	<b>DATE:</b> <u>Jan - April, 2023</u>
	<b>ORGANIZATION:</b> <u>University of Alberta</u>	<b>LOCATION:</b> <u>Online</u>
<input checked="" type="checkbox"/> Seminar <input type="checkbox"/> Convention/Symposium <input type="checkbox"/> Conference <input type="checkbox"/> Workshop		
SUMMARY	<p><b>Contents:</b>                  Provides an introduction to the profession of public administration with the emphasis on the local level.</p> <p>The relationships among principal actors involved in local governance will be examined, and students will explore the self-knowledge required for administrative practice in local administration.</p>	
RESULTS	<p><b>What I took away:</b>                  Analyze the key elements of the theory of professionalism.                  Evaluate the degree to which local government administration is a profession in theory and practice.                  Understand traditional versus New Public Management values and their practical applications in real-life work settings.                  Analyze ethical situations and their applicability to public administration.                  Analyze and evaluate various municipal governance structures in the context of professionalism.                  Develop an appreciation for the professional aspects of public administration that can be used in real-life situations.</p>	
WHY DID YOU ATTEND	<p><b>Benefits:</b>                  This course counts towards the NACLAA I and II certification.</p>	
COSTS	<p>Mileage: \$ <u>0</u>                      Meals: \$ <u>0</u>                      Other: \$ <u>0</u></p> <p>Lodging: \$ <u>0</u>                      Registration: \$ <u>797</u></p> <p style="text-align: right;"><b>TOTAL: \$ <u>795</u></b></p>	

<p><b>Prepared by Employee</b>                  Kyle Schole</p>	<p><b>DATE:</b>                  Jan - April, 2023</p>	<p><b>COUNCIL MEETING DATE:</b> <u>Feb 15, 2023</u></p>
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## Schedule "A"

## TRAINING EVENT



## SMOKY LAKE COUNTY

DEPARTMENT: Planning and Development**REPORT**

EVENT	NAME: <u>EXLGP 8203 - Organizational Behavior and Leadership</u> DATE: <u>Jan - April, 2023</u>
	ORGANIZATION: <u>University of Alberta</u> LOCATION: <u>Online</u>
	<input checked="" type="checkbox"/> Seminar <input type="checkbox"/> Convention/Symposium <input type="checkbox"/> Conference <input type="checkbox"/> Workshop
SUMMARY	<p><b>Contents:</b> Examines theories of individual behavior and leadership within local government organizations.</p> <p>In particular, the focus will be on management in the public sector, theories of leadership, council/staff roles and relationships, the structures and culture of local government organizations, notions of motivation in the public sector, the empowerment of staff, and organizational change.</p>
RESULTS	<p><b>What I took away:</b> Apply the theoretical foundations of Organization Behavior to case studies and real-life situations in your work or voluntary organizations in a way that improves employee engagement, team and organizational performance. Use learned theory, and other course materials, to assess and improve the focus, supervision, and leadership of groups, teams, and individuals in organizations. Determine the tools and systems of organizational behavior which best apply to specific situations and desired outcomes. Consider, assess, and apply organizational behavior while attaining and sustaining the desired outcomes and objectives of the organization, team, group, or individuals. Identify and address ineffective practices and techniques in the management of change and conflict. Consider the relationships between leadership, managerial, and supervisory approaches, and how specific changes or activities may be improved by organizational behavior.</p>
WHY DID YOU ATTEND	<p><b>Benefits:</b> This course counts towards the NACLAA I and II certification.</p>
COSTS	Mileage: \$ <u>0</u> Meals: \$ <u>0</u> Other: \$ <u>0</u> Lodging: \$ <u>0</u> Registration: \$ <u>797</u> <p style="text-align: right;"><b>TOTAL: \$ <u>795</u></b></p>
Prepared by Employee <b>Kyle Schole</b>	DATE: <b>Jan - April, 2023</b>
	COUNCIL MEETING DATE: <b>Feb 15, 2023</b>

## Schedule "A"

## TRAINING EVENT



## SMOKY LAKE COUNTY

DEPARTMENT: Planning and Development**REPORT**

EVENT	NAME: <u>EXLGP 8204 Local Government Finance</u>	DATE: <u>Jan - April, 2023</u>
	ORGANIZATION: <u>University of Alberta</u>	LOCATION: <u>Online</u>
	<input checked="" type="checkbox"/> Seminar <input type="checkbox"/> Convention/Symposium <input type="checkbox"/> Conference <input type="checkbox"/> Workshop	
SUMMARY	<p><b>Contents:</b></p> <p>This course provides a basic understanding of public and local government finance.</p> <p>The course discusses the changing role and size of government, the budget process, issues relating to alternative service delivery, sources of revenue for local governments, fiscal relations among governments in Canada, and strategic financial thinking.</p>	
RESULTS	<p><b>What I took away:</b></p> <p>Discuss the appropriate role of municipal government in the economy and in relation to other levels of government in Canada.</p> <p>Analyze the municipal budget process and the methods of forecasting revenue and expenditure budgets.</p> <p>Evaluate the various sources of municipal revenue, including the role of property taxes and user charges in financing municipal services.</p> <p>Examine the constitutional, legal, and institutional aspects of intergovernmental relations and the role of municipal government in the constitutional framework of Canada.</p> <p>Explore issues relating to municipal infrastructure and the various options of financing infrastructure.</p> <p>Identify alternative service delivery options for the provision of municipal services and issues relating to municipal fiscal sustainability.</p>	
WHY DID YOU ATTEND	<p><b>Benefits:</b></p> <p>This course counts towards the NACLAA I and II certification.</p>	
COSTS	<p>Mileage: \$ <u>0</u>                      Meals: \$ <u>0</u>                      Other: \$ <u>0</u></p> <p>Lodging: \$ <u>0</u>                      Registration: \$ <u>797</u></p> <p style="text-align: right;"><b>TOTAL: \$ <u>795</u></b></p>	
Prepared by Employee <b>Kyle Schole</b>		DATE: <u>Jan - April, 2023</u>
		COUNCIL MEETING DATE: <u>Feb 15</u> <u>2023</u>

Schedule "A"

TRAINING EVENT



SMOKY LAKE COUNTY

DEPARTMENT: Agricultural

REPORT

EVENT	NAME: <u>Toni + Amanda</u>	DATE: <u>Jan 17-20</u>
	ORGANIZATION: <u>ASB Conference</u>	LOCATION: <u>Grand prairie</u>
	<input type="checkbox"/> Seminar <input type="checkbox"/> Convention/Symposium <input checked="" type="checkbox"/> Conference <input type="checkbox"/> Workshop	
SUMMARY	Contents: - Provincial ASB program update, - resolution sessions - Alberta's future hydrogen economy - Canadian Ag in the Indo-Pacific - Cattle Value Chain - importance of market access for Canadian Crops - Black swans: flight: fight or fright? future of Canadian Agriculture - State of the Agriculture Carbon markets	
RESULTS	What I took away: - There were many great Speakers and this Conference is a great way to learn new things and keep up to date in the Agricultural industry! - Also a great opportunity for networking!	
WHY DID YOU ATTEND	Benefits: - To be able to sit in on the resolution sessions and be kept up to date on whats happening - as well as to learn from great Speakers and presentations	
COSTS	Mileage: \$ _____	Meals: \$ _____
	Lodging: \$ <u>843.66</u>	Registration: \$ <u>997.50</u>
		TOTAL: \$ <u>1841.16</u>

Prepared by Employee <u>Toni Star</u>	DATE: <u>Jan 30<sup>th</sup></u>	COUNCIL MEETING DATE: <u>Feb 15<sup>th</sup></u>
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