

SMOKY LAKE COUNTY

Minutes of the **County Council Departmental Operations Meeting** held on **Tuesday, March 22, 2022**, at 9:04 A.M. held virtually online through Electronic Communication Technology: Zoom Meeting and physically in Council Chambers.

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

ATTENDANCE		
<u>Tuesday, March 22, 2022</u>		
<u>Div. No.</u>	<u>Councillor(s)</u>	
1	Dan Gawalko	Present in Chambers
2	Linda Fenerty	Present in Chambers
3	Dominique Cere	Present in Chambers
4	Lorne Halisky	Present in Chambers
5	Jered Serben	Present in Chambers
CAO	Gene Sobolewski	Present in Chambers
Assistant CAO	Lydia Cielin	Virtually Present
Finance Manager	Brenda Adamson	Virtually Present
Legislative Svcs/R.S.	Patti Priest	Virtually Present
Public Works Manager	Doug Ponich	Virtually Present
Plan/Dev Manager	Jordan Ruegg	Virtually Present
GIS	Carole Dowhaniuk	Absent
Ag Fieldman	Carleigh McMullin	Virtually Present
Assistant Ag Fieldman	Amanda Kihn	Virtually Present @9:10am
Natural Gas Manager	Daniel Moric	Virtually Present
Planning & Dev. Tech	Kyle Schole	Virtually Present
Communications Tech.	Evonne Zukiwski	Virtually Present
Safety Officer	Trevor Tychkowsky	Virtually Present
Fire Chief	Scott Franchuk	Virtually Present
Shop Foreman	Mark Fedoretz	Virtually Present @9:06am

No Members of the Media were present.
No Members of the Public were present.

2. Agenda:

459-22: Serben

That the Smoky Lake County Council Departmental Operations Meeting Agenda for Tuesday, March 22, 2022, be adopted as presented.

Carried Unanimously.

3. Minutes:

No Minutes.

4. Request for Decision:

No Requests for Decision.

Mark Fedoretz, Public Works Shop Foreman, virtually joined the meeting, time 9:06 a.m.

Amanda Kihn, Assistant Agricultural Fieldman, virtually joined the meeting, time 9:10 a.m.

5. Issues for Information:

Management Policy Statement No. 3-M-06-13: Public Works Manager Work Plan

460-22: Serben

That Smoky Lake County's Management Policy Statement No. 3-M-06-13: Public Works Department – Manager Work Plan, be accepted as amended for Year 2022 as follows:

Title: Public Works Department: Public Works Manager – Work Plan		Policy No.: 06-13 E
Section: 3 - M	Code: P - A	Page No.: 1 of 8
Purpose:	To establish a Public Works Department Work Plan for the Smoky Lake County Public Works Department Program.	
Policy Statement and Guidelines:		
STATEMENT:		
The Public Works Department Work Plan, Schedule "A" outlines the Work Schedule of Projects and duties on a daily, weekly, monthly, periodic and seasonal time frame which provides detail work to be undertaken in the Public Works Department Program. Smoky Lake County Public Works Department: Personnel List, Schedule "B" outlines the department's personnel and job classifications.		
BENEFITS:		
The Public Works Department Work Plan will provide the following benefits:		
<ul style="list-style-type: none"> ■ Broaden the portfolio of the Public Works Department Program. ■ Good understanding of the process of the Public Works Department. ■ Increase efficiency and strengthen timeframe of deadlines. ■ Establishes accountability of the Program. ■ Communication Tool. 		
REVIEW:		
The Public Works Department Work Plan will be reviewed and presented to Council on an annual basis beginning of each year.		



SCHEDULE "A"

PUBLIC WORKS DEPARTMENT: WORK PLAN 2022

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
DAILY				
2-3 Hours	Communication: Phone calls from ratepayers, councilors, office.	Address issues.	After conversation: Inspect and Address.	Document and if necessary, send out work force.
1 Hour	Organize Work Force.	Communicate Plan.	As per assigned work.	Time Sheets.
2 Hours	Time sheets Daily journal E-Mail communication.	Verify time sheets Document activities Check e-mails.	Control of Public Works Dept. Respond to emails.	Check and Sign Document all that took place.
0.5 Hour	Daily Vehicle Inspection	Vehicle Inspection	Inspect vehicle as per Vehicle Inspection Booklet	Provision for sound and safe transportation
1 Hour	Work Place inspection. Summer and winter projects.	Hazard identification along with proper signage.	Identify obstructions and hazards within the working area. Document and discuss.	Tasks will be performed safely avoiding incident.
WEEKLY				
½ Hour	Safety Meeting	List on White Board and verbally communicate.	Discuss past week incidents and how to solve issues.	Communication Tool. Monitor.
1 Hour	Invoicing.	Verify invoices to projects and check paper work.	Authorize for Payment.	Submit to Central Office.
10-20 Hours	Road Inspections.	Drive Roads and list conditions.	Complete road improvements.	Improved and safe driving conditions.
1 ½ Hours	Management Meetings.	Meet with all Management Departments.	Update departments on Public Works activities for the week.	Monitor and complete tasks.
1 Hour	List tasks that can be improved upon.	Weekly review of programs occurring.	Compile a listing for improvements.	Monitor and communicate.
1 Hour	Truck Cleaning.	Maintain a professional vehicle appearance.	Clean County Vehicle.	Adhere to County Policy.
½ Hour	Communication.	Speak with Managers.	Discuss projects inside and outside of shop.	Communicate. Become more efficient.
1-4 Hours	Council Requests	County Infrastructure Issues	Inspect after receiving a request	Solving the issue at hand.
MONTHLY				
	Safety Meeting; Managers, Representation from each Department, including Council. Attend monthly Council meetings.	Report from each Department.	Discussion and Recommendations.	Safe Work Environment.
	Monthly reports to Council.	Manager Report Form.	Complete a manager's report for each meeting.	Information for discussion with Council and management.
April-October	Culvert Maintenance Program.	Replacing, installing and repairing.	Inspection and prioritize.	Proper drainage. Report update to Council.
April-September	Gravelling Projects.	Annual gravel haul.	Organize and schedule areas to be graveled.	Improved quality of roads. Monitor.
Mid May to October	Rehabilitation.	Shoulder Pulls.	Schedule and direct Work Force.	Improve quality of roads. Document.
March to November	De-Watering.	Rock extraction from beneath water table.	Schedule and direct work force.	Stock pile suitable material for crushing.

PUBLIC WORKS DEPARTMENT: WORK PLAN 2022- *Continued:*

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
MONTHLY- <i>Continued</i>				
May to August	Oil Treatment of Roads.	Hauling of Gravel and Mixing Oil.	Schedule and direct Work Force.	Improve quality of roads. Document.
May to September	Base Stabilization	Hauling of Gravel and mixing MG30.	Schedule and direct Work Force.	Improve quality of roads. Document and Monitor.
June to October	Construction.	Backsloping, create ditches, raise road surface.	Schedule and direct Work Force.	Improve quality of roads. Document.
May to August	Private Dust Control.	Haul gravel, mix oil or MG30. Spread and compact	Schedule and direct Work Force.	Create dust control in front of private residence.
October	Snow Retention	Snow fence installation.	Schedule Warspite snow fence installation.	Hold back drifting onto main street.
October	Replenish Salt Supply.	Contact Salt Supplier.	Research best value.	Fill salt bin.
October	Winter Road Sand Supply.	Screening and Hauling Sand. Co-ordinate calcium blending with sand.	County trucks haul screened sand from White Earth Pit to County Shop yards.	Sand in place for winter icy conditions.
QUARTERLY				
	G.I.S.	Data Updates	Provide information on assets to be installed into the system; updates on gravel and oil based roads, culverts, signage, dust controls, winter flag driveways, fencing, hydro-axe progress, construction and any other pertinent infrastructure.	Monitor assets, location and costs.
PERIODIC				
	Gravel Crushing Tender	Create Crushing Tender	Complete a new gravel crushing Tender as the old contract is being completed	Assure a contractor is in place for future gravel crushing.
	Bridge Maintenance.	Major Repairs or Replacement.	Communicate with Associated Engineering, Alberta Transportation and Contractor.	Safe Passage over creeks. Monitor and Document.
	Bridge Maintenance.	Minor repairs as directed by Associated Engineering.	Work requirements completed by Public Works staff.	Bridge quality improvement.
	Job interviews.	Prospective staff selection.	Advertise for specific positions and interview qualified individuals.	Selection of individual most fitting and qualified for the position.
	Conventions.	Attend Conventions.	Incorporate material into Public Works activities.	Education and Communicate.
	Strategic Plan	Quarterly Reports	Document actions taken to fulfill the plan.	Progression of Smoky Lake County.
	Backsloping Program	Control of brush and noxious weeds along county roadways.	Inspect road prior to and after completion.	Create proper drainage and reduce road maintenance costs.
	Five -Year Road Plan.	Document Information.	Study roads, determine which roads will need attention and schedule construction.	Budgeting Preparations.
	Fires.	Emergency Services Responses	Assist Fire Department as required. Debriefing.	Monitor Roster for Emergency Services.

Public Works Department: Work Plan

MANAGEMENT

PUBLIC WORKS DEPARTMENT: WORK PLAN 2022- *Continued:*

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC- <i>Continued</i>				
	Meeting with Council and Ratepayers.	Address Issues.	Investigate situations.	Document Activities.
	Personnel Communication.	Workers Issues.	Improve job execution. Address Concerns.	Quality Control.
	Annual Safety Meeting	Managers Annual Report	Discuss the previous and present years work schedule expectations and safety issues.	Communication to staff, managers and Council on work and safety within the county.
	Employee Evaluations.	Evaluate Staff.	Complete Evaluation Forms.	Improve quality of working relationship and communication
	Beaver Dam Situations	Removal	Track-hoe, back-hoe, or manual labour to break apart structures. Dynamite where necessary.	Ensure proper water flow and drainage.
	Public Works: Work Plan	Plan for the upcoming year	Review all Work Plans, and Programs - make appropriate changes	Submit to Council-Annually.
	Budget Meetings.	Budget Meetings for Public Works and Capital Assets.	Evaluate Programs and capital needs, price out items and prepare budget.	Meet with the Finance Manager.
	Various Meetings with Council: -Departmental Meeting - Council Meeting -Committee of The Whole -Aggregate Company Meeting	County Procedures	Discussions and recommendations provided in accordance to Public Works activities.	Provide information and clarity.
	Post-Wind Road Inspections	Tree Obstruction	Document and organize for brushing crews to remove trees from county roadways	Provide public access and safe transportation along County roads.
	Policy Statement and Guidelines. (Meetings)	Review County Policies.	Make amendments to existing policies and create new policies when required.	Governance.
	Heavy Equipment Cross Training.	Public Works staff training.	Training staff on equipment including grader, back hoe, reclaimer, track hoe and cat.	Having the flexibility to place staff on various pieces of equipment in case of illness, injury or holiday time by existing employees.
	Custom Grader Maintenance and Sanding Smoky Lake Complex, Vilna Cultural Center, H.A.K. School parking lot, Waskatenau hall, upon request.	Parking lot maintenance.	Winter snow removal and summer gravel blading.	Quality Control.
	Regional Heritage Board	Labour Assistance.	Installation of signs and or monuments upon request. Maintenance of Victoria Trail pullouts.	Quality Control.
	Training and Professional Development	Attend Conventions and Seminars.	Further Education.	Advancement in knowledge and practical procedures.
	Haul Road Agreements	Govern Hauling Activity	Have Contractor fill out and sign an agreement prior to hauling on County roads.	Assurance of haul roads remaining or returning to the condition prior to initiating the haul.

Public Works Department: Work Plan

MANAGEMENT

PUBLIC WORKS DEPARTMENT: WORK PLAN 2022 - *Continued:*

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC -Continued				
	Muni-Site Development	Entries	Enter new culvert and culvert repair locations along with completed Brushing and Hydro-axing areas.	Documentation for information and future requirements.
	North Saskatchewan River Boat Launch's	Maintenance.	Haul away debris and silt build-up from boat launch entrance to the river.	Provide proper access to the river.
Upon Request	Metis Crossing	Maintenance	Provide snow removal and gravel hauling and spreading upon request.	Quality Control.
SEASONAL				
	Road Maintenance.	Snow Removal. Grade Roads. Repair and monitor washouts and control flooding issues. Patch Oiled Roads.	Maintain Crown along with creating smooth driving surface. Assure proper slope and drainage.	Road Quality Improvement. Document.
	Brushing and tree removal.	Right-of-way maintenance.	Remove leaners, fallen trees, and any debris along roads and ditch area.	Allow for safe travel and proper flow of water along ditch bottom.
As per Work Plan	Hydro-axe.	Mulch brush and trees.	Operate hydro-axe in selected area; provide Ag. Dept. with map showing cleared area ready for spraying.	Improve site lines and overall drainage.
March-April	Winter and spring Culvert inspection.	Culvert obstruction removal.	Excavation of snow and ice along with steaming ice filled culverts.	Allow for ease of spring run-off along county roads
	Ice Inspections	Inspections for ice build-up on and along county roads due to natural springs.	Assign proper Work Force to break apart and remove ice build-up.	Maintain safe driving conditions.
	Replenish Oil Supply.	Contact Oil Suppliers.	Research for best oil available.	Fill tanks at best price.
	Oil Tank Maintenance.	Contact Gas Department.	Service burners.	Oil remains hot.
	Project Analysis.	Study procedures, time spent, quantities, cost of previous years work.	Investigate. Research. Monitor.	Budget process. Improve upon past performance.
	Work schedule	After adoption of the five-year road plan, schedule projects.	Organize road projects. Create calendars.	Scheduled projects and tasks are completed.
January	Smoky Lake County Annual Booklet	Annual Report	Document Public Works previous year Projects, maintenance and activities.	Public Awareness.
February - March	Dust Control Advertisement.	Create advertisement.	Submit to local newspapers and County Grapevine.	Accept applications and schedule seasonal dust control applications.
October - November	Flag Driveway Snow Removal Advertisement	Create advertisement.	Submit to local newspaper and County Grapevine.	Accept applications and document locations for snow removal
	Register contract trucks and equipment.	Create advertisement.	Submit to local newspapers and County Grapevine.	County has access to acquiring additional trucks and equipment to perform services.
April and October	Sign Inspection	Spring and Fall sign inspection and documentation.	Ensure signs are in place and in good condition, note areas that may require additional signage.	Safety awareness.

Public Works Department: Work Plan

MANAGEMENT

PUBLIC WORKS DEPARTMENT: WORK PLAN 2022- *Continued:*

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
SEASONAL -Continued				
	Haul Road Inspection	Weekly inspections during gravel, oil and log hauling.	Document any damage that was a direct result of hauling; schedule any repair that will be necessary.	Assure haul roads are safe for travel.
April	Grader Operator Meeting	Seasonal Road Maintenance Discussion	Winter and summer road maintenance practices. Gravel recommendations.	Road quality improvement.
October	Plow/Sand Truck Meeting	Winter Road Maintenance Discussion	Repetition of proper snow removal techniques. Discussion and awareness of rough road surfaces inspected and documented prior to the winter season.	Road quality improvement.
October	Pre-Snow Removal Road Inspections	Inspection of County Roadways.	Document any road flaws or obstacles.	Allow for safe snow removal.
October	Pre-Snow Removal Driveway Inspections	Inspection of Flag Driveways.	Document obstructions to avoid during snow removal.	Avoid any incident from occurring.
	Operational Budget	Equipment Costs and Wages	Analyze actual costs as compared to projections made each season.	Efficiency and Quality Control.
	Private Gravel Pick-Up and Sales	New Time Slot for Gravel Customers	Advertise new hours for private gravel pick-up. June 1 to September 30 Tuesdays and Thursdays From 9:00 A.M. - 3:00 P.M.	Provide more efficient service by having a dedicated loader operator during these new time slots.
	Annual County Council Road Tour	Road Conditions and Evaluations	Point out proposed and completed road projects. Document any issues that may need to be resolved.	Provide valuable information to Council in regards to road improvement
April - November	County Culverts Program	Culvert Inspections and Replacement	Ability to upgrade and add culverts under and along county roadways.	Improve drainage.
August	Smoky Lake Demolition Derby	Site Maintenance	Level and compact surface at the demolition derby site.	Improve riding surface.
	H.A.K. Parking Lot and Access Road	Site Maintenance	Grader blade road and parking surface.	Allow for smooth transportation and improve drainage.
November-April	Church yards and Cemeteries.	Snow removal.	Tractor snow removal upon request.	Allow safe access to church and cemetery locations.
2022 ASSIGNMENTS				
	Gravel Sources.	Exploration for gravel: a. Crown Land b. Private Land	Application for S.M.E.'s on County land. Obtain permission to explore and dig test holes.	Strategic Priorities Operational: 2 - Secure alternate sources of pitrun for crushing purposes.
	Dust Control.	New Methods of Dust Control.	Research and inspect new methods of dust control.	Strategic Plan
	Shop Yard Expansion	Contact Arnold Dubetz	Discuss purchase of land north of county Shop yard.	Yard Expansion.
2022	Waspile Ferry Landing	Boat Launch Construction upon approval from A.E.P. (Alberta Environment and Parks)	Excavate, shape, place filter cloth and gravel.	Suitable Water Craft Landing.

Public Works Department: Work Plan

MANAGEMENT



SCHEDULE "A"

PUBLIC WORKS DEPARTMENT: SHOP FOREMAN WORK PLAN 2022

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
DAILY				
1 Hour	Six employees time sheets to sign and verify	Payroll.	Verify work done in shop.	Sent to main office for payroll department.
1-8 Hours	Rap and Work Experience.	Supervisor roll.	Ensure work done properly.	To train properly. Strat Plan 1.2e
1 Hour	99 Vehicle check lists to review	To be checked promptly and monitored for mileages and hours that will be used for warranties and parts.	To check for problems, to ensure proper repairs are scheduled to be done.	To get equipment and vehicles on the road as fast as possible. Follow National Safety Code Requirements
1-8 Hours	40 Equipment check lists to review	Whatever may require repairs	Prioritize repairs to have most important equipment or vehicles running first.	Strat Plan 1.2a
1-4 Hours	Repairs to equipment and vehicles.	Look up parts required for repairs	Order parts required to complete necessary repairs to vehicles and equipment	To reduce the amount of time vehicles and equipment are in for repairs
1/2 Hour	Order Parts	Source parts		
1/2 Hour	Pre-job assessment	Discuss which units to be repaired and recognize hazards.	Repair units accordingly and in a timely fashion.	Keep vehicles and equipment mobile.
WEEKLY				
2-3 Hours	Review purchase orders and invoices.	Sign and verify prices.	Make sure that we are charged for only items purchased, companies, are paid on time to avoid interest charges.	To keep equipment and vehicles mobile for projects.
1/2 - 1 Hour	Monday morning tool box meeting.	Discuss with employees' daily procedures and equipment or vehicles being worked.	Designate equipment or vehicles to be worked on.	To keep equipment and vehicles mobile for projects.
1/2 - 1 Hour	Management Meetings.	Meet with all management departments.	Update departments on Public Works Shop activities for the week.	Monitor and complete tasks. Communicate. Strat plan 1.1g
1-2 Hours	Review tracking information	Prioritize services	Determine and schedule equipment and vehicles for service	Keep vehicle and equipment services to minimal down time
MONTHLY				
1-8 Hours Per unit	325 Pieces of equipment and vehicles to service and repair 150 Services to vehicles and equipment	Repair items that require attention Change engine oils in pickups every 5000 kms, or by oil life meter. Change engine oils in Class 8 trucks every 250 – 500 hrs. Check over units (brakes, steering, suspensions). Change oil in engines on graders: 500 Hours Other oils as per OEM spec Construction equipment every 250 – 500 hours. Service and repair chainsaws, weed eaters, riding mowers and push mowers.	Make sure all equipment is safe for use Be sure items are done so that warranties are not voided. Monitor oil samples for problems that may arise.	Minimize down time To keep equipment and vehicles mobile for projects.

Public Works Department: Shop Foreman Work Plan

SUPERVISOR

PUBLIC WORKS DEPARTMENT: SHOP FOREMAN WORK PLAN 2022- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
MONTHLY- Continued				
1-3 Hours	Report to Council.	Enter information into cascade reporting.	Maintenance on vehicles completed during previous month.	Deliver for Agenda Package. Strat Plan 1.1f
1-3 Hours	Safety Committee Meeting.	Attend and discuss safety issues.	Implement safety procedures	Keep work place safe.
Occasional	Budget.	Review budget numbers.	Monitor progress.	Document.
PERIODIC				
1-3 days per unit	31- Annual 3-Semi-Annually x 2 37 in total CVIP's on trucks, trailers, vans and buses. Trailers are done from December to February. Trucks are done from March to April.	Remove all wheels and brake drums, measure drums and shoes, replace any worn items, do all repairs required at this time. CVIP's and repairs may take from 1 day to 2 weeks to complete depending on amount of work to be done and parts availability.	Commercial inspections according to government specs. Organize staff.	Keep equipment and vehicles mobile and repaired in a timely fashion.
Scheduled by the Company	Warranty repairs.	Repairs as required.	Coordinate with dealers to have repairs done. Be sure items are covered under warranty to avoid extra charges.	Keep equipment and vehicles mobile and repaired in a timely fashion.
Training and Professional Development	Upgrade when required	Attend necessary training as required	Attend seminars or technical training to learn new and improved techniques	Keep up with changing times
As per budget	Spec out vehicles and equipment to be purchased for all departments.	As per Five-Year Capital Asset Budget.	Obtain spec.	Communicate. Supply budget numbers for year.
Interviews	Interviewing new Employee	Review resumes and interview new employees	Check references and credentials	Hire a new employee
SEASONAL				
1-2 days	8 – Graders ready for winter Starting October 1 st . 2-3 graders at a time.	Change hydraulic, transmission and engine oil, install snow equipment.	Make sure maintenance is done according to manufacturer's specs.	Keep equipment mobile.
1-2 days	4 – Tractors.	Install snowblade.	Prepare for winter snowplowing.	Keep equipment mobile.
1-2 days UPDATED	3 – Sand trucks ready for October. 1 extra plow truck	Install sanders and snowplows.	Prepare for winter season.	Keep equipment mobile.
1-2 days	8 – Graders ready for summer – April. 2-3 graders at a time.	Remove wings.	Prepare for season.	Keep equipment mobile.
1 – 2 days UPDATED	4 – Trucks ready for summer – April	Remove sanders and plows.	Prepare for gravel and patching season	Keep equipment mobile.
1-2 days	4 – Tractors.	Remove snowblades.	Get tractors ready for mowing and construction.	Keep equipment mobile.
1 day	Unit 616: Caterpillar Buggy when required.	Install as required when necessary.	Prepare for winter snowfall and summer projects.	Keep equipment mobile.

Public Works Department: Shop Foreman Work Plan

SUPERVISOR

PUBLIC WORKS DEPARTMENT: SHOP FOREMAN WORK PLAN 2022- *Continued:*

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
SEASONAL – Continued				
As required	15-20 Units. Prepare fire equipment for fire season. At all times water trucks and tanks filled with water and fuel at all times for emergency.	Change oil in proper time to eliminate down time during busy season	Get equipment repaired in shortest time possible.	Keep equipment mobile.
1 day	Annual Safety Meeting	Discuss plans for the year and upcoming updates.	Inform staff of changes.	So staff understands what our goals are.
1-2 days	Work plan	Update work plan as necessary.	Make any necessary changes to reflect current tasks.	Keep Council informed of changes.
1 – 3 days	Annual employee evaluations	Performance appraisal.	Inform employees of their strengths and weaknesses.	Help employees understand their duties.
1-5 weeks	Annual inventory count	Count parts for audit.	Perform manual count of parts.	To verify that parts that have been used have been accounted for.
1-2 days	1 – H.A. Kostash School Bus 1 – Vilna School Bus 1 – Seniors Bus	Oil changes and repairs. \$200.00 special certificate required to maintain.	Keeping their equipment serviced.	Keep equipment mobile.
1-2 days when time permits	Contract CVIPs	Commercial Vehicle Inspections on private trucks.	Inspect as per Alberta Transportation specs as we are a carrier open inspection facility.	Added revenue to County \$300/inspection.
3 days	RUSA Convention.	Attend seminars.	To get new information on products and services and new regulations.	Change with times.
1 day	RMA Spring Convention	Meet with various Suppliers.	To get new information on products and services and new regulations.	Keep current on new items.
1-2 days	Insurance Review	Go through insurance listings.	Review insurance list and verify any additions or deletions are correct. Make sure serial numbers are correct.	Be sure vehicles and Equipment are insured
CVIP's	111: January 112: November 136: May 138: April 141: September 155: April 158: August 159: March 170: May 180: May 181: January 183: June 188: February 189: January	191: October 194: February 195: October 196: January 197: February 198: March 199A: October 208: March 214: December 217: March 308: May & November 322: March & September 401: December 403: March	404: March 405: March 445: March 447: February & August 451: October 459: August	

Public Works Department: Shop Foreman Work Plan

SUPERVISOR



SCHEDULE "B"

Smoky Lake County: Public Works Department: Shop Foreman Year - 2022

Personnel List

	Shop Foreman	Mechanic	CVIP Technician	Welder	Shop Helper	Apprentice	Shop Clerk
Mark Fedoretz							
Orrianna Kropf							
Mike Skoreyko							
Shane Dubitz							
Larry Kokotilo							
Ryden Shapka							
Darline Zdebilak							

NOTE:

FULL TIME
PART TIME

Carried.

Management Policy Statement No. 02M-03-11: Fire Chief Emergency Services Work Plan
462-22: Cere That Smoky Lake County's Management Policy Statement No. 02M-03-11: Fire Chief Emergency Services Work Plan, be accepted as amended for Year 2022 as follows:

Title: Fire Chief: Emergency Services Work Plan	Policy No.: 03-11
Section: 02 – M	Code: P – A
	Page No.: 1 of 9

Purpose: To establish a Fire Chiefs Work Plan for the Smoky Lake County Emergency Services.

Policy Statement and Guidelines:
<p>STATEMENT:</p> <p>The Fire Chief's Work Plan: Schedule "A" outlines the Work Schedule of Projects and duties on a daily, weekly, monthly, periodic and seasonal time frame which provides detail work to be undertaken in the Emergency Services. The Emergency Services Department: Personnel List "Schedule B" outlines the departments personnel and responsibilities.</p> <p>BENEFITS:</p> <p>The Fire Chiefs Work Plan will provide the following benefits:</p> <ul style="list-style-type: none"> ■ Broaden the portfolio of the Emergency Services for Smoky Lake County. ■ Good understanding of the process of the Fire Chief. ■ Increase efficiency and strengthen timeframe of deadlines. ■ Establishes accountability of Emergency Services. ■ Communication Tool. <p>REVIEW:</p> <p>The Fire Chiefs – Emergency Services Work Plan will be reviewed and presented to Council on an annual basis beginning of each year.</p>

Section 02-M

Policy: 03-11



SCHEDULE "A"

FIRE CHIEF'S – EMERGENCY SERVICES: WORK PLAN 2022

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
DAILY				
0.5 hour	General Administration	Coding of purchased goods.	Code purchased goods to the correct department.	Monitor budget throughout the year and make sure every department gets paid on time.
15 min	Fire Permits	Issue fire permits to residents.	Write up permits, site inspections during dry periods or questionable burns.	Document
1-2 hours	If inspections are required			
1 hour	Office Work	Check emails, work on grants, phone calls.	Respond to email and research grants to fund projects for the fire departments.	Make sure grant deadlines are met.
0.5 hour	Bank Deposits	County deposits.	Deliver bank deposits.	Help out office staff.
15 min	Vehicle Pre-Trip Inspection	Complete Pre-Trip Inspection.	Report any issues to mechanics.	Working with safe equipment.
	Respond to Fire Calls	Organize equipment or manpower, if needed.	To be of assistance and guidance to the departments.	Complete the tasks safely and in a timely manner.
WEEKLY				
1 hour	Manager Meetings	Meet with other managers to ensure timely operations are occurring.	Assist other departments as required.	Communication tool.
6 hours	Fire Hall/ Equipment Inspections	Inspect fire hall trucks, equipment and document issues to be replaced or fixed.	Look for problems and issues the department may have with the equipment or vehicles.	Ensure all trucks and equipment are ready for calls.
1.5 hours per invoice	Emergency Services Invoicing	Invoice for all accidents and fires that occurred.	Obtain fire department reports as well as RCMP collision reports. Work with insurance companies to get claim numbers and the adjuster information. If no claim is made find out landowner information and submit invoice to the landowner.	Recover all or partial costs.
1 hour	Safety Meetings	Meet with all staff.	Discuss safety issues and incidents. Discuss workers concerns.	Address concern and issues that take place in the work week.
1 hour	Social Media	Update and post relevant information on social media networks.	Informs the members and general public of the fire departments operations and community participation.	Communication tool Recruitment and Retention Tool.
3 hours 2 hours 2 hours	Fire Meetings Smoky Lake Vilna Waskatenau	Meet with all fire departments.	Discuss concerns or equipment purchases. Maintenance and call sheets.	Communication.
	Fire Calls	Fill out all reports for all outside agencies.	Report environment hazards to Alberta Environment. Report all incidents to AEMA contact fire investigators and any other agencies needed.	Ensure all agencies have the information to complete the job. Adhere to legislative requirements.

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Fire Chief's – Emergency Services: Work Plan

MANAGEMENT

FIRE CHIEF'S – EMERGENCY SERVICES: WORK PLAN 2022- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
WEEKLY-Continued				
5-6 Hours NEW	Regional Fire Study: Transitional Solutions	Provide information, stats and legislative documents to complete the project	Collect all emergency response demographics, fire department rosters, training records, policies, bylaws, meetings, surveys and interviews	Once the Project is completed, Regional implementation of the suggested recommendations.
1-3 hours	Covid-19	Research and read all Covid-19 precautions, restrictions and PPE requirements needed for first responders	Create memos and protocols for fire department members to read and follow when responding to calls and for practices and training nights.	Education and Communication tools.
1-2 Hours	Vehicle Maintenance	Complete inspections, clean and disinfect vehicles	Complete pre and post trip inspections, wash/organize and disinfect vehicles	Staff safety and following protocols
MONTHLY				
2 hours	Monthly Reports to Council	Manager report form.	Fill out forms.	Maintain record of reports.
2 days	Fire Protective Services Committee	Research topics. Prepare packages.	Prepare agenda every second month. Prepare Request for Decision forms. Photocopy packages.	Maintain agenda packages.
2 days	Smoky Lake Region Fire and Rescue Committee	Research topics. Prepare packages.	Prepare agenda quarterly. Prepare issues for discussion forms. Photocopy packages.	Maintain agenda packages.
2 hours	Joint Health and Safety Meeting	Attend Safety Meeting.	Bring up any issues and/or concerns.	Safety and Department Communication.
4-6 hours	Departmental Meeting	Manager Cascade report form	Prepare report for day-to-day operations of Council to review	Communication tool
2 hours	Office Staff Meeting	Attend staff meeting.	Bring up any issues and/or concerns.	Safety and Department Communication.
1 hour	Action Lists	Monitor direct action to be completed.	Complete action requests as directed by Council and Committee.	Complete action list prior to next meeting.
1 hour	Monthly Time Sheets	Summary sheets for holidays, vacation and sick time.	Fill out form and hand-in to Payroll Department and Chief Administrative Officer.	Maintain records.
1 day	Fire Newsletter	Create a monthly emergency service newsletter for the fire departments and internal entities.	Attend meetings and practices, report on all training and maintenance of vehicles completed by the departments for the month.	Communication.
5 hours	AFRRCS Technical Administrator	Oversee Fire Protective Services and Peace Officer radio communications.	Review Government quarterly reporting, Submit request tickets for communications issues, repair or reprogram any radio infrastructure owned by the Municipalities.	Communication.
5 hours	VHF Radio Administrator	Oversee all Public Works radio communications.	Maintain and operation the VHF radio system, schedule all repairs and updates.	Communication.
5 hours	Smoky Lake County Website: Emergency Services Department	Create and edit the Emergency Services Department on the Smoky Lake County Website.	Update policies and bylaws, post the fire newsletter and add issues and decisions addressed by Council.	Communication.
5 hours	Training	Schedule and plan training nights for the weekly meetings for the departments.	Research and develop training for the members.	Maintain records.

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Fire Chief's – Emergency Services: Work Plan

MANAGEMENT

FIRE CHIEF'S – EMERGENCY SERVICES: WORK PLAN 2022- *Continued:*

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
MONTHLY-Continued				
4-5 days	Emergency Services Invoicing	Invoice for all accidents and fires that occurred.	Obtain fire reports from the departments and RCMP reports. Write letters and invoices explaining the various charges.	Forward copies to appropriate departments. Maintain records and all invoices.
3-5 Days	Fire Apparatus Operations	Create and deliver a service/ maintenance schedule and programs on the apparatus operations.	Starting all equipment in the apparatus, servicing the foam systems, exercising all valves, cleaning/flushing all equipment.	Ensure all equipment is in good working order and ready to use.
5 hours	Budget	Review and monitor budget process of expenditures.	Remain within budgetary guidelines.	Finance management.
3 days	Fire Department Supplies	Order supplies for the departments are requested.	Research best quality and prices. Place orders and deliver them.	Communication.
2 days	Fire Department Inventory	Review with Fire Department Inventory of Supplies and Materials.	Research and develop list for budget purposes.	Budget
PERIODIC				
	SOG Review	A standard established by the Municipalities for the level of service the fire departments will perform.	This is a working document. Fire Departments review and make recommendations based on more equipment and training or a need to provide a service.	Proper documentation.
Conf. 4 days Meetings 1 day	Conference and Regional Meetings	Attend Fire Chief Conference and Regional Meetings.	Look at new products. Network with surrounding departments, share information on what works and what needs improvement.	Education.
4 hours	Fire Rescue Regional Committee	A regional committee to deal with issues from the fire departments.	Focus to address fire and rescue issues on a regional level in an advisory capacity as per bylaw 1286-15	Implementation of an Action list.
3-4 Days	Operation Cost Analysis	An analysis of operational costs for each municipality to operate the Fire Departments.	Working with each municipality to generate an operational cost for each fire department.	Monitor and Document.
2 hours	RCMP Liaison Meeting	Meeting with RCMP with Fish and Wildlife in attendance.	Focus to address issues or concerns with the RCMP or Fish and Wildlife.	Communication.
4-5 Days	Load Occupancies, Building Inspections, Fire Investigations	Provide inspections and information for businesses and homeowners for insurance and licensing permits. Assist in fire investigations on a structure or insurance claims.	Allow business to open and apply for liquor licenses. Find causes of fire and get insurance to approve payments for the cost of fire suppression.	Allows Private Business to open their doors.
6-10 hours	Drone Work	Fire investigations, Fire awareness, Formal requests.	Collect pictures and data for reports and requests.	Information, Reports and Assistance.
7-10 Days	Legal Proceeding	Key Contact for all legal proceeding involving fire protective services.	Provide reports, pictures, videos and information to Crown Prosecutor.	Assistance.
2 hours	Insurance	Review insurance coverage with Fire Departments.	Register new and existing member on a yearly basis.	Monitor and Document.
1 day	Mock Disaster Training every second year	Attend training from Private Companies for Emergency Response.	Trans Canada Pipelines, Viterra, Richardson Pioneer, Esso, Enbridge, Smoky Lake Forestry.	Fire Department Awareness.
1-2 days	Emergency Preparedness Week	Provide content on emergency operations.	Coordinate with other emergency services to provide an educational day for the public.	Education and public awareness.

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Fire Chief's – Emergency Services: Work Plan

MANAGEMENT

FIRE CHIEF'S – EMERGENCY SERVICES: WORK PLAN 2022 - *Continued:*

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC-Continued				
2-4 hours	Presentations	Present to different school age groups, as requested.	Fire Prevention Week, Emergency Preparedness Week, Career Days, Job Fairs, Fire Extinguisher Usage, Party Program, DARE Program, Play Safe-Be Safe Program.	Education.
6 days	Instructor	Teach fire department professional firefighter courses.	Work with Cory Whitlock and Lakeland College to meeting the requirement to host and teach the courses.	Fire department preparedness.
6 weeks	GIS	Tracks speed and location of emergency vehicles as well as have Bonnyville Regional Fire Authority able to route fire crew to the calls. Since 2014 all fire permits and collisions are entered into the GIS system.	Meet with Carole and Brian to perform regular checks and test runs. Make sure all emergency vehicles are checking in and tracking.	Fire department communication.
1-2 hours	Fireworks Permits	Issue fireworks permits to residents.	Explain rules and regulations to residents on firing off fireworks.	Documents.
1 hour	Fire Smart Program for Planning and Development	Working with the Planning Department and new developers to fire smart their development to reduce fire risk.	Supply new developers with information, answer any questions and complete inspections if required.	Education
2 hours	Mutual Fire Aids	Update Mutual Fire Aid Agreements.	Update and keep Mutual Fire Aid Agreement current.	Monitor and communication with Mutual Aid partners (Municipalities).
3 days	Strategic Priority Chart	Operational Strategies for protective services.	Addressing councils' priorities and current issues.	Long term planning.
2-3 days	Recruitment and Retention	Working with the Fire Departments to attract new members to joint and recognize members for the years of service.	Create posters and advertising in local media for members. Follow County policy on recognition for fire members.	Document.
3 Weeks	Junior Fire Summer Camp	Create a week long summer fire camp program to bring interest for new members to the fire department.	Create an outline and budget, Organize equipment and instructors.	Fire Department Recruitment and Retention.
30 mins Each call	Assist Safety Officer	Assist Safety Officer in investigations on County Road Incidents.	Collect and Photograph incidents on County Roads for County Investigations and documentations.	Insurance and Liability Requirements, as per Policy.
4-6 hours	AFRRCS Technical Administrator	Key Contact with the Province for the AFRRCS System.	Report radio issues, ordering and programming of radios.	Fire Department Emergency Communications monitoring.
2-4 hours	VHF Public Works Communications	Key Contact with Bearcom for the VHF radio system.	Report radio issues, check radio equipment and manage the tower site.	Public Works radio communications monitoring.
7-10 Days	Wash Fire Gear	Clean/wash fire gear that was exposed to hazardous incidents.	Strip down fire gear that was worn by firefighters at fires and any other hazardous incidents and wash. Inspect for any repairs or if professional cleaning is needed. Gear will be sent away then.	Firefighter safety and OHS requirements.

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Fire Chief's – Emergency Services: Work Plan

MANAGEMENT

FIRE CHIEF'S – EMERGENCY SERVICES: WORK PLAN 2022 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
SEASONAL				
January and February	Review Policies and Bylaws	Update all Policies and Bylaws.	Make the departments more efficient.	Education.
	Year End	Ensure all invoices are paid and bills were coded to proper accounts.	Go through the ledger.	Meet with Finance Department.
	Plan Fire Training	Talk to Cory Whitlock for Fire Courses.	Complete the year of training schedules.	Communication with Fire Departments.
	Renew Memberships	Renew all fire fighters and Councilors.	Fill out paper work and send away.	Document.
	Fire Fighter Insurance Renewal	Renew all fire fighters that would like insurance coverage.	Fill out paperwork and send to Finance Manager.	Forward to Finance Department.
	Fire Department SOG's	Review the Fire Department Standard Operating Guidelines.	Make recommended changes to the SOG binders. Review with each Fire Department. Make sure all binders are updated.	Communication with each respective Council.
	Fire Call Invoicing	Invoice for all calls.	Meeting with Fire Department, police to get all the reports for accurate billing.	Recover Costs.
	Order Equipment	Start ordering equipment for the Departments.	Order is approved as per Capital Budget.	Fire Department preparedness.
March / April	Summer Preparations	Order supplies.	Order foam, forestry hoses from grass fire season.	Fire Department preparedness.
	Formal Training(1)	Cory Whitlock teaches an NFPA 1001 course.	Train Departments to the Professional Fire Fighter standards.	Education and Awareness.
	Annual Safety Meeting	Attend Safety Meeting.	Attend annual safety meeting. Report unsafe conditions or work to supervisor to resolve.	Keep informed on safety practices/ policies of the County.
	Service Fire Equipment	Prepare Fire equipment for full operation.	Prepare 1 Ton Truck with skid unit. Ensure 2 Ton Truck is fully operational.	Communicate with Public Works Shop Foreman.
	Update Work Plan	Update Work Plan to keep current and accurate.	Review the years worked and make appropriate changes.	Communication to Council.
	Attend Regional Spring Fire Meeting	Update region on Fire Calls, training, issues and share information networks with counter parts.	Register and submit.	Education.
	CVIP Fire Trucks	Public Works Mechanics certify vehicles.	Year Requirements.	Communicate with Public Works Shop Foreman.
May	Fire Bans	Monitor Fire Bans: weather, SRD reports and County conditions.	Fire Bans maybe implemented.	Implement as per Policy.
	Fire Protection	Monitor Fire situation.	Implement a Fire Ban, if necessary. Advertise and ensure all fire ban signs are posted. Call residents that have fire permits to cancel.	Implement as per Policy.
	Regular Maintenance on Equipment	Oil changes and maintenance	Done yearly.	Communicate with Public Works Shop Foreman.

Fire Chief's – Emergency Services: Work Plan

MANAGEMENT

FIRE CHIEF'S – EMERGENCY SERVICES: WORK PLAN 2022 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
SEASONAL- Continued				
June July August	Attend Fire Chiefs Conference	Week-long conference.	Register all Council and fire chiefs.	Education.
	Order Equipment	Order equipment as per budget.	Order equipment for departments that were specked out of Fire Chief's Convention.	Fire Department preparedness.
	Summer Fire Camp	Create a week long summer fire camp program to bring interest for new members to the fire department.	Create an outline and budget, Organize equipment and instructors.	Fire Department Recruitment and Retention.
	Formal Training(2)	Cory Whitlock teaches an NFPA 1001 courses	Train departments to the professional fire fighter standards.	Fire Department preparedness.
September	Fire Protection	Monitor Fire Stations.	Implement a Fire Ban, if necessary. Advertise and ensure all fire ban signs are posted. Call residents that have fire permits and cancel.	Insurance and Liability, as per Policy. Protection for the County residents and the County region.
October	Fire Equipment	Service Fire Equipment.	Winterize 1 Ton Truck and skid unit. Ensure the 2 Ton is ready for winter and parked in the heated shop.	Communicate with the Public Works Shop Foreman.
	Budget Meeting for Fire and Capital Assets	Meet with the Finance Department to review Budget.	Evaluate programs and capital needs, price items and prepare budget.	Communicate with Fire Departments and Finance Department.
	Fire Department Budgets	Meet with each Fire Department on the training, equipment and maintenance the department would like to see the following year.	Prepare cost to date, price new equipment and prepare for the Budget to Council.	Communicate with Fire Departments and Finance Department.
November	Regional Fire Meeting	Attend Regional Fire Meeting.	Report to the region the Smoky Lake Fire year.	Communication.
	Formal Training (3)	Cory Whitlock teaches NFPA 1001 courses	Train departments members to the professional fire fighter standards.	Fire Department preparedness.
December	Grants	Apply for Grants.	Training Grants and Capital Grants.	Work with Finance Department.
	License Renewal	Renew Fire Fighters Medical License.	Complete paper work and submit.	Education.
	Fire Training	Preparation of fire training schedules.	Coordinate schedule with Cory Whitlock and develop a training calendar.	Document
	Budget Review	Review the Budget.	Review ledger- make sure all purchases and properly coded and all purchases are complete.	Communicate with Finance Department.
	Fire Department Payments	Reconcile Fire Department hours.	Review all call sheets and reimburse each department.	Communicate with Finance Manager.

Fire Chief's – Emergency Services: Work Plan

MANAGEMENT

FIRE CHIEF'S – EMERGENCY SERVICES: WORK PLAN 2022 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
2022 ASSIGNMENTS				
July 7, 2015	Motion # 783-15	That Smoky Lake County enter into the Alberta Medical First Response Program with Alberta Health Services and proceed to develop a Bylaw to detail the Specifics of the program.	Research completed on other municipalities bylaws in regards to the Alberta Medical First Response Program with Alberta Health Services. Administration is currently creating the bylaw for a future Fire Protective Services Committee Meeting.	Adopting the new Bylaw
January 28, 2021	Motion # 298-21	That Smoky Lake County in partnership with the Town of Smoky Lake, Village of Waskatenau, and the Village of Vilna participate in the application of the 2020-2021 Alberta Community Partnership (ACP) Grant for the Project Titled: Regional Fire Services under the "Intermunicipal Collaboration Framework" Component Grant for the total project cost in the amount of \$200,000.00; and approve Smoky Lake County to be the Managing Partner under the said application; and further agree to abide by the terms of the Conditional Grant Agreement governing the purpose and use of the grant funds.	<p>Waskatenau Motion # 15-2021 That Village of Waskatenau in partnership with the Smoky Lake County, Town of Smoky Lake and the Village of Vilna participate in the application of the 2020-2021 Alberta Community Partnership (ACP) Grant for the Project Titled: Regional Fire Services Study under the "Intermunicipal Collaboration Framework" Component Grant for the total project cost in the amount of \$200,000.00; and approve the Smoky Lake County to be the Managing Partner under the said application; and further agree to abide by the terms of the Conditional Grant Agreement governing the purpose and use of the grant funds.</p> <p>Smoky Lake Motion # 12-2021 That Town of Smoky Lake in partnership with the Smoky Lake County, Village of Vilna and the Village of Waskatenau participate in the application of the 2020-2021 Alberta Community Partnership (ACP) Grant for the Project 2021-IC-25 Titled: Regional Fire Services Study for the total project cost in the amount of \$200,000.00; and approve Smoky Lake County to be the Managing Partner under the said application; and further agree to abide by the terms of the Conditional Grant Agreement governing the purpose and use of the grant funds.</p> <p>Vilna Motion # 08-21 That the Village of Vilna in partnership with the Town of Smoky Lake, Village of Waskatenau, and Smoky Lake County participate in the application of the 2020-2021 Alberta Community Partnership (ACP) Grant for the Project 2021-IC-25 Titled: Regional Fire Services Study Project under the "Intermunicipal Collaboration Framework" Component Grant for the total project cost in the amount of \$200,000.00; and approve Smoky Lake County to be the Managing Partner under the said application; and further agree to abide by the terms of the Conditional Grant Agreement governing the purpose and use of the grant funds.</p>	Proceed with the study

Fire Chief's – Emergency Services: Work Plan

MANAGEMENT



SCHEDULE "B"

Smoky Lake County Emergency Services Year 2022
Personnel and Responsibilities

Description	Fire Chief	Deputy Chief
Fire Protective Services agenda packages	90%	10%
Smoky Lake Region Fire and Rescue agenda packages	90%	10%
Joint Health and Safety Meetings	100%	0%
Departmental Meetings	100%	0%
RCMP liaison Meetings	100%	100%
Zone 3 Regional Meetings	100%	0%
County Budget Meetings	100%	0%
Fire Department Meetings	70%	50%
Joint Council Meetings	100%	100%
Joint Municipalities Meetings	100%	0%
Agriculture and Forestry Meetings	100%	0%
Staff/Office meetings	100%	100%
Alberta Fire Chief Conference	100%	20%
Alberta Emergency Management Summit Conference	100%	0%
Presentations	90%	10%
Responding to Calls during Working Hours	100%	100%
Responding to Calls After Hours	85%	60%
Fire Department Formal Training	100%	100%
Smoky Lake Fire Department Informal Training	40%	60%
Waskatenau Fire Department Informal Training	90%	10%
Vilna Fire Department Informal Training	100%	0%
Junior Summer Fire Camp	40%	60%
Fire and Fireworks Permits/Inspections	50%	50%
Emergency Services Invoicing	30%	70%
Research/Purchasing/Coding of Supplies	70%	30%
Vehicle Maintenance/Servicing	10%	90%
Firefighting Gear and Equipment Maintenance	40%	60%
AFRRCS/VHF Radio Communications	100%	0%
Grant Applications	100%	0%
Fire Inspection and Load Occupancies	50%	50%
Fire Investigations	80%	20%
VFIS Insurance	100%	0%
GIS Data Entry	30%	70%
Legal Proceedings	100%	0%
Inventory	0%	100%
Drone Work	100%	100%

Fire Chief's – Emergency Services: Work Plan

MANAGEMENT

Carried.

Management Policy Statement No. 02M-02-11: Safety Officer Work Plan

463-22: Fenerty

That Smoky Lake County's Management Policy Statement No. 02M-02-11: Safety Officer Work Plan, be accepted as amended for Year 2022 as follows:

Title: Public Works Department: Safety Officer: Work Plan	Policy No.: 02-11 E
Section: 2 - M	Code: P - A
Page No.: 1 of 6	
Purpose:	To establish a Safety Officer Work Plan for the Smoky Lake County Public Works Department Program.
Policy Statement and Guidelines:	
STATEMENT:	
The Public Works Department Safety Officer Work Plan, <i>Schedule "A"</i> outlines the Work Schedule of Projects and duties on a daily, weekly, monthly, periodic and seasonal time frame which provides detail work to be undertaken in the Public Works Department Program.	
BENEFITS:	
The Public Works Department Work Plan of the Safety Officer will provide the following benefits:	
<ul style="list-style-type: none"> ▪ Broaden the portfolio of the Public Works Department Program ▪ Good understanding of the process of the Public Works Department. ▪ Increase efficiency and strengthen time frame of deadlines. ▪ Establishes accountability of the Program. ▪ Communication Tool. 	
REVIEW:	
The Public Works Department Safety Officer Work Plan will be reviewed and presented to Council on an annual basis beginning of each year	

Section 02-M



SCHEDULE "A"

Policy: 02-11

PUBLIC WORKS DEPARTMENT: SAFETY OFFICER WORK PLAN 2022

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
DAILY				
End of day ½ hr	Dip fuel tanks	Dip fuel tanks for reconcile fuel amounts.	Measure fuel amounts from fuel tanks.	Maintain fuel inventory.
As they come in	Respond to e-mails	Respond from e-mails from kyelech on messages from tax payer concerns.	Call taxpayers from after hour call to kyelech.	As per Work alone policy.
3 times per day- ½ hr	Safety Tracking	Keep contact with anyone working alone morning, noon and end of the day.	Call them or receive calls from them.	As per Work Alone Policy.
As they come in- ½ hr	Answer phones	Field public complaints.	Talk to public to help with complaints.	Public relations.
When needed- ½ hr-2 hrs	Fix phone problems	fix phone problems or program problems.	Talk to Telus or fix the problem.	Better communications.
When needed - ½ hr - 2hrs	Monitor Phone plans	monitor phone plans for best pricing.	Talk to Telus or competitors.	Better communications and cost savings.
When needed- ½ hr - 2hrs	Fix Air card problems	Fix air cards or replace when needed.	Talk to communication companies.	Improves communication.
when operating vehicle-15 min	Vehicle check list	Checking fluid levels and light operations as well as overall vehicle condition.	Doing checklist.	Safe operations for vehicle.
As they come in ½ hr.	Check over JSA forms from site inspections	Review JSA forms to make sure proper hazards were identified.	Review.	Compliance as per safety policy.
Every day ½ hr	Update information board	Update information board as to COVID progress in our county	Post latest updates as it pertains to staff to be placed on info board	Keeping staff aware of COVID progress
When operating vehicle 10min	Clean unit inside and out	Clean out vehicle disinfect inside and wash outside	Cleaning vehicle	Safe operations for vehicles
Daily update 5-10 min	Get updates from provincial government on COVID	Look over provincial operations sit rep	Read over daily operations within the province	Keep updated to what is happening within the province
WEEKLY				
When needed- 1-3 hrs	Hazard Identification	Hazard identification is done whenever a new job is done.	Identifying hazards on the job.	Lower incidents.
One per week - 1hr	informal inspections	informal inspections are done at all jobs within the county.	Inspect the hazards identified making sure jobs are safe.	Lower incidents.
Every Monday morning- 1hr	Toolbox meetings	Conduct a toolbox meeting for most workers	Keep records for meetings.	Awareness.
After tools box meetings- 1 hr	Management meetings	Report on upcoming projects for the week.	Give updates and talk about upcoming projects.	Reporting.
Once per week 2 hrs	Virtual updates for COVID	Attend provincial virtual meetings with province	Get updates as to COVID progress	Keeping staff informed
Once per Month 2hrs	Cascade reports	Update on progress on projects.	Enter on computer duties and what has been done.	Reporting.

PUBLIC WORKS DEPARTMENT: SAFETY OFFICER WORK PLAN 2022 - *Continued:*

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
MONTHLY				
Once per Month 8hrs	Fuel Entries on computer	Enter report on computer for fuel management.	Enter entries on AS 400.	Fuel Management.
Once per Month 8hrs	Phone Entries on Computer	Enter phone usage on computer.	Entries on computer.	Fuel usages.
Once per Month 2hrs	Safety Committee	Report activities pertaining to safe or the staff.	Act as an advisor for the committee reporting on events.	Complying with the OHS requirements and having staff awareness.
Once per month-1hr	Service Generators	Start generators and check oils.	Up keep to make sure generators are ready to be started in the event of an emergency.	Emergency properness.
Once per month-2hrs	Act as advisory for Town of Smoky Lake safety committee	Give advice on what to look for and what should be done	Attend the meeting and act as advisor capacity only	Help neighboring municipality become safety compliant
Once per month-2hrs	Management reports	Make reports on cascade reporting system	Keeping council up to date as to activities done that month	Keeping council updated
Once per month-4hrs NEW	IMT training virtual	Attend monthly training events of ICS models	Keep updated for ICS structure	Increase knowledge for County ICP
Once per month 4hrs NEW	Attend Departmental meeting	Attend meeting with Council to report on activities	Keep council updated as to the activities being done	Keep council updated
PERIODIC				
When required 1-6 hrs	Update training matrix	Keep training matrix updated as to staff qualifications	Computer entries to keep updated	Proper inventory of staff qualifications
When required 1-8hrs	Work on special projects when required	Look into pricing of oversee a project as requested by P.W Manager.	Make calls for prices or site inspections.	Assist other departments.
Every 2 years 16 hrs	First-aid training	Safety training.	Teach as per policy requirements.	Trained staff.
Every 2 years 4 hrs	CPR training	Safety training.	Teach as per policy requirements.	Trained staff.
Every 2 years 6 hrs	Defensive Driving Training	Safety training.	Teach as per policy requirements.	Trained staff.
Every 2 years 6 hrs	Professional driving improvement course	Safety training.	Teach as per policy requirements.	Trained staff.
When needed 4 hrs	Flag person Training	Safety training.	Teach as per policy requirements.	Trained staff.
When needed 4 hrs	WHMIS Training	Safety training.	Teach as per policy requirements.	Trained staff.
When needed 1-40hrs	Instructor courses	Safety training.	As requirements for certification.	Keeping instructors current.
Every 3 years 4 hrs	TDG Training	Safety training.	Teach as per policy requirements.	Trained staff.
Every 3 years 16 hrs	ATV Training	Safety training.	Teach as per policy requirements.	Trained staff.

Public Works Department: Safety Officer Work Plan

SUPERVISOR

PUBLIC WORKS DEPARTMENT: SAFETY OFFICER WORK PLAN 2022 - *Continued:*

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC-Continued				
When needed 6hrs	De Escalating Potential violent situations	Safety Training.	Teaching to staff to keep them safe.	Trained staff.
When needed 16 hrs	Physiological first aid	Safety Training.	Teaching staff for mental health.	Trained staff.
When requested 2-4hrs	CPTED	Visiting taxpayers yards to give them ideas to keep their yards safe.	Do checklist for potential areas for crime.	Educate taxpayers and keeping their yards safe.
Every 3 years 6 hrs	Fork lift training	Safety training.	Teach as per policy requirements.	Trained staff.
When needed 1-16hrs	Additional training for external instructors	Arrange external instructors for training ie. Grader training, Skid steer training scissor lift training.	Finding qualified instructors to teach staff proper operations.	Trained staff.
When needed 1-2 hrs	Arrange online training for staff	Arrange online training for staff to keep updated as needed	Finding computers and registering staff	Trained staff
When needed 2 - 3 hrs	Orientation	Orientation of staff.	Instruct staff on how to do their job safely.	Trained staff.
When needed 1-4hrs	Incident investigation from public	Complete reports and determine root causes.	Trained in investigation of incidents.	Reduces pay out from county.
When needed 1-4hrs	Incident investigation from staff	Complete reports and determine causes	Trained in investigation.	Awareness.
When needed 1-4 hrs	Work Plan	Plan for the upcoming year projection.	Review work plans and make the changes as needed.	Submit to Council.
2X per year	Service command unit	Have unit ready for summer use and also winterize	Service unit	Emergency preparedness
1X per year NEW	Pull drivers abstract for staff	Check for qualified staff	Get drivers abstracts done at registries and review as to qualifications	Proper qualified staff for safe operations of county units
When needed	Fill out WCB reports	Complete reports	Fill out reports to WCB	As require by government
When needed 2 hrs	Risk Management	Attend workshops provided by RMA insurance.	Complete homework as required as per Risk management requirements.	Incorporate guidelines & policies as per program.
When needed	Transport worker to OIS clinic Edmonton	Transport injured worker to OIS clinic.	Get worker to OIS doctor to be checked for injuries.	Worker support.
When needed 1-8 hrs	Manage phone problems	Up keep phone communications.	Fix phone problems and keep communication with Telus.	Working phones for work alone policy.
When needed 1-3 hrs	Answer e-mails from Call center for after hour complaints	Receive e-mail for calls from kyetech.	Respond to e-mails by calling complainants back.	Phoning taxpayers and hearing complaints.
When changes are needed - 1hr	Manage work alone account	Up keep data from kyetech.	Call kyetech to get and give update on staff.	Better working system.
When called 1hr	Receive calls from after hour operator for taxpayers concerns	Receive e-mails from call center for after hour concerns.	Contact taxpayer and answer question or forward onto responsible department	Keeping taxpayers answers answered as soon as possible

Public Works Department: Safety Officer Work Plan

SUPERVISOR

PUBLIC WORKS DEPARTMENT: SAFETY OFFICER WORK PLAN 2022 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC-Continued				
When the need arises -8 hrs	Write safety policies	Update and write new policies when needed. And review old policies	Make new policies. And review old policies	As per OHS regulations.
When the need arises	Testing of drugs for staff suspected to be under the influence	Take staff to testing facility when drug use is suspected or post major incident.	Transport staff.	As per policy.
1X per year	Provide information to Federation gas coop for safety compliance	Fill out application for gas dept to deliver odorant to company in Fort Mac.	Compliance audit requirement for oil companies.	Ability to deliver odorant products.
1X per year 24hrs	Attend Annual H&S safety conference	Attend conference for learning opportunity.	Listen to speakers.	Education.
2X per year 8-12hrs	Attend Safety group NASC	Attend workshop for learning opportunity.	Listen to other municipalities and also speakers from OHS,WCB, AMHSA.	Education.
4-5 X per year 2 days	Chair Provincial Safety/ Utility group (RUSA)	Host yearly conference for all municipalities.	Work with team of municipal workers to provide a yearly conference to train staff.	Staff becoming more knowledgeable on safety and utilities developments.
1X per year 2-3 days	Attend yearly conference	Attend yearly conference and bring staff also to share ideas.	Listen to speakers.	Education.
4-6 meeting per year - 1-8hrs	Chair Organized regional team (ASIST)	Training at provincial level.	Provide training and active phone list.	Provincial IMT team.
4-6 events per year -4-24hrs	ASIST Training	Organize training for ASIST team for large scale emergencies.	Look for instructors and locations to host training.	Organized training for large scale events.
When needed 40hrs	Up Date CEMP manual	Receive information from municipalities.	Enter info on computer.	As per Bylaws.
When needed 1hrs NEW	Make changes for codes for Fuel pumps	Security	Enter codes for new staff and remove staff form codes	Fuel management security
When needed 1hrs NEW	Make changes for codes for back gates	Security	Enter codes for new staff and remove staff form codes	Yard security
When needed 1hrs NEW	Make security system code changes for shop and office.	Security	Enter codes for new staff and remove staff form codes	Security
2X per year 4hrs	Hold regular meeting	Update upcoming training or updates for policy.	Chair meeting.	Keeping regional municipalities informed with COA's.
As needed 2-4hrs	Hold regular meeting	Update regional Councils.	Chair meeting.	As per Bylaws.
As needed 2-4hrs	Hold yearly meeting	Update outside agencies as to responsibilities.	Chair meeting.	Keeping agencies informed as per bylaw.
Yearly 8hrs	Hold table top training for EOC team	Do yearly training exercises.	Host and arrange coordinator.	Compliance as per LAEMR requirement.
1-2X per year 8-24 hrs	Do yearly training for EOC team	Receive training or organize training when needed.	Organize training.	Emergency preparedness.
When required 8hrs	Apply for grants when needed	Apply for disaster services grants.	Arrange regional funding for emergency services.	Keep updated equipment.

Public Works Department: Safety Officer Work Plan

SUPERVISOR

PUBLIC WORKS DEPARTMENT: SAFETY OFFICER WORK PLAN 2022 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC-Continued				
When needed 1-8hrs	Public works requests	Assist P.W. managers in supervising jobs.	Follow up on projects.	P.W. assist.
When needed 1-8hrs	Assist all other departments	Look up safety equipment or requests.	Research prices or look after jobs.	Working relations with other dept.
Quarterly 24hrs	Vice president RUSA	Arrange yearly (RUSA) Rural Utility Safety Association convention.	Work in conjunction with other board members.	Showing leadership in the municipal experience.
When required	Safety training	School training.	Teach to children.	Trained children.
When required	Safety training	Further Education training.	Teach to public.	Trained public.
When required	Safety training	Foundation training.	Teach to staff.	Trained staff.
When required	Safety training	Fire dept training.	Teach to volunteers.	Trained fire fighter.
Quarterly	Attend strat plan meetings	Follow directives sat out by strategic plan.	Update council on progress.	Stat plan compliance.
When required	Council requests	Fill out grant applications or gov programs	Research or investigate concerns	Grant funding or reimbursement
When required	Assist P.W. when needed	Pick up parts from various locations.	Parts pick up.	Helping public works completing jobs.
When required NEW	Watch for flooding within areas	Observe and document snow activities for possible flooding	Observe possible flooding problems	To be done in event of a DRP claim
SEASONAL				
By October	Annual Safety Audit	Complete internal or participate in an external inspection	Do safety audit to achieve COR	Rebate in WCB rates
Jan - Dec	Yearly Spring Safety meeting	Coordinate annual safety meeting	Get guest speakers and organize meeting	Awareness
May	Attend yearly Disaster forum	Yearly Disaster conference	Learn new ways to deal with emergencies	Learning experience
November	Attend yearly AEMA Summit	Yearly Emergency Management Conference	Attend conference and sharing of ideas to improve awareness	Learning experience
June	Attend disaster summit	Yearly Emergency Management Conference	Attend conference to learn about global events	Learning experience
October	Attend Alberta Safety Conference	Attend yearly safety Conference	Listen to high quality speakers to improve the safety program	Learning experience
December	Attend annual safety conference	Rural utilities Safety Conference	Attend conference	Learning experience
June - Sept	Jubilee insurance inspections	Inspect all buildings 3 rd party insured through county	Inspect buildings for county insurance when required	Reduces claims
Once per year	RMA Risk pro meeting and requirements	Attend RMA Risk pro meetings and fill out the requirements	Look at helping to create policies as per risk pro requirements	Reduces claims
Once per year	Review safety manual	Review safety manual when new equipment is obtained	Update manual	As per Strategic Plan 1.2(b)
Yearly	Social events	Arrange social events i.e. Golfing, annual Christmas party	Pickup gifts/prizes make arrangements	Employee retention/recognition.
Yearly	Upkeep of driver information	Have drivers abstracts completed	Go through abstracts and enter on computer when it expires	Making sure drivers are qualified to drive county units

Public Works Department: Safety Officer Work Plan

SUPERVISOR

Carried.

**Safety Officer's Report
Annual Safety Meeting**

464-22: Cere

That Smoky Lake County Council approve to close both County Offices at 4612 McDougall Drive and 5004 50 Street in the town of Smoky Lake, during the Year-2022 Annual Safety Meeting, for the purpose of accommodating all employees in attending the said meeting tentatively scheduled for Friday, April 29, 2022.

Carried.

Management Policy Statement No. 61M-01-11: Planning and Development Work Plan

465-22: Serben

That Smoky Lake County's Management Policy Statement No. 61M-01-11: Planning and Development Work Plan, be accepted as amended for Year 2022 as follows:

Title: Planning & Development Manager: Work Plan		Policy No.: 01-11 E
Section: 61 - M	Code: P - A	Page No.: 1 of 19
Purpose:	To establish a Planning & Development Work Plan for Smoky Lake County for the Smoky Lake County Planning and Development Department Program.	
Policy Statement and Guidelines:		
STATEMENT:		
The Planning and Development Department Work Plan, Schedule "A" outlines the Work Schedule of Projects and duties on a daily, weekly, monthly, and periodic time frame which provides detailed work to be undertaken in the Planning and Development Department Program. Smoky Lake County: Planning and Development Department Manager, Personnel List, Schedule "B" outlines the department's personnel and responsibilities.		
BENEFITS:		
The Planning and Development Department Work Plan will provide the following benefits:		
<ul style="list-style-type: none"> ■ Broaden the portfolio of the Planning and Development Department. ■ Good understanding of the process of the Planning and Development Department. ■ Increase efficiency and strengthen timeframe of deadlines. ■ Establishes accountability of the Program. ■ Communication and Cross-Training Tool. 		
REVIEW:		
The Planning and Development Department Work Plan will be reviewed and presented to Council on an annual basis beginning of each year.		

Section 61-M

Policy: 01-11

**SCHEDULE "A"
PLANNING AND DEVELOPMENT: WORK PLAN 2022**

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	ELEMENTS: TASKS DUTIES	VERIFIED OUTCOME
DAILY				
1-2 hours	Emails	<ul style="list-style-type: none"> ■ Review and respond to emails from the general public regarding Planning & Development related inquiries, permits and land issues. ■ Approach and follow-up with consultants/contractors/surveyors regarding specific projects/files. ■ Review and respond to emails from other County staff/Councilors related to Planning & Development issues. 	<ul style="list-style-type: none"> ■ Send and respond to received emails to/from various sources related to planning and development matters. 	<ul style="list-style-type: none"> ■ Ensure that customer inquiries are acknowledged promptly (within 1-3 days). ■ Ensure effective communication between departments.
1-2 hours	In-Person & Telephone Inquiries	<ul style="list-style-type: none"> ■ Receive and respond to telephone and counter inquiries related to Planning & Development. ■ Approach and follow-up with consultants/contractors/surveyors regarding specific projects/files. ■ Supply appropriate application forms for Development Permits, Subdivisions, Safety Codes, Roadway Licensing Agreements, Land Purchases, Road Closures and Heritage Intervention Permits to applicants. ■ Provide appropriate contact information for County contractors (i.e. The Inspections Group Inc., Municipal Planning Services, surveyors, Accurate Assessment Group, Government of Alberta contacts, etc.). 	<ul style="list-style-type: none"> ■ Place calls to landowners, consultants and County staff and managers. ■ Answer calls from landowners, consultants and County staff and managers. 	<ul style="list-style-type: none"> ■ Ensure that customer inquiries are acknowledged promptly (within 1-3 days). ■ Ensure that cross training is completed so there is an individual in the office able to assist customers with basic P&D inquiries when P&D Manager is unavailable.
5 hour	Organization	<ul style="list-style-type: none"> ■ Organize and prioritize daily work tasks as per discussions at the weekly Manager's Meeting and any other emergent issues that may arise. 	<ul style="list-style-type: none"> ■ Coordinate departmental tasks with the Planning Technician and communicate priorities and work schedule for the week. 	<ul style="list-style-type: none"> ■ At the end of the week, ensure all tasks are completed as set out at the beginning of the week. If not completed, add the tasks to complete the following week.
2-3 hours	Meetings	<ul style="list-style-type: none"> ■ Meet with staff, external agencies, and consultants as required for current and proposed files/projects. 	<ul style="list-style-type: none"> ■ Attend and complete follow-up of meetings with landowners, consultants, County staff and managers and other individuals. 	<ul style="list-style-type: none"> ■ Ensure that all projects are proceeding in a timely manner and that updates on important issues are communicated to Council through the monthly Manager's Report.

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PLANNING AND DEVELOPMENT: WORK PLAN 2022 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	ELEMENTS: TASKS DUTIES	VERIFIED OUTCOME
DAILY - Continued				
15-30 mins	Administrative Tasks	<ul style="list-style-type: none"> Update timesheet, update calendar with upcoming meetings, write task list for the day, organize work space and file completed paperwork. 	<ul style="list-style-type: none"> Complete monthly timesheets, filing, project tracking and manage calendar. 	<ul style="list-style-type: none"> Ensure that department is organized and tidy to promote efficient work.
TOTAL DAILY HOURS = 4-6 HOURS				
WEEKLY				
4-6 hours	Development Permits: Permitted Use or Variances under 25%	<ul style="list-style-type: none"> Meet with applicant to discuss the proposed development. Refer/discuss development proposals with other department heads as necessary. Review application to ensure that it is in compliance with the County's planning documents (LUB, MDP, ASPs & IDPs where applicable). Collect Development Permit fees as per County Bylaw 1387-20: <i>Planning and Development Fees</i>. Prepare and send external agency referrals as necessary. Input application into MuriSightPD for coordination with The Inspections Group and other County departments. Draft Development Permit (including conditions) and send to applicant. Forward a copy of the issued Development Permit to the County's Assessor, Safety Codes Agency, Gas Department and Peace Officer. Update Development Permit Listing. 	<ul style="list-style-type: none"> Conduct a review of development permit applications and refer to LUB/MDP/ASP and planning and development and heritage policies. 	<ul style="list-style-type: none"> <u>Legislative requirement:</u> Issue notice of application completion within 20 days & decision for Development Permits within the 40 day timeframe prescribed under the MGA. Development Permit applications will be processed in a timely and consistent manner.
9-11 hours	Development Permits Discretionary Use or Variances above 25%	<ul style="list-style-type: none"> Meet with applicant to discuss the proposed development. Refer/discuss development proposals with other department heads as necessary. Review application to ensure that it is in compliance with the County's planning documents (LUB, MDP, ASP & IDPs where applicable). Collect Development Permit fees as per County Bylaw 1387-20: <i>Planning and Development Fees</i>. Prepare and send external agency referrals as required. Prepare Development Report for MPC (Municipal Planning Commission) review and consideration. Prepare Public Notice for County website and newspapers. <p><i>Continued below</i></p>	<ul style="list-style-type: none"> Conduct a review of development permit applications and refer to LUB/MDP/ASP and planning and development and heritage policies. 	<ul style="list-style-type: none"> <u>Legislative requirement:</u> Issue notice of application completion within 20 days & decision for Development Permits within the 40 day timeframe prescribed under the MGA. (The 40 day timeframe does not include the advertising period). Development Permit applications will be processed in a timely and consistent manner.

PLANNING AND DEVELOPMENT: WORK PLAN 2022 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	ELEMENTS: TASKS DUTIES	VERIFIED OUTCOME
WEEKLY - CONTINUED				
		<ul style="list-style-type: none"> Prepare Notice of Decision in follow-up to MPC decision and mail to applicant. Prepare Adjacent Landowner Notification package (includes letter to adjacent landowner, FOIP Notice of Decision, FOIP Development Permit Application, Location Map) and mail to adjacent landowners. If no appeals are received during the 14-day appeal period, draft and issue Development Permit to the applicant. Forward a copy of the issued Development Permit to the County's Assessor, Safety Codes Agency, Gas Department and Peace Officer. Update Development Permit Listing. 		
3.5-5 hours	Field Work/Research	<ul style="list-style-type: none"> Conduct site inspections, capture photos and research background documents as required on newly received applications. <ul style="list-style-type: none"> Development: Review is completed to ensure: lands aren't subject to flooding, proposed development is setback appropriately from steep slopes, approaches meet County standards (confer with Public Works), rural addresses are assigned as necessary (confer with Peace Officer), availability of sufficient gas to meet the needs of the proposed development (if insufficient, place a condition on the Development Permit that any servicing costs shall be borne by the developer). Subdivision: Review is completed to ensure: lands aren't subject to flooding, any undevelopable areas in the tentative plan for subdivision are dedicated as Environmental Reserve, any lands to be dedicated as Municipal Reserve are able to be developed as parks, playgrounds or schools, approaches meet County standards, availability of sufficient gas to meet the future needs of a multi-lot subdivision (if insufficient, place a condition on subdivision approval that any gas-servicing costs shall be borne by the developer). 	<ul style="list-style-type: none"> Travel to sites where development permits have been issued and conduct inspections to determine compliance with permits. 	<ul style="list-style-type: none"> Investigate and identify potential problems with a site before a Development Permit has been issued. Advise landowner before conducting a site inspection on their property. Follow-up on whether or not conditions of a Development Permit are being met.

PLANNING AND DEVELOPMENT: WORK PLAN 2022 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	ELEMENTS: TASKS DUTIES	VERIFIED OUTCOME
WEEKLY - CONTINUED				
1 hour	Accounting	<ul style="list-style-type: none"> Coding of Purchased Goods/ Advertising/ Invoices. 	<ul style="list-style-type: none"> Review and pay invoices and code the expenses to the applicable GL account. 	<ul style="list-style-type: none"> Monitor and control expenditures of funds in accordance with the approved budget set by County Council.
1-2 hours	Manager's Meetings	<ul style="list-style-type: none"> Prepare report and attend weekly Manager's Meeting Report. Distribute report to the Planning and Development Assistant and assign tasks. 	<ul style="list-style-type: none"> Review departmental projects and prepare report to meeting. Attend weekly meeting. 	<ul style="list-style-type: none"> Keep informed on current initiatives and coordinate activities with other departments when necessary.
1-2 hours	Strategic Plan	<ul style="list-style-type: none"> Review tasks assigned to the Planning and Development Department and ensure that follow up is completed. 	<ul style="list-style-type: none"> Ensure that departmental projects align with the Strategic Plan wherever possible. 	<ul style="list-style-type: none"> Monitor tasks and report updates to CAO.
1-2 hours	Heritage	<ul style="list-style-type: none"> Meet and/or respond to inquiries relating to heritage/historic resources. Attend Heritage Board Meetings 	<ul style="list-style-type: none"> Process Heritage Intervention Permits and Municipal Historic Resource Designation Bylaw requests. Attend Heritage Board Meetings and conduct follow-up from meetings where applicable. 	<ul style="list-style-type: none"> Ensure inquiries are responded to in a timely manner.
6-8 hours/ application	Subdivision Application referrals from Subdivision Authority (Municipal Planning Services)	<ul style="list-style-type: none"> Review application and provide comments to ensure compliance with Statutory and Non-Statutory Plans. Discuss files with applicable department heads as needed. Compile adjacent landowners list for referral of subdivision application. Complete referral documents, scan to computer and send to Subdivision Authority. Coordinate approach inspections with the County Road Foreman once subdivisions have received conditional approval. Draft and print a Development Agreement for each subdivision file and meet with applicants to execute the Agreement. <p><i>Continued below</i></p>	<ul style="list-style-type: none"> Meet with landowners who are interested in subdivision. Provide application forms and information to landowners Review referred file and provide comments to MPS. Follow-up with applicants after conditional approval. 	<ul style="list-style-type: none"> Ensure subdivision applications are being processed within the 60 day timeframe as mandated by the MGA Ensure that all approaches are inspected and approved by the Road Foreman prior to endorsement of subdivision. Track received securities on a spreadsheet.

Planning & Development Department: Work Plan

MANAGEMENT

PLANNING AND DEVELOPMENT: WORK PLAN 2022 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	ELEMENTS: TASKS DUTIES	VERIFIED OUTCOME
WEEKLY - CONTINUED				
		<ul style="list-style-type: none"> Follow-up meeting, letters and phone calls with the applicant as required to aid with the facilitation of completing conditions of subdivision approval. Conduct final review of subdivision file to ensure that all conditions have been completed by the applicant. Collect Subdivision Fees as per County Bylaw 1387-20: Planning and Development Fees. Prepare a letter of endorsement and send to the Subdivision Authority once satisfied that all conditions of the approval have been met. 		<ul style="list-style-type: none"> Ensure each Development Agreement is scanned and saved in the electronic subdivision file folder. File a copy with subdivision file.
1 hour	Safety Codes Permits	<ul style="list-style-type: none"> Make copies of applications available to customers. Serve as a liaison between The Inspections Group Inc., office staff and safety codes officers for processing of safety codes permits with ratepayers and natural gas department. As contract manager, ensure the contract with The Inspections Group Inc. (Safety Codes Agency) is monitored and adhered to. The contract ends on December 31, 2021 with Village of Vilna, Village of Waskatenau, and Town of Smoky Lake. 	<ul style="list-style-type: none"> Review issued permits and file accordingly. Manage QMP and Safety Codes Agency Contract. Complete Annual Internal Review. 	<ul style="list-style-type: none"> Ensure that the safety codes agency is fulfilling their contractual obligations in accordance with our UQMP (Uniform Quality Management Plan).
1 hour	Enforcement	<ul style="list-style-type: none"> Work with CAO/Peace Officer on any enforcement actions necessary to achieve compliance with the Land Use Bylaw or the conditions of a development approval or subdivision approval. Review previously issued Development Permits to ensure compliance. 	<ul style="list-style-type: none"> Conduct site inspections as necessary and draft letters & Stop Orders when warranted. 	<ul style="list-style-type: none"> Ensure appropriate documentation is tracked and filed appropriately for any enforcement related issue or issued Stop Order.
TOTAL WEEKLY HOURS = 28-40 DEPENDING ON # OF DEVELOPMENT/SUBDIVISION APPLICATIONS IN PROGRESS				
MONTHLY				
3-4 days	Heritage	<ul style="list-style-type: none"> Attend SLCRHB (Smoky Lake County Regional Heritage Board) Meeting as required to provide updates. Review and process applications for Heritage Resource Intervention Permits. Preparation of Municipal Heritage Designation Bylaws and development of Heritage Policies. Liaison with Provincial Heritage Branch and SLCRHB regarding heritage issues. Record management of Municipal Heritage Designation Bylaws into the Provincial HERMIS (Heritage Resource Management Information System). <p><i>Continued below</i></p>	<ul style="list-style-type: none"> Process Heritage Intervention Permits and applications for Municipal Historic Resource Designation Bylaws as necessary. Attend Heritage Board meetings and conduct follow-up when applicable. 	<ul style="list-style-type: none"> Ensure that all SLCRHB members are informed in a timely manner of ongoing projects. Ensure that all ratepayers are informed on the process of designating Municipal Historic Resources.

Planning & Development Department: Work Plan

MANAGEMENT

PLANNING AND DEVELOPMENT: WORK PLAN 2022 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	ELEMENTS: TASKS DUTIES	VERIFIED OUTCOME
MONTHLY - CONTINUED				
		<ul style="list-style-type: none"> Carry out any initiatives as required on the 20 Year Action List – Heritage Management Plan in conjunction with SLCRHB. Advertise and seek new membership for SLCRHB as required. Ensure board is adhering to Smoky Lake County Bylaw No. 1236-11. 	<ul style="list-style-type: none"> Provide support to other heritage projects on an as-needed basis. 	<ul style="list-style-type: none"> Ensure heritage records are kept up to date and recorded as a caveat at the Land Titles Office on title once a property is designated.
1-2 days	Municipal Planning Commission	<ul style="list-style-type: none"> Prepare and photocopy packages for MPC review and consideration. Notify appropriate members when agenda package is released and deliver as necessary. Attend MPC meetings and make presentations as required. Send follow up letter to applicant regarding MPC's (Development Authority) decision. Prepare Adjacent Landowner Notification package. 	<ul style="list-style-type: none"> Prepare materials for MPC meetings as necessary. Conduct post-meeting follow-up (mail Notice of Decision to applicant; advertise Notice of Decision in newspaper and send to adjacent landowners) 	<ul style="list-style-type: none"> Ensure packages are released to appropriate Council members in a timely manner to allow sufficient time to review.
0.5 hour	Office Supplies	<ul style="list-style-type: none"> Review and order office supplies as needed for department. Research best quality and prices. 	<ul style="list-style-type: none"> Conduct an inventory of office supplies and order more as needed. 	<ul style="list-style-type: none"> Ensure the appropriate tools are available for use.
1-3 hours	Safety Codes Permits	<ul style="list-style-type: none"> Monitor and update UQMP (Uniform Quality Management Plan). Ensure agency under contract is completing their obligations. Code invoices as permits are closed by agency. File closed permits in order to prepare for Safety Codes Audit. (Conduct Internal Audit. Yearly and Municipal Affairs Audit. Every 3 years. File closed permits every 3 years in the land file. Draft Request for Proposals for Safety Codes Act Services when contract expires. 	<ul style="list-style-type: none"> Review issued permits and file accordingly. Manage QMP and Safety Codes Agency Contract. 	<ul style="list-style-type: none"> Ensure audits are performed to ensure compliance monitoring is being conducted according to the Municipal Affairs/Safety Codes Council standards.
4-5 hours	Monthly Council Report	<ul style="list-style-type: none"> Prepare Monthly Council Report. 	<ul style="list-style-type: none"> Provide updates on departmental projects and activities through Council report. 	<ul style="list-style-type: none"> Maintain record of each Council Report.
4 hours	Council Action List	<ul style="list-style-type: none"> Update Action List as required. 	<ul style="list-style-type: none"> Follow-up on Council decisions related to planning and development matters. 	<ul style="list-style-type: none"> Maintain electronic record of each P&D Action List.

Planning & Development Department: Work Plan

MANAGEMENT

PLANNING AND DEVELOPMENT: WORK PLAN 2022 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	ELEMENTS: TASKS DUTIES	VERIFIED OUTCOME
MONTHLY - CONTINUED				
3 hours	Compliance Certificates	<ul style="list-style-type: none"> Obtain 2 originals of the Real Property Report as per County Policy 61-12: <i>Compliance Certificates</i>. Verify the zoning of the property. Review Land Use Bylaw setbacks to ensure the existing building meet the LUB. Prepare compliance certificate or letter. Ensure that a signed copy is filed in the land file and uploaded into Webmap. 	<ul style="list-style-type: none"> Process requests for compliance certificates. Review Real Property Report for compliance with LUB and draft letter of compliance/non compliance accordingly. 	<ul style="list-style-type: none"> Main electronic record of each signed Compliance Certificate.
1 day	Monthly Council Meeting	<ul style="list-style-type: none"> Attend Council meeting and update Council on Planning and Development Matters 	<ul style="list-style-type: none"> Present departmental report to Council and provide recommendations on planning and development related matters. 	<ul style="list-style-type: none"> Ensure that Council is kept informed on Planning and Development matters.
1 day NEW	Monthly Departmental Meeting	<ul style="list-style-type: none"> Attend Departmental meeting and update Council on Planning and Development Matters 	<ul style="list-style-type: none"> Prepare Departmental report monthly Departmental Meeting. 	<ul style="list-style-type: none"> Ensure that Council is kept informed on Planning and Development matters.
1 day NEW	Monthly RCDC Meeting	<ul style="list-style-type: none"> Attend RCDC meeting to be kept apprised of economic development matters and how they relate to P&D 	<ul style="list-style-type: none"> Attend RCDC meetings and provide input when asked 	<ul style="list-style-type: none"> Ensure consistency between economic development initiatives and P&D
2-3 hours	Safety Committee	<ul style="list-style-type: none"> Attend the monthly Safety Committee Meeting Prep for meeting (Kyle is Chair) 	<ul style="list-style-type: none"> Prepare departmental report to Safety Committee and attend the monthly meeting of the Committee. 	<ul style="list-style-type: none"> Help ensure a safe & secure workplace
1-2 hours NEW	Dock Permits	<ul style="list-style-type: none"> Processing letters for dock permits 	<ul style="list-style-type: none"> Review applications of municipal approval and issue letters to applicants. 	<ul style="list-style-type: none"> Issued letters
TOTAL MONTHLY HOURS = 40-50 DEPENDING ON # OF DEVELOPMENT/SUBDIVISION/REZONING/COMPLIANCE CERTIFICATE APPLICATIONS IN PROGRESS				
ANNUALLY				
7-10 hours	Accounting	<ul style="list-style-type: none"> Ensure that all Planning & Development invoices are received and coded prior to the County's year end. <p><i>Continued below</i></p>	<ul style="list-style-type: none"> Review and pay invoices and code expenses to the appropriate GL account. 	<ul style="list-style-type: none"> Ensure that proper financial reporting is completed according to County policy and practice.

Planning & Development Department: Work Plan

MANAGEMENT

PLANNING AND DEVELOPMENT: WORK PLAN 2022 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	ELEMENTS: TASKS DUTIES	VERIFIED OUTCOME
ANNUALLY - CONTINUED				
		<ul style="list-style-type: none"> Ensure that Smoky Lake County Regional Heritage Board (SLCRHB) has prepared and submitted their year-end financial statements and yearly expenses to the Finance Manager. Answer any P&D related audit questions from the County's auditors. 		
1-2 hours	Memberships	<ul style="list-style-type: none"> Renew memberships to ADOA, CPAA, APPI and other related memberships as required. 	<ul style="list-style-type: none"> Remit payment to the various organizations that the P&D Department is a member of. 	<ul style="list-style-type: none"> Maintain membership standing in professional organizations.
1-2 days	Work Plan	<ul style="list-style-type: none"> Review the previous year's work and update work plan to ensure it accurately reflects the Department's work. Present same to CAO/ACAO for review. Present same to Council as a management policy. 	<ul style="list-style-type: none"> Update Work Plan to reflect completed projects, new projects added and to review the number of hours/days dedicated to each task to ensure it accurately reflects the Department's work load. 	<ul style="list-style-type: none"> If the work plan is current, it should accurately reflect workload, demands, and priorities of the Department.
5-7 days	Budget Planning	<ul style="list-style-type: none"> Research and prepare the Department's budget needs for the following year. 	<ul style="list-style-type: none"> Review proposed projects for the next year and historical expenses/revenues to determine the Departmental budget requirements. 	<ul style="list-style-type: none"> Attend Budget Meetings and present same as required.
8-10 days	Grants	<ul style="list-style-type: none"> Research and make application to applicable P&D related grants. Prepare reports as required for approved grants. 	<ul style="list-style-type: none"> Complete grant application forms and prepare any required follow-up documentation for received grants. Complete invoicing related to grant applications. 	<ul style="list-style-type: none"> Ensure grants are applied for within the appropriate timelines.
2-3 days	Business License	<ul style="list-style-type: none"> Issue new business licenses throughout the year as needed. Conduct a telephone survey and hold a meeting with Council on the review of issuance of business licenses 	<ul style="list-style-type: none"> Review applications for business licenses and issue licenses to approved businesses. 	<ul style="list-style-type: none"> Ensure business license listing is up to date.
1 day	Annual Safety Meeting	<ul style="list-style-type: none"> Attend annual safety meeting. Report unsafe conditions or work to supervisor to resolve. 	<ul style="list-style-type: none"> Attend annual safety meeting. 	<ul style="list-style-type: none"> Keep informed on safety practices/policies of the County.

Planning & Development Department: Work Plan

MANAGEMENT

PLANNING AND DEVELOPMENT: WORK PLAN 2022 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	ELEMENTS: TASKS DUTIES	VERIFIED OUTCOME
ANNUALLY - CONTINUED				
3-4 days	CPAA Conference	<ul style="list-style-type: none"> Attend annual Community Planning Association Conference in April/May of each year. 	<ul style="list-style-type: none"> Attend CPAA Conference and provide a training report to Council following the conference. 	<ul style="list-style-type: none"> Attend and take notes at conference for future reference. Explore networking opportunities.
3-4 days	ADOA Conference	<ul style="list-style-type: none"> Attend annual Alberta Development Officer's Association Conference in September/October of each year. 	<ul style="list-style-type: none"> Attend ADOA Conference and provide a training report to Council following the conference. 	<ul style="list-style-type: none"> Attend and take notes at conference for future reference. Explore networking opportunities.
3-4 days	APPI Conference	<ul style="list-style-type: none"> Attend Alberta Professional Planners Institute Conference in October of each year. 	<ul style="list-style-type: none"> Attend APPI Conference and provide a training report to Council following the conference. 	<ul style="list-style-type: none"> Attend and take notes at conference for future reference. Explore networking opportunities.
2-3 days NEW	RMA Conference (Fall/Spring)	<ul style="list-style-type: none"> Attend the Rural Municipalities' Association Conference 1-2 times per year 	<ul style="list-style-type: none"> Attend RMA Conference and provide a training report to Council following the conference. 	<ul style="list-style-type: none"> Attend and take notes at conference for future reference. Explore networking opportunities.
8-10 days	Workshops/Planning Sessions	<ul style="list-style-type: none"> Attend meetings on regional planning initiatives and meetings with the County's planner as required to keep current. 	<ul style="list-style-type: none"> Attend workshops and planning sessions on planning and development related matters and provide a training report to Council. 	<ul style="list-style-type: none"> Attend and take notes at conference for future reference.
6-10 days	Open Houses/Public Hearings/Public Meetings	<ul style="list-style-type: none"> Schedule and attend Open Houses/Public Hearings/Public Meetings regarding various Planning and Development matters. Prepare presentations and documentation for these meetings. 	<ul style="list-style-type: none"> Attend various Open Houses and Public Hearings and Meetings as necessary. 	<ul style="list-style-type: none"> Fulfill public consultation obligations as mandated by the MGA/County policy.
4-6 days	ADOA Board Meetings	<ul style="list-style-type: none"> Attend Board of Director Meetings as the Vice President of the ADOA. 	<ul style="list-style-type: none"> Attend the quarterly ADOA Board meetings. 	<ul style="list-style-type: none"> Increase the profile of Smoky Lake County.
1-2 days	Law Seminar	<ul style="list-style-type: none"> Attend law seminar as required. 	<ul style="list-style-type: none"> Attend the annual law seminars as required and provide a training report to Council. 	<ul style="list-style-type: none"> Keep up-to-date on changes to MGA, etc.
1 day	Annual Employee Performance Appraisal for the Planning and Development Assistant	<ul style="list-style-type: none"> Prepare Employee Performance Appraisal Form and meet with the Planning and Development Assistant to discuss. 	<ul style="list-style-type: none"> Meet with the Planning Technician to discuss past year's performance and prepare a professional development plan for the following year. 	<ul style="list-style-type: none"> Planning and Development Assistant receives his annual review in a timely manner.
TOTAL ANNUAL DAYS = 40-60 DEPENDING ON # OF WORKSHOPS/PUBLIC HEARINGS/PUBLIC MEETINGS/OPEN HOUSES SCHEDULED				

Planning & Development Department: Work Plan

MANAGEMENT

PLANNING AND DEVELOPMENT: WORK PLAN 2022 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	ELEMENTS: TASKS DUTIES	VERIFIED OUTCOME
PERIODIC				
6-8 days per file	Road Closures and Cancellations	<ul style="list-style-type: none"> Review and discuss Road Closure/Cancellation request with applicant. Collect Road Closure/Cancellation Fee in accordance with County Bylaw 1387-20: Planning and Development Fees. Obtain landowner(s) consent to close/cancel road via a Letter of Consent. Determine whether Road Closure/Cancellation will be effect by resolution or bylaw. Draft and send third party referrals to all parties affected by road closure/cancellation and obtain consent from these parties. Prepare Request for Decision for resolution or bylaw as required. Prepare bylaw as needed. Prepare advertisement of closure/cancellation bylaw in accordance with Sec. 606 of the MGA. Hold a Public Hearing before 2nd/3rd readings. Update road closure listing at the beginning of each year and throughout the year as needed. Work within the allotted road closure budget. 	<ul style="list-style-type: none"> Draft Road Closure Bylaws and Resolutions and work in conjunction with surveyors and land titles to ensure proper registration of closure documents. 	<ul style="list-style-type: none"> Ensure that proper procedures as required by Alberta Transportation and Land Titles Office are followed to allow for quicker processing times.
2-3 days	Land Sales	<ul style="list-style-type: none"> Ensure that land sales comply with Section 70 of the MGA. Receive Expressions of Interest from ratepayers and review and discuss their application. Collect and track cash deposit as per County Policy 61-10-01 – Disposition of County Owned Property Circulate the Expression of Interest to department heads for comment. Obtain a current assessed value from the County's assessor. Prepare a Request for Decision, including compiled comments, with a recommendation to Council. Prepare an advertisement for newspapers/website if Council decides to sell the land in question. Prepare terms of the Agreement to Purchase and have signed by the Reeve, the CAO and the purchaser. Prepare a Notice to Transfer Land and have signed by the CAO. Update and maintain a list of County-owned lands for sale and review on an annual basis. 	<ul style="list-style-type: none"> Review applications to purchase County-owned lands. Prepare RFD for Council. 	<ul style="list-style-type: none"> Ensure that requests to purchase County-owned land are processed quickly and consistently. Ensure proper tracking is in place to follow up with land sales.

Planning & Development Department: Work Plan

MANAGEMENT

PLANNING AND DEVELOPMENT: WORK PLAN 2022 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	ELEMENTS: TASKS DUTIES	VERIFIED OUTCOME
PERIODIC - CONTINUED				
3-4 days	Land Filing	<ul style="list-style-type: none"> File Development Permits when all conditions have been complied with from the previous calendar year. File closed Subdivision Applications and Approvals as required. File completed Road Closure/Cancellations. File bylaws, caveats and Development Agreements as required. Ensure electronic copy has been scanned to appropriate electronic file. 	<ul style="list-style-type: none"> File all relevant permits and letters and documents in the appropriate land file. 	<ul style="list-style-type: none"> Ensure land filing is up to date and accurate.
2-4 days NEW	Land & Property Rights Tribunal	<ul style="list-style-type: none"> Review, prepare, and/or present to Municipal Government Board, when necessary. (Note: Time varies due to nature of the file) 	<ul style="list-style-type: none"> Attend hearings of the LPRT as necessary. 	<ul style="list-style-type: none"> Ensure County is represented professionally at the MGB Hearing.
6-8 days	Subdivision and Development Appeal Board	<ul style="list-style-type: none"> Review, prepare, and/or present to Subdivision and Development Appeal Board, when necessary. Prepare agenda packages for Board, appellant and the public. Notify the affected parties. Coordinate with the SDAB Secretary regarding the hearing date and decision. (Note: Time varies due to nature of the file) 	<ul style="list-style-type: none"> Represent the Development Authority before the SDAB as necessary. 	<ul style="list-style-type: none"> Ensure Development Authority and/or Subdivision Authority is represented professionally at the SDAB Hearing.
1 day	Land Title Transfer	<ul style="list-style-type: none"> Meet with the proponent to review process and timelines to have title transferred. Prepare agreements have same executed. Prepare appropriate documentation for land title transfers as required by Council resolution. Ensure that improvements have been completed as per agreement. Follow up on Spin II, Alberta Land Titles System to ensure titles has been transferred accordingly. File land transfer documents in the respective land file. 	<ul style="list-style-type: none"> Assist applicants with land transfers and other Land Titles issues as necessary. 	<ul style="list-style-type: none"> Monitor and ensure title is being transferred in a timely manner.
1-2 hours	Development Permit Follow-Up	<ul style="list-style-type: none"> Follow up to ensure all previously issued permits are being complied with and that all outstanding conditions have been completed (obtain copies of proper government approvals, Haul Road Agreement/Security, approach construction approvals, draft Development Agreements). 	<ul style="list-style-type: none"> Conduct site inspections and follow up as necessary. 	<ul style="list-style-type: none"> Ensure developer has complied with all conditions as set out in the Development Permit.
2-4 hours/month	Website/GIS Database	<ul style="list-style-type: none"> Review and update website/database as required in conjunction with GIS/Communications Director. 	<ul style="list-style-type: none"> Provide the GIS Technician and Communications Department with Planning and Development related data, materials and notices. 	<ul style="list-style-type: none"> Ensure P&D information on the website is current.

Planning & Development Department: Work Plan

MANAGEMENT

PLANNING AND DEVELOPMENT: WORK PLAN 2022 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	ELEMENTS: TASKS DUTIES	VERIFIED OUTCOME
PERIODIC - CONTINUED				
4-6 days	Policy Development	<ul style="list-style-type: none"> Research and analyze best practices and prepare policies for Planning and Development related issues. Review all Planning and Development related policies annually to ensure they are current with the best practices in the planning field. Ensure the Planning and Development Department is following all County policies. 	<ul style="list-style-type: none"> Prepare policies on an as-needed basis and in response to Council direction. 	<ul style="list-style-type: none"> Ensure that P&D department is working efficiently with current practices.
2-3 days per year	Planning and Development Corner - Bulletin Board (front reception area)	<ul style="list-style-type: none"> Update Planning and Development bulletin board with current planning initiatives, documents, forms and contact information. 	<ul style="list-style-type: none"> Ensure the bulletin board is stocked with up-to-date information and application forms. 	<ul style="list-style-type: none"> Provide up-to-date information regarding development in the County.
2-3 days per year	Planning and Development Brochures and Articles and P&D Report for Annual Booklet.	<ul style="list-style-type: none"> Prepare one page flyers on planning tips to assist developers, ratepayers with developing lands in Smoky Lake County. Prepare advertisements for Planning and Development related information. 	<ul style="list-style-type: none"> Prepare annual booklet report for the P&D Department and prepare brochures/info sheets on an as-needed basis. 	<ul style="list-style-type: none"> Inform the public of P&D Department's activities from the previous year. Educate ratepayers on P&D processes and procedures.
10-15 days per year	Planning Bylaw Amendments (LUB, ASP, IDP, etc.)	<ul style="list-style-type: none"> Prepare amendments to the County's planning bylaws as necessary. Prepare advertising required for Public Hearings involving planning bylaw amendments. Prepare and attend Public Hearings/Council meetings related to proposed bylaw amendments. 	<ul style="list-style-type: none"> Conduct background research and draft amendments. Comply with the processes set out in the LUB and the MGA. 	<ul style="list-style-type: none"> Ensure that planning bylaw amendments are processed in a consistent and efficient manner.
TOTAL ANNUAL DAYS = 50-70 DEPENDING ON # OF DEVELOPMENT/SUBDIVISION/REZONING APPLICATIONS IN PROGRESS				
PROJECTS CARRIED OVER FROM PREVIOUS YEAR(S)				
TBD	Waskatenau Nuisance Grounds	<ul style="list-style-type: none"> Assist with an application to remove/reduce the 300m development setback. Facilitate the sale of the property. 	<ul style="list-style-type: none"> Process purchase agreement and advocate to have the setback reduced/eliminated. 	<ul style="list-style-type: none"> Resolve nuisance grounds buffer issues to allow future development of adjacent lands and complete the Intermunicipal Development Plan with the Village of Waskatenau.
TBD	Intermunicipal Development Plans & Intermunicipal Collaborative Frameworks	<ul style="list-style-type: none"> Work with the Town of Smoky Lake to update the existing Intermunicipal Development Plan to reflect the recently adopted Victoria District Economic Development Plan. 	<ul style="list-style-type: none"> Prepare new policies for inclusion in the IDP with the Town. 	<ul style="list-style-type: none"> Revise IDP with Town to encourage tourism businesses and potential population growth.

Planning & Development Department: Work Plan

MANAGEMENT

PLANNING AND DEVELOPMENT: WORK PLAN 2022 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	ELEMENTS: TASKS DUTIES	VERIFIED OUTCOME
PROJECTS CARRIED OVER FROM PREVIOUS YEAR(S)-Continued				
TBD	Edward Road Closure and Survey	<ul style="list-style-type: none"> Bylaw 1325-18 was given First Reading on June 24, 2021, to close portions of "First Ave" and "Main St" in the Hamlet of Edward. The Bylaw has been forwarded to the Minister of Transportation for approval before being forwarded to Council for Second and Third and Final Reading. Once passed, the Planning and Development Department will engage MPS to proceed with the transfer and consolidation of these closed portions of road with the adjacent properties. 	<ul style="list-style-type: none"> Work with the applicants and surveyor to have the necessary documents registered with land titles. 	<ul style="list-style-type: none"> Forward the request to Council for consideration and then implement the decision.
TBD	Victoria District Economic Development Strategy	<ul style="list-style-type: none"> Complete creation of the Municipality-Controlled Corporation and Limited Partnership documents Continue to meet with potential tourism partners/entrepreneurs/developers and build relationships with them as the strategy is implemented 	<ul style="list-style-type: none"> Assist the legal team in the creation of the documents necessary for the creation of the MCC/Limited Partnership. 	<ul style="list-style-type: none"> Creation of the MCC and Limited Partnership
TBD	Pursuance of designation of the North Saskatchewan River as a Canadian Heritage River	<ul style="list-style-type: none"> 111-19: That Smoky Lake County provide a letter of support for the Canadian Heritage River System, which is a joint program administered by the federal, provincial and territorial governments to conserve and protect the best examples of Canada's river heritage, to give them national recognition, and to encourage the public to enjoy and appreciate them, in response to the email received from Katherine Finn, Manager, North Saskatchewan River Basin Council, dated October 16, 2019. In Fall 2019, Smoky Lake County relaunched this stalled Watershed Alliance (NSWA) initiative. In Fall 2020, Minister Nixon provided a letter endorsing the project, which kick-started a nomination document. Last November 2021, the P&D Dept. presented the Nomination Document to the inter-provincial/federal Canadian Heritage Rivers System Board, which accepted the nomination, and recommended it back to the Minister of Alberta Environment and Parks (AEP) for final consideration In 2022, we will publish a Request for Proposal to complete a subsequent river study required to complete the designation. 	<ul style="list-style-type: none"> Prepare the necessary documentation to have the NSR designated as a Heritage River and conduct consultation with stakeholder groups to this end. 	<ul style="list-style-type: none"> The Designation aligns with the County's Economic Development Strategy which leverages heritage assets and resources as a driver of tourism. Leverages heritage assets and resources as a driver of tourism, recreation and community wellness, and reconciliation.

Planning & Development Department: Work Plan

MANAGEMENT

PLANNING AND DEVELOPMENT: WORK PLAN 2022 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	ELEMENTS: TASKS DUTIES	VERIFIED OUTCOME
PROJECTS CARRIED OVER FROM PREVIOUS YEAR(S)-Continued				
TBD	AEP Approvals	<ul style="list-style-type: none"> Obtain the necessary approvals (Wafer Act and Public Lands Act) from Alberta Environment and Parks for the County's boat launches located on the North Saskatchewan River and to deal with erosion at Mons Lake. Motion #309-12: That Smoky Lake County submit the appropriate application to Alberta Environment and Parks to renew the disposition for a 25-Year Recreation Lease for the lands legally described as NW-24-60-17-W4M (Brodyk Lake Recreation Area), in respect to Disposition No. REC 170005, expiring on January 1, 2023. Motion #310-21: That Smoky Lake County submit the appropriate application to Alberta Environment and Parks to renew the disposition for a 25-Year Recreation Lease for the lands legally described as NE-34-61-17-W4M (Island Lake Campground), in respect to Disposition No. REC 170007, expiring on November 13, 2022. Motion #313-21: That Smoky Lake County submit the appropriate application to Alberta Environment and Parks to renew the disposition for a 25-year Department License of Occupation (DLO) for the lands legally described as NE-20-61-17-W4M (Hanmore Lake Boat Launch), in respect to Disposition No. DLO 170189, expiring on September 3, 2022. 	<ul style="list-style-type: none"> Work with consultant and surveyors to prepare the necessary documents to have the AEP approvals and renewals processed and approved. 	<ul style="list-style-type: none"> Infrastructure improvements are authorized by AEP and allow the County to continue accessing the River for emergency management and recreation purposes. REC Lease Dispositions are in place for the County's campgrounds.
TBD	Dark Skies	<ul style="list-style-type: none"> 213-20: That Smoky Lake County proceed with investigating the feasibility and next steps of pursuing a Nomination of, and Designation as, a Dark Sky Community under the International Dark-Sky Association (IDA), for the purpose of providing leadership in reducing light pollution and promote responsible outdoor lighting that is beautiful, healthy and functional. The P&D Department completed initial round of public engagement in June 2021, with results published in a What We Heard Report. We have also been working with the Edmonton-based Royal Astronomical Society of Canada (RASC) Observatory to schedule dark sky measurements in Winter 2022 which will help inform next steps. Any necessary dark sky bylaws could be considered as a Land Use Bylaw Amendment in Fall 2022. Target completion: Fall/Winter 2022. 	<ul style="list-style-type: none"> Work with the International Dark Skies Association to develop appropriate policies for inclusion in the County's Land Use Bylaw, Municipal Development Plan and other planning documents that will assist with the pursuance of a Dark Skies Designation. 	<ul style="list-style-type: none"> Potential designation as a Dark Sky Community will help compliment the goals and objectives of the Victoria District Economic Development Strategy and to promote increased tourism in the County.

PLANNING AND DEVELOPMENT: WORK PLAN 2022 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	ELEMENTS: TASKS DUTIES	VERIFIED OUTCOME
PROJECTS CARRIED OVER FROM PREVIOUS YEAR(S)-Continued				
TBD	Wetland Replacement Program MOU	<ul style="list-style-type: none"> 227-20: That Smoky Lake County authorize administration to proceed to execute a Memorandum of Understanding (MOU) with Alberta Environment and Parks (AEP) in support of identifying potential wetland replacement projects for the purposes of the Wetland Replacement Program. Work with Public Works Department and AEP to determine potential locations for wetland replacement. 	<ul style="list-style-type: none"> Identify projects that will satisfy the requirements of the Program and assist landowners with their applications. 	<ul style="list-style-type: none"> Address flooding problems and create potential opportunities for recreation and education.
TBD	Lake Subdivision Signage/ Hamlet Access Signs	<ul style="list-style-type: none"> Signs have been fabricated for the lake subdivisions and locations for placement have been identified. Public Works Department to install signs during Spring 2022. Hamlet Access Signs have been designed and site visits will be conducted during Spring 2022 prior to ordering the signs. 	<ul style="list-style-type: none"> Coordinate the placement of lake subdivision and hamlet signage with the Public Works Department. 	<ul style="list-style-type: none"> Provide signage to show location of lots. Easier for first responders to locate properties.
TBD	Public Land Sale Application	<ul style="list-style-type: none"> 961-20: That Smoky Lake County Administration proceed, at no cost to the County, with a Public Land Sale (PLS) Application in conjunction with the Metis Nation of Alberta (MNA) or its designate as a co-applicant, for the Crown Land (Grazing Permit #787758) encompassed within the North Part of River Lot 10, Victoria Settlement, encompassing approximately 47 acres more or less, in accordance with applicable legislation, including the Alberta Public Lands Act RSA 2000, Ch. P-40, and update the legal description within the proposed Smoky Lake County Bylaw No. 1380-20, as per the information provided by Alberta Land Titles in preparation for the next Public Hearing. An application (PLS2000211) has been filed with Alberta Environment and Parks and is currently underway. Target completion: 2023. 	<ul style="list-style-type: none"> Work with representatives of the MNA and Alberta Environment and Parks to prepare the necessary documentation in order facilitate the transfer. 	<ul style="list-style-type: none"> Assist the MNA with its application to purchase Public Land, allowing the County to foster its relationship with the MNA and to encourage additional opportunities for tourism and economic development, in pursuance of the goals and objectives of the Victoria District Economic Development Strategy.
TBD	Safety Codes Annual Internal Review	<ul style="list-style-type: none"> Prepare the 2022 Annual Internal Review by the end of March 2022, as is required by the Safety Codes Council. 	<ul style="list-style-type: none"> Compile permit information and complete the Annual Internal Review form and submit to the Safety Codes Council by March 31st. 	<ul style="list-style-type: none"> Provide ratepayers with efficient Safety Codes Act inspections service.
TBD NEW	Trails Strategy	<ul style="list-style-type: none"> Motion #1305-21: That the Smoky Lake County Council accept the verbal progress update on the Lake Trails Strategy project initiated by Council's June 24, 2021, Motion #953-21, in respect to creating an inventory of <p><i>Continued below</i></p>	<ul style="list-style-type: none"> Compile an inventory of all of the trails located within the County 	<ul style="list-style-type: none"> To develop a comprehensive trails strategy that will create a hierarchy of

PLANNING AND DEVELOPMENT: WORK PLAN 2022 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	ELEMENTS: TASKS DUTIES	VERIFIED OUTCOME
PROJECTS CARRIED OVER FROM PREVIOUS YEAR(S)-Continued				
		all trails located on Municipal Reserve, Environmental Reserve or on County Lands, and acknowledge further information will be brought forward once it is finalized. Inventory to include location of trails, types of trails (i.e. use type), surface type, condition of trail, etc.	and assess their condition, use, category, materials, etc. Develop a trails strategy that addresses user groups, types of uses, maintenance schedule, investments, etc.	trails within the network and detail maintenance schedule.
TBD NEW	Land Use Bylaw/ Municipal Development Plan Renewal	Smoky Lake County Land Use Bylaw 1272-14 was adopted on December 4, 2014. Smoky Lake County Municipal Development Plan 1249-12 was adopted on January 31, 2013. Good planning practice is to conduct a thorough review/adopt a new LUB every 5 years. Good planning practice is to conduct a thorough review/adopt a new MDP every 10 years.	Conduct a thorough review of the LUB/MDP and create policy options for consideration by Council.	Conduct a thorough review of both the LUB/MDP and, if necessary, adopt a new LUB/MDP.
TBD NEW	RV Resort Strategy/LUB Amendment	P&D will introduce recommendations for changes to provisions contained within the LUB/MDP pertaining to RV campgrounds/resorts. Administration has completed a review of other jurisdictions to determine how to approach these types of developments and address the concerns raised by ratepayers while also providing certainty to prospective developers.	Conduct a jurisdictional scan of similar municipalities to determine what policies they have related to RV parks/resorts. Develop a proposed amendment to the County's LUB to address this issue.	Create a separate Land Use District in the LUB that contains provisions to address RV Resort developments.
TBD NEW	Design (Engineering) Standards- ACP Grant Application.	P&D has submitted an ACP Grant application for the development of regional design/engineering standards for new subdivisions. Smoky Lake County currently has Design Standards developed in the 1970's that require updating. The Villages and the Town do not currently have standards but wish to have them.	If the grant is approved, put out an RFP for the development of the standards.	Creation of a document that contains development standards and guidelines for new subdivisions and infrastructure projects.
TBD NEW	Joint Use and Planning Agreements (JUPA)	On June 10, 2020, the Municipal Government Act was amended to require municipalities to enter into Joint Use Planning Agreements with school boards by June 10, 2023. CAO and Planning & Development Department to contact school boards to initiate discussions. Smoky Lake County does not have any schools, however, Aspen View owns two parcels of land that may be subject to these new requirements.	If required, create Joint Agreement between the County and the school boards.	Have a Joint-Use Planning Agreement in place by the June 10, 2023 deadline (if necessary).

Planning & Development Department: Work Plan

MANAGEMENT

PLANNING AND DEVELOPMENT: WORK PLAN 2022 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	ELEMENTS: TASKS DUTIES	VERIFIED OUTCOME
PROJECTS CARRIED OVER FROM PREVIOUS YEAR(S)-Continued				
0-2 days per month NEW	North Saskatchewan Watershed Alliance (NSWA) Board of Directors	The North Saskatchewan Watershed Alliance (NSWA) is a not-for-profit organization that collaborates with a diverse range of stakeholders to find practical solutions to watershed issues. Under the Government of Alberta's Water for Life Strategy, NSWA is one of eleven Watershed Planning and Advisory Councils (WPACs) in Alberta. A Board of Directors, elected by members, guides the strategic planning of the NSWA Society, which celebrated its 20th anniversary in 2020. https://www.nswa.ab.ca/ o The Board of Directors meets at least quarterly, as does its sub-committees. o In June 2021, Kyle was elected for a three-year term as a Member-at-large of the NSWA Board of Directors. In January 2022, he also joined the Executive, filling a vacancy as Secretary, until the June AGM.	Attend Board meetings and report back to Council.	Inputs to Land Use Bylaw and Municipal Development Plan Refreshment Project Inputs to Heritage River Initiative. Inputs to Welland Replacement Program (WRP) Inputs to other Water Act Approvals.
0-2 days per month NEW	Alberta Development Officers Association (ADOA) Board of Directors	The Alberta Development Officers Association provides an opportunity for discussion, communication and education for Development Officers, and those persons designated as a development authority, in the Province of Alberta. o Jordan is currently the President of the ADOA. 3-day Annual Conference in September	Attend Board meetings and conduct duties as necessary and report back to Council.	Professional Development Emerging Legal Trends Best Practices
TBD NEW	Hillside Acres Site Visit (re: boat launch and lake access)	Conduct site visit to Hillside Acres to determine suitability of boat launch and lake access locations	Conduct a feasibility study to determine if a boat launch and/or lake access is possible Determine most cost-effective solution for providing access if feasible If Council chooses to proceed with providing access/boat launch, ensure that appropriate authorizations/approvals from AEP are obtained	Develop a plan to address the requests made by residents of Hillside Acres

Planning & Development Department: Work Plan

MANAGEMENT



SCHEDULE "B"

Smoky Lake County: Planning and Development Department: Manager Year - 2022

Personnel List

	Planning and Development Manager	Planning and Development Technician	Development Officer	SDAB Clerk	Heritage Planning
Jordan Ruegg					
Kyle Schole					

FULL TIME

Carried.

One Member of the Public, virtually joined the meeting, time 11:20 a.m.

Management Policy Statement No. 09M-01-11: Natural Gas Manager Work Plan

466-22: Gawalko

That Smoky Lake County's Management Policy Statement No. 09M-01-11: Natural Gas Manager Work Plan, be accepted as amended for Year 2022 as follows:

Title: Natural Gas Department: Natural Gas Manager Work Plan		Policy No.: 01-11	E
Section: 9 - M	Code: P - A	Page No.: 1 of 6	
Purpose:	To establish a Natural Gas Department Work Plan for the Smoky Lake County Natural Gas System.		
Policy Statement and Guidelines:			
STATEMENT:			
The Natural Gas Department Work Plan, <i>Schedule "A"</i> outlines the Work Schedule of Projects and duties on a daily, weekly, monthly, periodic and seasonal time frame which provides detail work to be undertaken in the Natural Gas System. Smoky Lake County Natural Gas Department: Personnel List, <i>Schedule "B"</i> outlines the department's personnel and job classifications.			
BENEFITS:			
The Natural Gas Department Work Plan of the Natural Gas Manager will provide the following benefits:			
<ul style="list-style-type: none"> ■ Broaden the portfolio of the Natural Gas System. ■ Good understanding of the process of the Natural Gas Department. ■ Increase efficiency and strengthen timeframe of deadlines. ■ Establishes accountability of the Program. ■ Communication Tool. 			
REVIEW:			
The Natural Gas Department Work Plan will be reviewed and presented to Council on an annual basis beginning of each year.			



SCHEDULE "A"

NATURAL GAS DEPARTMENT: NATURAL GAS MANAGER WORK PLAN 2022

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
DAILY				
2-8 Hours	Line locates	Locate and mark County gas lines for construction, seismic, and whoever is working by County gas lines	Insure gas lines are located and properly marked. Manpower of 2 to 3 men.	Eliminate the possibility of disrupted gas service due to damage lines.
2-6 Hours	Customer complaints	Gas odor calls, on-off readings of meters, listen to general complaints.	Answer customer questions, delegate duties, going out to customer residents.	Document and monitor service for improvements.
1-2 Hours	Documentation of jobs	Complete necessary documentation work completed.	Address and monitor tasks.	Accountability.
0.5 Hours	Daily Vehicle Inspections	Ensure vehicles are in safe working condition before operation.	Check fluids, lights, tires, visibility, etc.	Safe operating condition prior to driving.
1 Hour	Pre job meetings	Complete necessary paper work.	Identify and record hazards and control measures.	Safety at job site.
0.25 Hours	Mail/parcels	Pick up and deliver mail.	Pick up and deliver mail to Post Office as well as pick up parcels from Post Office and Pappy's.	Mail and packages are handled routinely and efficiently.
After Office Hours	On-Call	Man emergency phone.	Take after hour's emergency calls.	Continuance of gas service.
WEEKLY				
12 Hours	RMO Checks	Check RMO stations.	Record station operations, metering, meter oil levels, odorant, glycol, heaters, and line heaters.	Insure gas quality and operation of the station to insure continuous gas flow.
1.5 Hours	Management meeting	Meet with all management departments.	Update all departments of Natural Gas Department activities for the week.	Discuss and work with all departments. Help each other.
1-3 hrs.	Invoicing	Check Customer Service Requests.	Invoice for third party work.	Provides income for gas department.
1 hr.	Clean truck	Maintain a professional appearance.	Keep County vehicle clean.	Adhere to County Policy.
1 Hour	Utility Personnel Meeting	Communicate projects and tasks.	Work schedules reviewed for the week and month.	Education and monitoring.
2 Hour	Tool Box meeting	Communicate with all departments	Review any incidents and report weekly activities.	Learn from past experiences.
MONTHLY				
1 Hour	Magazine check	Explosive inventory.	Check and record inventory.	Legal requirement.
20 Hours	Odor sample	Checking for gas quality.	Take sniff tests at different locations from each RMO and record.	Ensures sufficient odor in gas line for customer safety and address legal requirements.
4 hrs.	Gas balancing	Check differences between bought gas and sold gas.	Document gas purchase verses gas sold.	Gives an indication of possible gas loss problems.
1-2 Hrs	Main Office Safety Meeting	Attend monthly office safety meetings.	Review any incidents and report monthly activities in office.	Safer work environment.

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NATURAL GAS DEPARTMENT: NATURAL GAS MANAGER WORK PLAN 2022 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
MONTHLY-Continued				
1-2 Hrs	Joint Health and Safety Meeting	Attend monthly Joint Health and Safety Meetings.	Review any incidents, report weekly activities, and review safety policies and correspondence.	Safer work environment.
32 hrs	AMR meters	Reading meters.	Download AMR meter to reader and read all installed AMR meters.	Takes 1 person approximately 4 days to read app. 1450 meters.
10 Hrs.	Meter readings	Reading meters.	Manually reading meters not on AMR.	2 people approximately 1 day.
8 hrs.	Managers reports	Manager report form.	Complete a manager's report for monthly council meeting.	Provide information for council and management.
8-24 Hours	Delinquent accounts	Collect arrears.	Collect overdue accounts or leave notice. Lock off if necessary for no payments.	Generate income.
1-8 hrs	Paperless billing	Set up customers monthly gas bills to be sent by email.	Send out notification that it is available, gather information from interested customers, and enter into our system.	Less paper consumed, less time spent folding and putting bill in envelopes, and less postage costs.
10 to 12 Days	Odorant	Deliver Odorant.	Deliver odorant to approximately 300 RMO's in 35 different Gas Co-ops.	Safety and income generating for the County.
PERIODIC				
2-3 Hours	Vehicle maintenance	Oil changes and general truck maintenance.	Assist in oil change and general repair when necessary.	Safe and well-maintained vehicle.
100 hrs	Conventions	Attend conventions.	Incorporate materials into Natural gas activities.	Education and communication.
8 hrs	Auditor documentation	Have documentation available for auditor.	Prepare spreadsheets and invoices for auditor.	Present council with end of year financial report.
16 hrs	Strategic plan	Quarterly report.	Document actions to fulfill the plan.	Communicate and educate.
80 hrs.	Equipment maintenance	Change oil, general repair and replacement.	Complete oil changes and lubrication.	Well maintained equipment works longer.
40 hrs	Utility meetings	Manager report.	Prepare request for decisions, agendas.	Communicate with council on activities happening in the department and natural gas industry.
40 hrs.	Budget meetings	Research information.	Prepare budgets for operating and capital purchases.	Long term financial stability.
20 hrs.	Replace defective gas meters	Replace gas meters if they have stopped reading gas.	Monitor readings monthly, inspect or replace meters that have stopped metering gas.	Accurate balancing and payment for gas used.
20 hrs.	Departmental meetings	Compile all information.	Prepare departmental work plan.	For all to know what the department does.
250 hrs.	Leak detection	Underground leaks.	Find and repair leaks.	Prevent gas loss and maintain public safety.
10 Hrs.	Job interviews	Interviewing for new staff	Advertise and arrange interviews.	Hire best available candidate when approved.
5 hrs.	Employee evaluations	Evaluate staff.	Complete documentation of evaluation.	Improve working relation and communication.

NATURAL GAS DEPARTMENT: NATURAL GAS MANAGER WORK PLAN 2022 - Continued:

Natural Gas Department: Natural Gas Manager Work Plan

MANAGEMENT

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC-Continued				
4 hrs.	Work plan	Plan for the upcoming year :2021.	Review work plans and make appropriate changes.	Submit to council annually.
40 hrs.	Prepare budgets	Budget meeting for Gas Department needs.	Evaluate capital and operational budget.	Meet with finance manager and council for approval.
8 Hours	Safety	Annual safety meeting.	Attend county wide safety meeting.	Review incidents, find remedies, communicate with all county staff on working safely.
20 to 40 Days	PFM check	Pressure meter factoring. Required legally.	Go to all PFM sets and make sure that proper pressure is going through the meter.	Insures accurate measurement of gas to customers.
5 to 10 Days	Public building inspections	Check public building where large groups of people gather.	Check churches, schools, halls, lodges, etc. for gas leaks within the buildings and appliance condition.	Safety to places where large groups of people may gather.
40 to 70 Hours	Cathodic protection	Perform test.	Test cathodic beds and sacrificial anodes. Replacing when necessary.	Protect metal gas lines from getting pin hole due to electrolysis.
16 Hours	Tetter bag samples	Collect sample bags of gas.	Take samples for each RMO at different locations, send away for a lab analysis.	Required legally. Provide documentation of gas quality.
151 hrs.	Compressed natural gas trailer	Provide compressed natural gas in emergency situations.	Travel to various locations with CNG trailer.	Provide emergency gas for other Gas Co-ops and Third-party jobs.
4 to 8 days	Budget	Capital and operating budget.	Work with finance and management to prepare budgets.	Approval by council for natural as department day to day operational finances and capital purchases.
8 to 40 Hours	Hydro Axing	Communicate with Public Works.	Check for grown in right-of-ways and give direction to Public Works on what needs to be trimmed.	Clean right of way for line walking, line locating and line repair.
80 to 800 Hours	Meter Recalls	Replace outdated meters. Legally required.	Replace outdated meter with a current sealed meter. Repair leaks.	Less gas loss and eliminates the yearly PFM checks.
40 to 60 Hours	End Pressure Test	Check pressures at various locations at end of lines.	Insert gauges at various locations and occasionally get readings.	Check if lines are delivering sufficient gas to customers.
60 Hours	GPS	New service's and Alterations.	GPS all new services and Alterations.	Used for GIS system and future use for line locating if tracer wire deteriorates.

NATURAL GAS DEPARTMENT: NATURAL GAS MANAGER WORK PLAN 2022 - Continued:

Natural Gas Department: Natural Gas Manager Work Plan

MANAGEMENT

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC- Continued				
25 hours	Other duties	Office.	Assist admin staff with misc. office duties such as filing, operating folding and postage machines, etc.	Make for good working relationship with office staff.
5 hours	Bank Deposit	Complete County deposit at Bank	Deliver the County bank deposit to the local bank for processing of cheques	Transfer of funds into County accounts.
8-60 hours	Training	Training for Operations	Attend various training courses offered. Some are required for operations, as well as renewal training for expired courses.	Enhance operations.
40 Hours	O & M Policy	Check if we are complying with the O & M Policies.	Fix, install or replace necessary equipment.	Comply with O & M Policy Manual Operations.
1-10 hours	Council Requests	Respond to Council requests.	Upon request of Council, respond or investigate based on situation	Comply and communicate with Council
60 Hours	Inventory	Take inventory at shop.	Physical count all inventory in our shop.	Monitoring for year-end.
SEASONAL				
May to November	Construction	Install gas lines.	Construct new gas services.	New customers.
May to November	Construction	Install underground lines.	Install underground secondary gas lines.	Generates an income and helps County customers.
May to November	Construction	Wash and bleach all equipment.	Wash and bleach equipment used in construction prior to crossing property lines.	Prevent the spread of Club Root by this department.
May to November	Sign installation	Replace and install new signs.	Install new sign at new construction crossings and replace old unreadable or damaged ones.	Make people aware of gas lines crossing roads, etc.
8 to 80 Hours	Cut and Caps	Terminate released lines.	Dig up gas lines that have been released, cut and cap the service.	Remove unwanted gas lines.
May to November	Maintenance	Maintain facilities.	Do maintenance on above ground facilities (Reg Stations, RMO's, etc).	Tighten the system, less leaks more profit.
ASSIGNMENTS				
15 Hrs.	Automatic Meter Readings	Group AMR meter customers.	Group AMR customers to Taps and individual regulating stations.	Use for gas loss and balancing
50 hours	Sign Repair	Repairing Natural Gas signage	Replace or repair existing Natural Gas signage throughout the County.	Better public image and better visibility to public.
May to November (when required)	Line Replacement	Upgrade/replace gas lines when deemed necessary	Installing larger gas lines to replace either undersized or defective gas lines.	Increase system capacity to allow for future expansion.



SCHEDULE "B"

Smoky Lake County: Natural Gas Department Year - 2022

Personnel List

	Gas Manager	Gas Servicemen	Labourer
Daniel Moric			
James Vezeau			
Barry Letwin			
Daniel Malysh			
William Gray			
Summer Labourer			

NOTE:

FULL TIME

SEASONAL

Carried.

Management Policy Statement No. 04M-01-12: Environmental Operations Work Plan

467-22: Fenerty

That Smoky Lake County's Management Policy Statement No04M-01-12: Environmental Operations Manager Work Plan, be accepted as amended for Year 2022 as follows:

Title: Environmental Operations Management Work Plan	Policy No.: 01-12
Section: 04 - M	Code: P - A
	Page No.: 1 of 11

Purpose:	To establish an Environmental Operations Work Plan for the Smoky Lake County for the Environmental Operations of Water, Wastewater and Waste Management Program.
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Policy Statement and Guidelines:

STATEMENT:

The Environmental Operations Management Work Plan, **Schedule "A"** outlines the Work Schedule of Projects and duties on a daily, weekly, monthly, periodic and seasonal time frame which provides detail work to be undertaken in the Environmental Operations for Water, Wastewater and Waste Management Program. Smoky Lake County Environmental Operations Department: Personnel List. **Schedule "B"** outlines the department's personnel and job classifications.

BENEFITS:

- The Environmental Operations Management Work Plan will provide the following benefits:
- Broaden the portfolio of the Environmental Operations of Water, Wastewater and Waste Management Program.
 - Good understanding of the process of the Environmental Operations of Water, Wastewater and Waste Management Department.
 - Increase efficiency and strengthen timeframe of deadlines.
 - Establishes accountability of the Program.
 - Communication Tool.

REVIEW:

The Environmental Operations of Water, Wastewater and Waste Management Work Plan will be reviewed and presented to Council on an annual basis beginning of each year.

Section 04-M

Policy: 01-12



SCHEDULE "A"

Environmental Operations Management: WORK PLAN 2022

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
DAILY				
½ Hour	Communication: Phone calls or emails from ratepayers, councilors and office.	Address issues regarding complaints or billing inquiries.	Inspect and Access provide reply if required.	Rectify and Document the issue.
¼ Hour	Organize daily projects.	Communicate plan, and safety concerns	As per assigned work.	Time sheets.
¼ Hour	Morning mail	Collect County mail.	Collect and or mail if required and pick up parcels.	Provide mail to front desk.
¼ Hour	Vehicle inspection	Check vehicle in the morning and when done for the day.	Go through checklist provided.	Fill out the checklist for future records. If there are issues with the vehicle report to the Shop Foreman to have rectified.
2 Hours	Check Warspite potable Water system	Monitor Chlorine content at plant and distribution system.	Collect samples from the plant and distribution system and test for total chlorine content. Calculate all chemical consumption. Monitor all chemical pumps, and visual inspection to assure all equipment is working properly.	Record all results on daily logs. Level 2 water distribution certification required.
1 Hour	Check Regional equipment at the Warspite system	Monitor pressures and chloramine residuals. If results are not efficient the operator will troubleshoot system.	Tend to adjustments required.	Record all results on daily logs. Level 2 water distribution certification required.
1 Hour	Monitor Warspite sewage lift station	Monitor pump operation and ensure level sensing electronics are in good operation.	Manually work pumps and have a visual check on water levels while pump is in operation. Clean out sewage traps, daily.	Record all results on the daily logs. Level 1 water sewer certification required.
2 hours	Check Spedden Water system	Monitor Chloramine content at plant and distribution system.	Collect samples from the plant and distribution system and test for chlorine content. Calculate all chemical consumption. Monitor all chemical pumps.	Record all results on daily logs. Level 2 water treatment required.
1.5 hours	Check regional equipment, at the Spedden facility	Monitor pressures and chloramine residuals. Tend to booster station. If results are not satisfactory the operator will trouble shoot system.	Tend to adjustments required. Communicate with St Paul County and assist and rectify if any issues come up.	Record all results on daily logs. Level 2 water distribution certification required.
1 hour	Check regional and distribution system at the Bellis Potable Truck fill	Monitor pressures and chloramine residuals. If results are not efficient the operator will troubleshoot the system.	Tend to adjustments required.	Record all results on daily logs. Level 2 water distribution certification required.

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Environmental Operations Management Work Plan

MANAGEMENT

Environmental Operations Management: WORK PLAN 2022- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
DAILY- Continued				
½ hour	Check on pumps and Booster station at the Smoky Lake regional station	Monitor pressure and chloramine residuals. Tend to the booster station. If results are not satisfactory the operator will trouble shoot the system.	Tend to adjustments required.	Record results on daily logs. Level 2 water distribution certification required.
½ hour	Check regional equipment and testing at the Vilna and Waskatenau water facilities	Collect water samples and testing for mono and free chloramine.	Tend to adjustments if required.	Record results on daily logs. Level 2 Water Treatment certification required.
1 hour	Tend to Regional Waterline First Calls	Allocate the first call to either Smoky Lake County, or the County of Thorhild.	Each County will mark or determine if the work proposed is not a conflict with the Regional Waterline, and notify the Contractor or Landowner.	Record each First Call ticket number and actions taken. Keep these records for 3 years.
½ hour	Edward booster station check	Monitor pressure and pump runtimes, assure system is properly operating.	Tend to adjustments is required.	Record results on daily logs. Level 2 water distribution certification required.
½ hour	Check on Warspite Booster station	Assure proper operation of pumps and monitor pressure.	Tend to adjustments when required.	Record results on daily logs. Level 2 water distribution certification required.
½ hour	Check Regional side of Whitefish Lake Reservoir.	Monitor water and chemical levels. Assure the system is in proper working order.	Tend to adjustments and visual inspections of system. Add chemicals when required.	Record results on daily logs. Level 2 water treatment required.
½ hour NEW	Supervising Vilna Potable water system.	Test chloramine residual entering the reservoir within the distribution system.	Review Vilna's operator in training paperwork and test results. Alberta Environment and Parks requires a daily check due to the poor reservoir conditions.	Level one water certification required. Record results
WEEKLY				
½ hour	Safety Meeting	Report Verbally.	Listen to safety issues that caused concern in the previous week and how to resolve, and report our department's plans for the week.	Communication tool Monitor.
1 hour	Managers Meeting	Verbally report to Management team of weekly direction and concerns.	Communicate with the other managers of weekly events. An opportunity to plan tasks with other departments and notice of events that may affect each department's weekly activities.	Management Communication
½ hour	Invoicing	Verify invoice to specific water or waste site.	Code, date and authorize.	Submit to appropriate office personnel.
10 hours	Water Testing and equipment calibration of Regional sites within Smoky Lake County	A sample is collected at each site and is tested regarding Mono Chlorine, Free Chlorine, and Free Ammonia. Each site Chloramine Analyzer must be calibrated weekly.	We would collect 3 samples at every site. Each sample will take 15 minutes to complete. Sites to be collected from are: Spedden, Vilna, Bellis, Smoky Lake, Warspite, and Waskatenau. Beakers, and test tubes are to be cleaned and Chloramine analyzers are to be recalibrated reflecting results. Time allocated reflects travel time.	Record results on weekly logs. Level 2 water distribution certification required.

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Environmental Operations Management Work Plan

MANAGEMENT

Environmental Operations Management: WORK PLAN 2022 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
WEEKLY - Continued				
9 hours	Enzyme substrate tests (Bac-T samples)	Collect water samples, and deliver to aspen health authority. Record all results on weekly log. Also collect coins in coin operated truck fill in Warspite	Collect water samples throughout the county, Waskatenau truck fill, Warspite potable and raw, Smoky Lake truck fill, Bellis potable and raw, Vilna Truck fill, Spedden potable, Spedden raw, and lakes with swimming facilities.	These samples are couriered to the Provincial Laboratory for public health, with the results sent back to the county. If results fail we would redo this process, and rectify the problem found immediately followed with a report to Alberta Environment.
½ hour	Flush Warspite distribution lines	Monitor chloramine residual at end of distribution line. If results are less than 0.5 mg/l we flush in order to bring the residual to an acceptable level.	Open hydrant and test for total chloramine, when the water reaches the desired level the valve is shut slowly and caps are replaced.	Record result on daily log sheet.
2 hours	Maintenance and calibrate testing equipment	Inspect, clean and follow manufacture guidelines for calibrating chlorine content meters, PH meters, and alkalinity meters.	Replace reference electrolyte cartridge in PH meter, mix a standards solution used to compare results.	Record all results on weekly logs.
2 hours	Wash and tidy service trucks	Maintain professional appearance of utility department.	Wash outside, inside, tidy service box, clean tools and restock supplies as needed.	Service truck is safe and maintains clean appearance.
½ hour	In house courier	We are asked to deliver packages to other municipal offices.	Since we must check the plants though out the county or attend meetings we will deliver packages to Waskatenau, Smoky Lake Vilna, Thorhild or St Paul.	Deliver and Drive safe.
2 hours	Shock truck fill wells	If Alberta Health notifies us of a sample that has contained Bacteria or E Coli the well is shocked and flushed.	If Bacteria is detected approximately a gallon of Hypochloral Chlorine is poured down the well and then tested the next week. If E Coli is detected the reservoir is flushed and drained and treated with bluestone. We retest and send off to the Alberta health lab that same day.	Follow up on resamples repeat if necessary. And document in the daily logs.
3 hours	Check on pumps and Booster station at the Egremont regional station	Monitor pressure and chlorine residuals. Tend to the booster station. If results are not satisfactory the operator will trouble shoot the system.	Adjust chlorine and ammonia pumps to ensure monochloramine levels are sufficient.	Record work done for future inquires. Service and maintain equipment.
24 hours	Skid Steer Operations	Have skid steer tend to clean ups around waste transfer stations and water facilities.	Push up dry waste pits and burn pits to provide more dumping area. Push refrigerators to metal pile once freon is removed. Move heavy items to proper locations. Cut grass at transfer stations and water facilities, and assist with snow removal.	Record work done for future inquires. Service and maintain equipment.

Environmental Operations Management Work Plan

MANAGEMENT

Environmental Operations Management: WORK PLAN 2022 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
WEEKLY - Continued				
12 hours Winter 24 hours Summer	Smoky Lake Transfer Station/Landfill	Waste Transfer Operator is provided on site for maintenance and directing the public.	Direct public, maintain recycling sites and take it or leave it shack, weed trimming, picking litter, burn pits maintenance, keeping records of loads brought in, and charging customers when required while providing receipts.	Maintain all logs and inform the manager of incidents, requirements and issues that may arise. All transfer stations and Landfills must have an operator present as per Alberta Environment and Parks requirements and must have a basic transfer station certification.
12 hours Winter 16 hours Summer	Bellis Transfer Station	Waste Transfer Operator is provided on site for maintenance and directing public.	Direct public, maintain recycling sites, weed trimming, picking litter, burn pit maintenance, keeping records of loads brought in, and charging customers when required while providing receipts.	Maintain all logs and inform the manager of incidents, requirements and issues that may arise. All transfer stations must have an operator present as per Alberta Environment and Parks requirements and must have a basic transfer station certification.
12 hours Winter 16 hours Summer	Spedden Transfer Station/Landfill	Waste Transfer Operator is provided on site for maintenance and directing the public.	Direct public, maintain recycling sites, weed trimming, picking litter, burn pit maintenance, keeping records of loads brought in, and charging customers when required while providing receipts.	Maintain all logs and inform the manager of incidents, requirements and issues that may arise. All transfer stations must have an operator present as per Alberta Environment and Parks requirements and must have a basic transfer station certification.
MONTHLY				
2 hours	Attend Joint Health and safety meetings	A monthly meeting is arranged for the department to provide input.	Communication of safety issues that have occurred and provide input of options to prevent these occurrences to happen in the future.	Discuss the outcome of the safety meeting with the Environmental Operations staff and bring forward any concerns they may have regarding safe work practice.
1 hour	Attend main office/staff safety meeting	A monthly meeting for Office staff to discuss safety and other issues pertaining to the staff.	Provide input of options to prevent future occurrences and listen to the other options.	Discuss the outcome of the safety meeting with the Environmental Operations staff and bring forward any concerns they may have regarding safe work practice and to notify them of general issues that came up in the meeting.
1 hour	Read meters	Meters are read monthly at Warspite.	Set up Iron auto reader, drive down the streets and verify the readings. We download the information at the office and review bills before they are sent out. Install meter if required.	Bill water usage.
1 hour	Service distribution pumps	Proactive approach on general maintenance.	Grease, check propellers for wear and housing for signs of cavitation wear, and add or replace packing as needed.	Record all results on monthly log.
1 hour	Order supplies	Order chemicals, repair parts and tools necessary to effectively operate facilities	Distribute to facility where required.	Record inventory, and prices to assist in annual budget.
4 hours	Report to council	Monthly report required by council.	Prepare and deliver briefing or debriefing for Supervisor and council, monthly, and as required individual request of council, environment, health officials and the CAO.	File all for future reference.

Environmental Operations Management Work Plan

MANAGEMENT

Environmental Operations Management: WORK PLAN 2022- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
MONTHLY-Continued				
4 hours	Organize all the take it or leave it stacks.	Go through items taken in and determine if the item can be used again and is safe and corresponds with the take it or leave it policy	Remove the items that do not correspond with the Take it or Leave it policy	Maintain a neat and safe facility for the public.
On call	On call duties	Required for emergencies and weekend system checks.	Treatment facilities require the plant to be monitored on weekends during the high consumption seasons, small repairs are required throughout the system.	Report and monitor, the same as regular plant checks.
4 hours	Inspect Waste Transfer Stations	Go through each Transfer Station with designated waste operator.	Discuss operational issues, if cat work is necessary, burn pits cleaned, road maintenance, and when recycle contractors are to be notified for pick-up or maintenance.	Follow up by contacting desired county equipment or contractors needed.
2 hours	Check truck fill stations	Proactive approach: Check for leaks, line stress, station in proper working order, and maintain clean and tidy site.	Visual inspection of site as well as inside building. Assure receipt printer is working, unplug or change paper role when required. Assure all lights are working, and mechanical components are in proper working order.	On site record of what was done, how long it took, supplies needed, and date of visit.
3 hours	Attend Evergreen Meetings	Regional Waste Commission meeting communication of Evergreens activities.	Provide input when required. Learn valuable information regarding our own sites, compare ideas and networking.	Agenda package is forwarded to the utility meeting agenda.
2 hours or more if a leak is determined.	Regional Waterline leak monitoring	Review SCADA system to assure the system is tight with no water loss occurring.	If a water loss is noticed visually inspect lines for surfacing water. Test for chemicals in surface water. Notify Engineers and or contractor of issue	Document location of leak, monitor repairs and collect any information that has transpired.
PERIODIC				
20 hours Varies on amount of recyclables.	Arrange for recyclable waste to be picked up	This includes wastes such as, propane bottles, Tires, metals, agriculture chemical containers, batteries, paints, and electronics.	Arrange for Freon to be removed from refrigeration units and mercury from microwaves, prior to bailing. Collect all propane bottles and stored at one site for pick up. Notify recycle contractors when areas are almost full.	Record the weights or totals of materials taken as a small revenue is collected for some materials.
2 hours	Regional Waterline construction/ technical meeting	Attend Regional Waterline Meeting involving the waterline twinning and requirements to provide adequate pressure and chloramine residual to Whitefish Lake and Mallaig.	Provide input regarding the County's and Regional Waterline Commissions interests. A huge learning curve on all the new infrastructure that will be operating.	File all records of meetings to assist with future issues.
8 hours	Prepare crossing agreements	Review crossing proposal request	By using crossing agreement template indicate all requirements of the agreement.	Have the agreement signed and approved and keep on file.
1 hour	Whitefish Lake Offsite Reservoir construction/technical meeting	Attend Regional Reservoir technical meeting, and onsite construction, become aware of the site and its operation.	Provide input regarding the County's and regional Waterline Commissions interests.	File all records of meetings to assist with future issues.

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Environmental Operations Management Work Plan

MANAGEMENT

Environmental Operations Management: WORK PLAN 2022- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC-Continued				
1 hour	Tend to overdue accounts	Review bills and provide notice when the account is in arrears.	Notice is provided in the customer's bill, if there is still no payment we physically go to the customer and provide them with a written shut off notice.	If payment is not made we will inform the customer that the service will be shut off.
10 hours	Arrange for regular maintenance at Transfer Stations	Maintenance on burn pits, cutting grass, snow removal, toilets, and cat work at dry fill pits.	Ashes removed from pits and hauled to Evergreen site, have Ag department cut grass, have public works have snow plowed and cat level dry fill sites, and vac truck to clean toilets.	Record when these duties were performed and code contractor's invoices.
20 hours per Operator	Water operator training	Continuing education is required by the Alberta Water and Waste Water Association	Level 2 operators must maintain the required (CEU's) Continuous Education Units.	Send attendance records in to the Alberta Water and Waste Water Association.
20 hours	Waste Management Training	Continuing education is required by the Alberta Environment and Parks.	A Land fill operations certificate is required when a municipality has a level 3 landfill in operation. The supervisor must maintain the required CEU's.	Send attendance records in to the Solid Waste Association of North America.
5 hours/ week	Operator relief	Tend to water operations when Waskatenau or Vilna operators require time off.	Complete daily checks and maintenance of water treatment facilities and sewage lift stations at Vilna/Waskatenau.	Record on daily logs of activities and invoice the municipality.
20 hours	Maintain Lagoons	Expose manholes and valves, and repair access roads.	Visual inspection, prevent weeds growth, and rodents from burrowing on slopes to prevent erosion from occurring.	Record the date maintenance occurred and the costs of the project.
16 hours	Flushing sewer lines	Have a Vac truck flush sewer with high velocity and clean sewage lift station settling chamber.	Organize for contractor, assist and supervise. Reassure all manholes are in place.	Monitor and record all results.
4 Hours	Flush regional line	Collect data from daily logs to determine which portion of the line has a low chloramine residual and flush accordingly.	When portion of the line is determined, assure each municipality has a sufficient amount of water, notify all regional members and open valve, monitor by randomly testing Chloramine residual. When the residual is at the desired levels (1.0 >) close valve and monitor the entire system.	Record all results in the daily logs and notify the commission of the metered amount of water that was flushed.
1 hour	Council Request	Look into issue and rectify if possible to do so within budget	Bring issue to next possible meeting if the issue is over the proposed budget and may require a motion by council to proceed.	Document the work completed, and notify council.
Depends on nature of job approximately 8 to 24 hours.	Emergency repairs.	Repair leaks throughout distribution and sewage systems, and repairs on treatment facilities.	Notify all customers who are affected, dig up line, locate all underground utilities. Hold a pre job meeting to identify any safety issues that may arise. Inspect and repair. Clean up and reclamation of site.	Record site information, and notify Alberta Environment if required.
Varies on number of meetings.	Attend required meetings	Departmental operations, Strategic plan, budget, and meetings with the Town or Villages.	Provide input regarding the Environmental Operations Department.	Prepare information, record information and carry out requests.

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Environmental Operations Management Work Plan

MANAGEMENT

Environmental Operations Management: WORK PLAN 2022- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC- Continued				
1 hour depends on amount of waste discarded NEW	Pick up discarded waste furniture or appliances from County property.	Receive a complaint from staff or the public of waste discarded on County property. Sometimes heavy items rectify if it will take more than one person.	Carefully pick up waste using PPE to prevent from getting stuck with sharp items. If possible look for identification to report the littering of waste to bylaw enforcement.	Record details of what was picked up, where, and how long it took. Follow up with bylaw enforcement.
SEASONAL				
16 hours	Repair waste transfer station fences	Mend fences due to trees falling on the fence.	Cut the trees that are against the fence and ones that may be an issue in the future. Mend fence or replace portion if required.	Record the areas that have been repaired and monitor for future issues.
1 hour	Review water pricing	Review price increases or decreases in water rates from Capital Region Waterlooine Services Commission	Bring rates forward to Council with an updated draft of the Water and Sewer Bylaw with proposed changes.	Follow Councils decision and bill accordingly.
2 hours or depending on amount of applicants	New hire on if required.	Create add for position and have it advertised in house if no eligible candidate then publicly advertise.	Review all applications, contact references, arrange for interviews.	Notify all applicants of the final decision. Prepare successful candidate for employment, provide payroll clerk necessary information and have new employee safety oriented
Every spring 8 hours.	Annual safety meeting	All day meeting to discuss and interact with all employees on safe work practices.	Provide an update of past and upcoming events of the Environmental Operations Department as well as being informed of what other departments have to report. Acknowledge input from guest speakers informing us of issues that may arise.	Ensure all safety equipment and PPE is in proper order and maintain a safe working environment throughout the year.
Spring and Fall 8 hours	Exercise distribution main valves	8 main valves throughout Warspite distribution system, will take approximately 1 hour per valve. Proactive approach to see if these valves are in good working order.	Basically the valves are closed and opened. This process is repeated till the valve moves easily.	Record the results and date when this was done.
Spring and Fall 12 hours	Exercise all hydrants	12 Fire hydrants throughout Warspite, this is a proactive approach to assure all the hydrants are in proper operating order for emergency purposes. This would include a visual inspection as well, and would take about 1 hour per hydrant.	Each hydrant is flushed, and inspected for corrosion, and valve wear.	Record the results and date when this was done.

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Environmental Operations Management Work Plan

MANAGEMENT

Environmental Operations Management: WORK PLAN 2022- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
SEASONAL - Continued				
Spring and Fall 8 hours	Exercise all CC valves	At the present time, there is 46 service CC valves. As well as regular maintenance we would be able to tell which ones are in need of repair.	Each CC is closed and opened, and we verify with customer if these valves are in proper working order.	Record the results and date when this is done.
Spring and Fall 36 hours	Inspect and exercise regional line valves	Assure all valves and blow offs are working properly	Open and close valves, run water through blow offs assure proper drainage. Inspect man holes maintain sites for easy access.	Record results and rectify any problems. Record the dates when this was done.
Summer 8 hours	Weed control at lagoon sites	Both lagoons should have weed control for both appearance and to provide rodent prevention.	Spray each facility and inspect for rodent burrowing activity mow grass 2 times in summer	We would record the date this was done as well as the amount of chemical used.
12 hours	Clean and repair paper incinerators	These are the incinerators at the waste transfer stations for county residents to burn private letters/information. We have 5 incinerators throughout the county that must have the ashes removed.	Lift the unit with the backhoe in order to remove the ash. Inspect the units and replace top screen when required.	Place incinerator back into position and assure that it is in safe working order.
3 hours	Weed control at Spedden Water treatment plant	Weed control for appearance and safety.	Cut down existing weeds and spray to prevent,	We would record the date this was done as well as the amount of chemical used.
30 hours	Freon Removal	Remove the Freon from every discarded refrigeration unit at every transfer station.	With the recovery unit tend to every discarded refrigeration unit by piercing the copper piping containing Freon. During this procedure weigh the amount of product collected and document. Send product for recycling.	A CFC/HCFC/HFC Control in the Refrigeration and Air Conditioning Industry certification is required.
8 hours	Provide budget	Review the costs that have occurred and forecast the capital and operation budget for the upcoming year.	Look into capital items that are required and provide council. With costs	Prepare budget for council and when passed follow diligently.
2 hours	Employee evaluations/interviews	Prior to Budget, meet with employees regarding evaluation.	Discuss improvements and praise when required. Verbal or written reprimand if required.	Record and submit it a raise is in order.
3 to 4 days	Attend conferences or workshops related to Water or Waste	Arrange for enrollment and accommodations for County staff and Council.	Attend presentations that are provided.	Provide a report on all the information you received.
1 hour	Waste site Seasonal time changes	Have the winter/summer hours posted on the website and other County information sites, regarding the Landfills and Transfer stations.	Notify all staff which this may affect.	Continue to inform public and re-advertise if necessary.

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Environmental Operations Management Work Plan

MANAGEMENT

Environmental Operations Management: WORK PLAN 2022- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
SEASONAL - Continued				
2 hours	Update workplan	List new projects and maintenance of new facilities, and jobs that have been introduced to the department.	Review the expectations of the department and duties that have been added or removed, list accordingly.	Maintain records for future development and follow current work plans direction.
2022 ASSIGNMENTS				
16 hours	GIS	Assist Carol with updates and input to the GIS system	Provide information relating to water, wastewater, and waste and update when repairs and improvements are carried out.	Document and continue to update.
1 day NEW	Have well drilled	Contact contractor when the site is ready to be drilled	Supervise drilling and pump installation	Assure proper working order and post appropriate signage.
1 day. NEW	Research online sites and other available possibilities for funding	Notify council of grant and budget implications.	If council approved complete appropriate forms.	Follow through with project if grant application was successful.



SCHEDULE "B"

Smoky Lake County: Environmental Department Year - 2022

Personnel List

	Water Stations	Waste Water	Regional Water	Skid Steer	Garbage Truck	Smoky Lake Transfer St.	Bellis Transfer St.	Spedden Transfer St.	Vilna Transfer St.	Transfer Station Maintenance
	Water	Water	Water	Waste	Waste	Waste	Waste	Waste	Waste	Waste
Dave Franchuk										
Terry Bodnar										
Lorne Fedirchuk					Full time Syst.					
Syd Kuryliw				1 day a week	3 days a week					
Scott Adamson										4 days a week
Avery Sinclair						2 days/week (summer) 1 days/ week (winter)	1 day a week			
Walter Mazur								2 days a week		
Beth Kydd					1 day a week					
Scott Keller							sick leave			
Ed Kuchera							sick leave			

NOTE:
PRIMARY JOB
PART TIME
CASUAL

Carried.

Management Policy Statement No. 07M-01-08: Parks and Recreation Manager Work Plan 468-22: Serben That Smoky Lake County's Management Policy Statement No. 07M-01-08: Parks and Recreation Manager Work Plan, be accepted as amended for Year 2022 as follows:

Title: Parks and Recreation: Work Plan	Policy No.: 01-08	E
Section: 7 - M	Code: P - A	Page No.: 1 of 6

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

	Date		
Approved	March 20, 2015	#466-15 – Page 11692	Chief Administrative Officer
Amended	April 4, 2016	#551-16 – Page 12197	
Amended	March 30, 2017	#597-17 – Page 12629	
Amended	March 13, 2018	#374-18 – Page 13026	
Amended	March 13, 2019	#490-19 – Page 13547	
Amended	March 5, 2020	#617-20 – Page 14034	
Amended	April 27, 2021	#650-21 - Page 14626	
Amended	March 22, 2022	#468-22 - Page 15056	

Section 07-M

Policy: 01-08



SCHEDULE "A"

PARKS AND RECREATION WORK PLAN 2022

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
DAILY				
½ Hr.	Meet with Parks and Recreation staff	Discuss days plan.	As per assigned work.	Time sheets.
2 Hrs.	Communicate with ratepayers, office, and Council	Address issues.	As required.	Document.
½ Hr.	Approve staff timesheets and code invoices			
½ Hr.	Time sheets	Review and sign time sheets.	Ensure time sheets are being completed and handed in on time to payroll.	All time sheets are handed in and completed properly and on time.
½ Hr.	Vehicle Inspections	Ensure vehicles are in safe working condition before operation.	Check fluids, lights, tires, visibility, etc.	Safe operating condition prior to driving.
½ Hr.	Pre-job hazard assessment	Identify possible dangers.	Eliminate or control hazards.	Ensure a safe working environment.
WEEKLY				
½ Hr.	Safety Meeting	Communicate	Discuss incidents and concerns.	Safe work environment.
1 Hr.	Managers meeting	Meet with department heads to ensure open communication.	Assist other departments.	Working together for common good.
	Bank deposits	County deposits.	Deliver bank deposits.	Help out office staff
1 Hr.	Clean trucks	Maintain a professional appearance.	Keep County Vehicle clean.	Adhere to County policy
MONTHLY				
2 Hrs.	Joint Health and Safety Meeting	Communicate with all departments	Review any incidents and report weekly activities.	Learn from past experiences.
2 Hrs.	Main Office Staff and Safety Meeting	Attend monthly office safety meetings	Review any incidents and report monthly activities in office	Safer work environment
3 hrs NEW	Reports to Council and provide agenda for utility meeting	Manager report form.	Complete a manager's report for monthly departmental meetings. And Utility meetings.	Provide information for Council and management.
PERIODIC				
2 Days min. 2x per yr.	Flags	Raise and lower flags as per Policy #01-35: Flags: Half-mast.	Spedden: 3; Vilna: 3; Bellis: 3; Smoky Lake: 4; Warspite: 4; Victoria Cairn: 3; Total: 20	Exhibits respect.
On-going	Rural addresses	Determine document and order in fall.	Do one calls install address signs.	Provides safety and convenience for ratepayers.
	GIS	To provide spatial data to GIS.	Submit upon a new element created.	Monitor facility assets.
	Budget Meeting	Review budget.	Review ledger, make sure all purchases are properly coded and all purchases are complete.	Communicate with Finance Department.
2 hours NEW	Research possible grants.	Search various sites and complete research on funding possibilities.	Present to council before budget process.	Follow through with application and follow up if grant is awarded.

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Parks and Recreation: Work Plan

MANAGEMENT

PARKS AND RECREATION: WORK PLAN 2022 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC-Continued				
	Minor building/furniture maintenance	Maintenance in office, shop or yards.	As required.	Ensure facility interior and exterior condition is maintained.
2 Hrs.	Street lighting	Monitor and report street light problems in hamlets to ATCO.	As required.	Safety and convenience for ratepayers.
6 Hrs.	Work Plan	Plan for upcoming year.	Review work plan and make changes.	Submit to Council annually.
2 Hrs. NEW	Tend to bottles	Collect bottles from shop, office, trail and day use parks and take them into the bottle depo	We have designated barrels for cans/bottles and we must empty them periodically	Clean environment.
SEASONAL				
April to November	Inspect trail system	Visual inspection of the Iron Horse Trail as per Policy #07-01-01: Designated Recreational Trails.	Correct deficiencies.	Safety for trail users.
April to October	Inspect playground equipment	Visual inspection of all playgrounds as per Policy #07-02-01: Playgrounds.	Correct deficiencies in: Spedden, Bonnie Lake, Bellis, Bellis Beach, Mons Lake South and East, Warspite, Hanmore Lake East and West	Safety for users.
Daily/ Weekly	Inspect campsites	Visual checks on infrastructure.	Correct deficiencies.	Safety and enjoyment of the campers.
When required	Communicate with lake contractors	Answer phone calls, emails or person to person.	Address issues.	Safety and enjoyment of the campers.
May to September	Step Students	Advertise and hire for: 2- 2 month positions 2- 4 month positions	Train and assign tasks.	Extra help during summer's heavy workload.
May to September	Grass cutting	Hamlets, parks, resorts, water fill stations, campsites, office, entrance signs and ball diamonds (Spedden: 2; Bellis: 2; Warspite: 1; Hamlin: 1).	Operate mowers and trimmers.	Keeps County property neat and clean.
17 ½ Days	Parade float	Decorate float.	Display in parades in Vilna, Smoky Lake and Waskatenau.	Advertises County and supports municipalities.
2 Days	Display parade float in 3 parades	Enter float in the 3 County parades.	Display in parades in Vilna, Smoky Lake and Waskatenau.	Advertises County and supports municipalities.
1 Hour/ Daily	Mower Equipment	Maintenance.	Sharpen blades, check oil and clean machine.	Prolongs life of mowers.
2 Days	Outhouses	Have outhouses pumped out.	51 Outhouses.	Facilities are clean.
4 Days	Building outhouses	Build and repair outhouses.	Pick up supplies and build.	Facilities are in good working order.
2 Days	Piers	Install and removed piers at: Kaduk: 1; Mons: 4; Hanmore: 3; Bonnie: 5; Whitefish:1.	Replace any worn planking.	Provides safe access to water.
1 Day	Swim rafts.	Install and remove rafts at: Mons: 1; Hanmore: 1	Replace any work parts.	Provides safe access to water.

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Parks and Recreation: Work Plan

MANAGEMENT

PARKS AND RECREATION: WORK PLAN 2022 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
SEASONAL- Continued				
1 Hour	Snow shoveling	Remove snow and ice from office walkways.	As required.	Provides safe walkways for public and staff.
	Tree removal	Remove dead and fallen trees from campsites and walkways.	As required.	Provides safe areas for the Public.
	Firewood	Split firewood compiled from brushing.	As required.	Provides firewood for special occasions.
6 Days	Help set up for Smoky Lake Rodeo	Move bleachers and tables.	As required.	Helps volunteers.
2 Days	Help set up for parades.	Move bleachers and tables, cut grass and trim.	Grass cutting and trimming, painting and set up fences.	Helps County volunteer groups.
3 ½ Days	Help with Farmers Day, Pumpkin Fair, Women's Conference, Christmas party and other special events	Move bleachers, tables and the stage.	As required.	Helps County volunteer groups.
4 Days	Christmas decorations	Set up lights before "Christmas Light Up" in Smoky Lake and take down after January 20 th .	Warspite, Spedden, Shop and Office.	Celebrating the season.
1 Day	Equipment	Acquire estimates and order.	As required and budgeted for.	Ensures equipment is available to perform tasks.
1 Hour	Lights in office.	Repair lamps and ballasts.	As required.	Maximum light available for public and staff
1 Day	Annual Safety Meeting	Attend Annual Safety Meeting.	Be aware of the safety procedures set out by the County and follow them for a safe work environment.	Keep informed on safety practices of the County
5 Days	Inventory	Take inventory of all supplies.	County supplies.	Maintain records.
2 Hours	Employee Evaluations.	Performance appraisal.	Inform employees about their strengths and weaknesses.	Help employees understand their duties.
2022 PROJECTS				
5 Days	Camp kitchen at Hanmore East	Paint/stain camp kitchen.	Correct deficiencies as required.	Prolong life of structure.
5 Days	Camp kitchen at Kaduk Lake	Paint/stain camp kitchen.	Correct deficiencies as required.	Prolong life of structure.
5 Days	Camp kitchen at Bellis Beach	Paint/stain camp kitchen	Correct deficiencies as required.	Prolong life of structure.
5 Days	Assist with erosion problem at Mons Lake	Install retaining wall or landscape.	As required.	Preserve playground area.
5 Days	Assist with boat launch area by river	Assist with installing boat launch where needed.	As required.	Provides access to river.

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Parks and Recreation: Work Plan

MANAGEMENT

PARKS AND RECREATION: WORK PLAN 2022 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
2022 PROJECTS- Continued				
4 hours	Repairs to Boat launch on main beach of Hanmore Lake	Remove broken cement slabs and replace with new	Correct deficiencies as required	Assure boat launch provides safe access and water crafts do not become damaged.
2 days	Replace boat launch at Bonnie Beach	Remove broken cement slabs and replace with new	Correct deficiencies as required.	Provide safe watercraft access.
2 days NEW	Research feasibility of road or trail and boat launch at Island Lake	Inspect area with measurements and create a detailed plan.	Research appropriate licenses and permits required, and the total cost of project.	Present the results to council at the 2023 budget meeting.
2 days NEW	Research feasibility of boat launch at Kaduk lake	Inspect area with measurements and create a detailed plan	Research appropriate licenses and permits required, and the total cost of the project.	Present the results to council at the 2023 budget meeting.

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Parks and Recreation: Work Plan

MANAGEMENT



SCHEDULE "B"

Smoky Lake County: Parks and Recreation Department Year - 2022

Personnel List

	Parks and Recreation Manager	Equipment Operator	Labourer	Contract: Lake Caretaker
Dave Franchuk				
Ray Soch				
Position to be filled				
Student (2): High School			2 months in summer	
Students (2): College			4 months in summer	
Jaclyn Jarema				
Veronica Fox				

FULL TIME

SEASONAL

Carried.

Reporting on Training Events

469-22: Cere

That Smoky Lake County Council acknowledge receipt of the Reports produced in accordance with Management Policy Statement No. 01-M-41: Reporting on Training Events, received from:

Environmental Operations:

- Alberta CARE (Coordinated Action for Recycling Enterprises) Convention, held on February 23-25, 2022, attended by the Environmental Operations Manager.

Carried.

Meeting Recessed

Meeting recessed for Lunch, time 12:14 p.m.

Meeting Reconvened

The meeting reconvened on a call to order by Reeve Lorne Halisky at 12:46 p.m. in the presence of all Council members, the Chief Administrative Officer, and the virtual presence of the Assistant Chief Administrative Officer, Finance Manager, Planning and Development Manager, Recording Secretary, Communications Technician, Fire Chief, Agricultural Fieldman, and Assistant Agricultural Fieldman.

Management Policy Statement No. 62M-01-15: Agricultural Service Board Work Plan

470-22: Fenerty

That Smoky Lake County's Management Policy Statement No. 62M-01-15: Agricultural Service Board Work Plan, be accepted as amended for Year 2022 as follows:

Title: Agricultural Service Board – Agricultural Fieldman Work Plan	Policy No.: 01-15
Section: 62 – M	Code: P– A
	Page No.: 1 of 9 <i>E</i>
Purpose:	To establish an Agricultural Service Board Work Plan for the Smoky Lake County Agricultural Service Board Program.
Policy Statement and Guidelines:	
STATEMENT:	
The Agricultural Service Board Work Plan, Schedule "A" outlines the Work Schedule of Projects and duties on a daily, weekly, monthly, periodic and seasonal time frame which provides detail work to be undertaken in the Agricultural Program. Smoky Lake County Agricultural Department: Personnel List, Schedule "B" outlines the department's personnel and job classifications.	
BENEFITS:	
The Agricultural Service Board Work Plan will provide the following benefits:	
<ul style="list-style-type: none"> ■ Broaden the portfolio of the Agricultural Service Board Program. ■ Good understanding of the process of the Ag Department. ■ Increase efficiency and strengthen timeframe of deadlines. ■ Establishes accountability of the Program. ■ Communication Tool. 	
REVIEW:	
The Agricultural Service Board Work Plan will be reviewed and presented to Council on an annual basis beginning of each year.	



SCHEDULE "A"
AGRICULTURAL SERVICE BOARD: WORK PLAN 2022



Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
DAILY				
1-2 hrs	General Administration	Approve staff time sheets, code ASB invoices, maintain records (spraying, weed inspection, mowing, complaints), order parts, chemical, toxicants and maintain staff records, assist office staff with various duties.	Assign duties to crews. Inspect work being done. Complete ASB Duties. Keep up to date on emails, data entry, timely coding of invoices as per accounts payable requests.	Detailed and organized ASB records, Admin staff satisfied with flow of information. Required ASB duties under the Acts completed.
1hr	Phone Calls	County residents' concerns. Agricultural Information on Invasive species, chemicals, toxicants, trees, soils, land and custom rates.	Address and handle concerns in a timely fashion. Include proper departments on concern if needed.	Document complaints and maintain records. Follow up to confirm problems were investigated and rectified. Document calls and requests.
1hr	Bank Deposits and Mail run	County deposits and mail.	Deliver bank deposits and take mail to post office.	Help out office staff.
30 mins	Job Safety Assessment	Complete daily before starting a new job.	Fill out form. Discuss hazards with co-workers if job is being carried out with multiple people.	Give completed form to Safety Officer for filing.
15 mins	Vehicle walk around	Inspect Vehicle	Inspect vehicle and fill out inspection check list.	Drive safely.
WEEKLY				
1hr	Manager Meetings	Meet with all department heads to ensure open communication between departments.	Assist other departments as required.	Communication tool. Method of accountability for the department
1hr	ASB Staff Meetings in Ag bay at the beginning of every week	Meet with ASB Staff.	Discuss work plans for the week. Address safety concerns and other issues.	Communication tool to address timelines and safety.
1hr	Toolbox Safety Meetings at Shop	Attend weekly safety meeting.	Discuss safety issues and incidents. Discuss workers concerns.	Staff use meeting to address concerns and issues that take place in the work week.
1hr	Code Invoices	Code to specific account number.	Review current budget in codes.	Proper coding.
1hr	ASB Staff Timesheets	Review and sign ASB staff timesheets.	Ensure timesheets are being completed and handed in on time to payroll.	All timesheets are handed in and completed properly and on time.
1hr	Clean & Tidy Vehicles	Clean & Tidy Vehicles	Clean & Tidy Vehicles	Ensuring that vehicles are presentable to the public eye and that all debris is washed off for safety purposes.
MONTHLY				
2-3 hrs	Monthly Reports to Council	Cascade Report.	Fill out report.	Maintain record of reports. Method of communication to Council and administration as to what the Ag. Department has done for the past 2 months.
5-6 days	Prepare ASB Agenda packages and write RFD's	Research topics. Prepare packages.	Prepare Agenda's and Request of Decisions Photocopy and distribute packages.	Complete action list from the meeting.

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Agricultural Service Board - Agricultural Fieldman: 2022

MANAGEMENT

AGRICULTURAL SERVICE BOARD: WORK PLAN 2022- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
MONTHLY - Continued				
2-3 days	Farm/ Field Visit	Meet with ratepayers and agricultural producers to diagnose weed, pest or disease issues.	Provided identification of problem and possible solutions.	Maintain record of field visits.
2 hr	Joint Health and Safety Committee Meetings	Attend monthly.	Discuss safety issues and incidents. Discuss workers concerns.	Use meetings to address concerns and issues that take place in the work week.
1-2 hrs.	Main Office Safety Meeting	Attend monthly office safety meetings.	Review any incidents and report monthly activities in office.	Safer work environment.
1-2 hrs	Monthly Time Sheets	Summary sheet of work, vacation and sick days.	Fill out and hand in. Review staff timesheets, sign and give to payroll.	Monitor ASB issues.
1-5 hrs	Departmental Meeting	Attend monthly.	Complete manager report, discuss upcoming events happening within the ASB.	To provide Council with monthly updates and information.
3 days	Dog Calls	Attend calls when received	Go to area of concern and try to catch the dog, speak to complainant if necessary to gather more information	Complaints dealt with in a timely manner
PERIODIC				
2-3 days	Job Interviews	Interviewing staff.	Advertise and arrange interviews.	Hire staff as required.
1 day	Northeast AAAF Regional Meeting	Attend meetings.	Meet with NE AAAF members to discuss agricultural issues of mutual concern.	Bring back issues to Council.
4hrs	Issue Form 8's (Permit to use Coyote and Skunk Control Material on Own Land) to landowners.	Issuing 1080 tablets for coyote control where predation is deemed a problem.	Inspect complaints to confirm predation. Issuc 1080 tablets to producers. Report to Alberta Agriculture.	Issue 1080 tablets to qualified producers. Reduction of coyote predation in livestock.
1 day	Wild Boar On-Farm Inspections	Investigate reports of Wild Boar at large and enforce Prohibited Animals Bylaw 1307-17.	Carry out require duties under the Agricultural Pest Act of Alberta.	Ensure wild boars are not at large in Alberta or Smoky Lake County.
5-10 days	Agriculture Workshops	Set up seminars and workshops.	Arrange guest speakers, prepare presentations and advertise.	Document.
5-7days	ASB Policy Review	Review policies.	Amend old policies and/or create new ones.	Update policies to ensure they are current within 5 years.
1-2 days	Environmental Farm Plans	Meet with producers to assist them in completing their EFP's.	Help producers complete their EFP's and attend peer review sessions to review binders.	Issue completion letters. Maintain records.
2-3 hrs	Canadian Agricultural Partnership	Prepare for the new program, train staff to become fluent in the new grant programs.	Prepare materials and grant applications for programs.	Document and report to Alberta Agriculture annually the number of producers helped with grant applications.
2-4 hrs	Council Requests	Investigate/ research or complete any Council requests that come in.	Prepare materials to bring forward to Council. This could be anything from researching a topic, or completing a duty ex. Spraying problem area or trapping problem location.	Provide Council with answers to any questions or concerns.

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Agricultural Service Board - Agricultural Fieldman: 2022

MANAGEMENT

AGRICULTURAL SERVICE BOARD: WORK PLAN 2022 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC - Continued				
2-4 hrs	Working with Lakeland Agricultural Research Association	Communicate and facilitate events with LARA	Working together to bring awareness to the community on what LARA has to offer to our producers. Communicating on new ideas and events to offer to producers.	Providing our local producers with unbiased agricultural research.
4 hours NEW	ASB Meeting	Attend monthly	Discuss agricultural concerns, outcomes and successes	To provide Council with monthly updates and information.
4 hrs NEW	Employee evaluations	Review previous year evaluation with full-time permanent staff	Prepare evaluation booklet	Ensure employees and manager are on the same page in regards to career objectives and goals.
SEASONAL: Yearly Outline				
January February	Agricultural Service Board Conference	Attend 3-day conference.	Book rooms. Complete registration packages.	Advise.
1-2 hrs	ASB Resolutions	Present new resolutions annually.	ASB to discuss new resolutions to come to a group consensus.	Consensus reached as only two members can vote at provincial conference.
6 days	ASB Grant Application	Report ASB Activities to Alberta Agriculture.	Submit activities in detail and ASB expenditures.	ASB will receive funding for legislative and environmental activities.
5 days	ASB Year End	Ensure all invoices are paid and bills coded to proper accounts.	Go through the ledger.	Verify with the Finance Department.
5 days	Renew Licenses	Renew explosives and damage control licenses.	Complete the paperwork and submit.	Maintain records.
2 days	ASB Work Plan	Plan for the upcoming year-2021 Work Plan.	Submit to Council for approval.	Submit to Council - Annually.
6-7 days	Various Ag Conferences	Attend conferences.	Attend conference and learn about projects or information.	Bring information to ASB or apply new information and skills to ASB programs.
15-30 days	ASB Staff Continuing Education	Continuing education.	Take applicable courses to the ASB.	Maintain and improve on existing knowledge and experience within the agricultural sector.
5 days	DFO Blasting Submissions	Submit Notification Forms and Project review forms to the DFO	Pre-submit to the DFO on areas we suspect will be issues for flooding in the Spring based on historical data.	Be prepared for Spring trapping and blasting season.
2 days	ASB Business Plan	Review all ASB data from previous year.	Develop measurable outcomes for reporting.	ASB Business plan is submitted to Alberta Agriculture annually on time.
2-4 days NEW	Additional Grant Application	Research additional grants that the Ag Department may qualify for	Apply to potential grant opportunities	Receive additional funding for the ASB Program
4 days NEW	Update Workplan	Add/Remove workplan items as department evolves.	Complete workplan for March Departmental Meetin.	Have a well maintained and defined outline of what the department does each year.
March April	Preparations for 2022 Summer Season	Order supplies. Review work plans and polices and prepare as required. Obtain easements as required.	Order herbicide, dynamite, strychnine, mower blades.	Monitor Budget. Maintain Records.

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Agricultural Service Board - Agricultural Fieldman: 2022

MANAGEMENT

AGRICULTURAL SERVICE BOARD: WORK PLAN 2022- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
SEASONAL: Yearly Outline - Continued				
2-3 days	Hire summer staff	Hire summer staff for the Ag Department.	Advertise and interview if necessary.	County orientation.
5 days	Equipment Preparations	Prepare spraying and mowing equipment.	Mount sprayer and calibrate. Inspect equipment and maintain as needed.	Maintain records. Equipment ready for work.
3 days	Classroom Agriculture Program	Prepare a presentation and samples to deliver to students.	Give presentation to Grade 4 students whose teachers sign up for the program in the County.	Keep students connected to the agriculture in their area.
5 days	Farmer Appreciation Event	Plan to host event in conjunction with Bellis 4-H.	Buy supplies, prepare hall, coordinate with 4-H, book speakers or tradeshow.	Ensure many local producers attend.
15 days	Problem Wildlife	Beaver Control.	Removal (trapping) of problem beavers that are affecting county infrastructure.	Maintain record. Develop site plan.
1 day	Problem Wildlife	"1080" Tablets.	Distribute 1080 to livestock producers who are experiencing high levels of predation.	Reduction in livestock predation.
3 days	Seasonal Trapper	Coordinate problem locations for Beaver Removal with Transportation Department.	Coordinate blasting with trapping locations.	Reduction in beaver problems affecting county infrastructure.
2 days	ASB Poster Contest	Prepare poster contest packages to deliver to schools with theme for the year.	Pick up poster contest submissions from schools, display for council and distribute prizes.	Engage with students in our community.
2-3 days	Strychnine Program	Richardson Ground Squirrel Control Program.	Distribute Strychnine to producers with high infestation levels.	Maintain records and reports.
1 day	Seed Cleaning Plant Inspections	Inspect all seed cleaning plant stationary or mobile and license them accordingly.	Inspections are done based on cross-contamination and final turned-out product.	Ensure weed seeds are not present in cleaned grain.
1 day	Annual Safety Day	Attend Annual safety day.	Bring forward any safety concerns with the department.	Work safely. Communicate safety concerns appropriately.
15-20 days NEW	Beaver Management	Trap beavers/muskkrats	Setting/Checking traps	No plugged culverts/flooding
5 days NEW	Beaver Management	Clean culverts	Clean culvert of debris from beaver activity	Water is flowing areas of flooding concerns have been resolved.
20 days NEW	Beaver Management	Check/Repair/Install Pond Levelers	Daily checks of existing pond levelers. New installs and maintenance are carried out when necessary.	No water issues from damaged or faulty infrastructure.
May	Problem Wildlife	Beaver Control.	Removal of Beaver Dams and installations of new gizmos and the removal of old ones that are no longer needed.	Maintain records. Develop site plan.
6hrs	Tansy Reduction Program	Education and Awareness.	Distribute Tansy information to landowners with infestations on tansy.	Allowing landowners to realize why Tansy is such a problem and start reducing infestation levels within their own land.

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Agricultural Service Board - Agricultural Fieldman: 2022

MANAGEMENT

AGRICULTURAL SERVICE BOARD: WORK PLAN 2022 - *Continued:*

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
SEASONAL: Yearly Outline - Continued				
45 days	Spraying Program	The East half of the County is the target area of 2022. Spot spraying will be conducted in Zone 1 with remaining herbicide.	Spray for noxious weeds as required by the Weed Control Act of Alberta and brush for sightline safety on roads.	Document map records.
4 days	Spraying Data Tracking	GIS program submit spraying data.	Creation of maps and stored map layers for future reference.	Ability to compare years of spraying in different layers on maps for the evaluation of programs.
60 days	Weed Inspections	Complete Weed inspections on private land.	Issue weed letters and notices to achieve compliance.	Reduction of noxious within the county.
5-7 days	Weed Inspector Training	Train staff on how to conduct and track weed inspections.	Assistant Pesticide Applicator Training and Weed Identification.	More Weed inspections and better-quality inspections.
3 months	Roadside Mowing	Begin mowing program and orientation with staff.	Mow resorts, hamlets, and roadsides.	Document map records.
2 days	Farmer Appreciation Event Planning	Work with Ag Societies to host the Farmer Appreciation Event.	Advertise, coordinate with hall, Ag Society, order food, make work schedule, and all other arrangements.	Document. Networking and relationship building with local producers.
3 days	ASB Grant Reporting	Submit ASB year-end final report for 2022.	Send in audited financial statements. Approved budget. Application agreement forms.	Maintain records.
½ day	Shelterbelt Program	Advertise Shelterbelt program Tree Time which is a local nursery within Smoky Lake County.	Promote Shelterbelts through local nursery Tree Time website.	Document.
1 day	Hay Permit Program	Advertise hay permit program. Ensure hay permit binder is ready develop maps of hay permit locations for spraying and mowing.	Develop News article for papers.	Producers fill out a hay permit prior to cutting hay within municipal right-of-way.
20 days NEW	Beaver Management	Trap beavers/muskkrats	Setting/Checking traps	No plugged culverts/flooding
5 days NEW	Beaver Management	Clean culverts	Clean culvert of debris from beaver activity	Water is flowing areas of flooding concerns have been resolved.
20 days NEW	Beaver Management	Check/Repair/ Install Pond Levelers	Daily checks of existing pond levelers. New installs and maintenance are carried out when necessary	No water issues from damaged or faulty infrastructure.
June	Roadside Spraying	Spraying of road allowances in Zone 1 targeting noxious weeds and brush re-growth under 1.5 metres.	Spray road allowances for noxious weeds as priority, then brush control after. As per policy.	Proper documentation of spraying. Records kept for 5 years.
July	Roadside Mowing	Grass Cutting Program.	Mow all County ROW's, as per Policy Statement 62-28 Mowing Program .	Document map records.
August	Keep weekly records of Mowing progress. Submit to GIS department for data input	Keep weekly records for GIS data.	Ensure records are submitted weekly to GIS department.	Maps and Data readily available for Ag Service Board meetings.
September				

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Agricultural Service Board - Agricultural Fieldman: 2022

MANAGEMENT

AGRICULTURAL SERVICE BOARD: WORK PLAN 2022 - *Continued:*

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
SEASONAL: Yearly Outline - Continued				
16 days	Pest Monitoring	Insect inspections and other.	Check Bertha Armyworm traps, Swede Midge Traps, Grasshopper surveys.	Maintain records.
15 days	GIS record keeping	Record all pond leveler locations and problem beaver areas on the GIS system	While in the field update AGMobile app where pond levelers are located.	Maintaining records, and ensuring we have locations available for future employees.
20 days	Clubroot Inspections	Inspect known Clubroot Fields to ensure best management practices are being followed as per guidelines under the Alberta Clubroot Management Plan.	Inspect all current Clubroot positive fields.	All Clubroot positive fields are acting in good agricultural faith and following best management practices.
1 day	GIS pest data input	Submit monitoring data for GIS department to create maps and layers of pest infestation levels.	Submit samples diligently.	All data collected will be formed in to maps and later use to evaluate infestation levels of pests and diseases.
25 days	Spot Spraying Program	Spot spraying to be completed in Zone 1 and problem patches in Zones 2 and 3.	Target infestations of noxious weeds.	As per Vegetation Management Policy (62-15) and Tansy Reduction Policy (62-23) .
3 days	Grasshopper Survey Program	Grasshopper survey inspections.	Inspect ditches and fields for grasshoppers as required by Alberta Agriculture.	Maintain records.
5 days	Weed Survey Program	Participate in Weed Survey inspections.	Inspect fields for weeds.	Maintain records and report to Alberta Agriculture.
	Tansy Reduction Program	Collect locations of tansy infestations throughout Smoky Lake County	Submit collected data for the creation of maps.	Maintains yearly infestation level maps to help monitor tansy populations.
1 day	Grazing school for Women	Co-host the Grazing School for Women.	Work with committee to plan and host the event.	Document.
5 days	ASB Summer Tour	Attend tour.	Book rooms and register.	Document.
80-90 days NEW	Beaver Management	Trap beavers/muskkrats	Setting/Checking traps	No plugged culverts/flooding
10 days NEW	Beaver Management	Clean culverts	Clean culvert of debris from beaver activity	Water is flowing areas of flooding concerns have been resolved.
80-90 days NEW	Beaver Management	Check/Repair/ Install Pond Levelers	Daily checks of existing pond levelers. New installs and maintenance are carried out when necessary	No water issues from damaged or faulty infrastructure.
October	Problem Wildlife	Beaver dam control.	Install gizmos and remove dams to alleviate water issues for farmers and county infrastructure.	Maintain records. Develop site plan.
5 days	Spraying Equipment	Spray out and winterize spraying equipment to be put away for winter.	Take small sprayers off truck and Polaris. Flush and winterize with RV antifreeze.	Maintain records.
5 days	Organize Clubroot Inspection data and report to University of Alberta	Put together and send out Clubroot notification packages for ag producers that were found positive.	Clubroot Mapping and send out notification information as per Policy Statement 62-12 Clubroot .	Meet with Producers to review their Clubroot Management Agreement or assist them in completing it.

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Agricultural Service Board - Agricultural Fieldman: 2022

MANAGEMENT

AGRICULTURAL SERVICE BOARD: WORK PLAN 2022 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
SEASONAL: Yearly Outline - Continued				
15-20 days	Problem Wildlife Program	Blast Beaver Dams.	Blast Beaver dams that are affecting infrastructure.	Help minimize flooding on county roads during spring thaw.
2 hrs	Budget Meeting for ASB and Capital Assets	Meet with Finance Manager regarding budget.	Evaluate programs and capital needs, price out items, and prepare budget.	Meet with Finance Department.
3-4 days	Policy and Program Review	Adjust and a budget to co-exist with policy change.	Evaluate policy and programs to match our budget.	Update policies.
20 days NEW	Beaver Management	Trap beavers/muskkrats	Setting/Checking traps	No plugged culverts/flooding
10 days NEW	Beaver Management	Clean culverts	Clean culvert of debris from beaver activity	Water is flowing areas of flooding concerns have been resolved.
November and December	Training – AAAF IST	Annual In-Service Training for 4 days.	Attend IST, other relevant training opportunities.	Gain credits to maintain Pesticide Applicator License. Report to council.
2 days	Budget Review/ Meeting	Review Budget.	Review ledger, make sure all purchases are properly coded and all purchases are complete.	Communicate with Finance Department.
1 day	ASB Business Plan	Review Business Plan and submit to council.	Make any required changes.	Submit to Alberta Agriculture for documentation for grant reporting.
3-4 days	Policy Review	Update policies that require changes.	Submit to Council for approval.	Document.
5 days	Inventory	Take mileage, chemical, poison, explosives supply inventory.	Count supplies.	Maintain records.
1 day	Review of 2022 Action List	Review Action Lists from all ASB meetings that year.	Update Action List binder.	Ensure no action list items are missed.
SEASONAL: 2022 PROJECTS				
1-2 days NEW	Pond Leveler Installs	For the 2022 season we have 2 brand new installs planned. NE-23-59-16-4 & NE-28-80-16-4. There is potential for more but it will be based on need, budget and time. These new installs are in addition to regular maintenance and upgrades that take place yearly.	Install New Pond Levelers	New areas of concern (flooding/beaver activity) will be remedied



SCHEDULE "B"



Smoky Lake County: Agricultural Department Year - 2022

Personnel List

	Agricultural Fieldman	Assistant Agricultural Fieldman	Weed/Pest Inspector	Seasonal Trapper (2021/2022 Trial 1 year full-time year round)	Vegetation Management Technician	Mower Operator
Carleigh Danyluk						
Amanda Kihn						
Summer Student					Primary	
Summer Student NEW			Primary			
Summer Student NEW					Primary	
Trevor Cameron				Primary		
Stephen Jarema						Primary
Paul Skarlicki						Primary
Vacant						Primary

NOTE:

FULL TIME

SEASONAL

Carried.

**GIS Report:
Schedule a Committee of the Whole Meeting**

471-22: Cere

That the next Smoky Lake County Council **Committee of the Whole for the purpose of Administration**, be scheduled for Thursday, April 14, 2022 at 9:00 a.m. to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 **and/or** physically in County Council Chambers.

Carried.

Management Policy Statement No. 01M-33-10: GIS Work Plan

472-22: Fenerty

That Smoky Lake County's Management Policy Statement No. 01M-33-10: GIS Work Plan, be accepted as amended for Year 2022 as follows:

Title: Geographic Information System (GIS) Services: Work Plan		Policy No.: 33-10
Section: 1 - M	Code: P-A	Page No.: 1 of 7 E
Purpose:	To establish a Department Work Plan for the Smoky Lake County GIS Services Program.	
Policy Statement and Guidelines:		
STATEMENT:		
The Geographical Information Systems (GIS) Work Plan, Schedule "A" outlines the Work Schedule of Projects and duties on a daily, weekly, monthly, periodic and seasonal time frame which provides detail work to be undertaken within GIS.		
BENEFITS:		
The GIS Work Plan will provide the following benefits:		
<ul style="list-style-type: none"> ▪ Broaden the portfolio of GIS Operations for Smoky Lake County. ▪ Good understanding of the process of the GIS Operator. ▪ Good understanding of the responsibilities of the County GIS Program. ▪ Increase efficiency and strengthen departments using GIS data. ▪ Maximize effectiveness and accountability of County Spatial Data. 		
REVIEW:		
The GIS Services Work Plan will be reviewed and presented to Council on an annual basis beginning of each year and presented to Council on an annual basis beginning of each year.		

Section 01-M

Policy: 33-10



SCHEDULE "A"
GIS SERVICES: WORK PLAN 2022

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
DAILY				
2 - 4 hours	Administration	Review and respond to emails	<ul style="list-style-type: none"> • Review and respond to emails from County Management/staff related to GIS issues. • Review and respond to emails from the public related to GIS inquiries. • Approach and follow-up to emails from MuniSight/consultants/contractors relating to GIS projects. 	<ul style="list-style-type: none"> • Ensure effective Communication between departments. • Ensure GIS projects are proceeding or completed in a timely manner.
1 - 3 hours	GIS data input, Spatial Data Entry – MuniSight/Mobile App	Input/update Data	Input/update Data supplied by departments into the GIS system: Road Use Agreements, Dust Control, Brushing / Axing, Spring Flooding, Fire Permits, Fireworks Permits, and Municipal Addressing.	Maintain accurate and current data to meet the County's database requirements.
.5 hour	Certified Tracking Solutions–Titan PS	Perform administrative functions	<ul style="list-style-type: none"> • Verify assets are reporting • Verify workers and assets are safe. 	Data Analysis for Admin, managers, and council.
15 - 30 mins	Organization	Identify priority levels	Organize and prioritize daily work tasks set out at the weekly Manager's Meeting and other issues that may arise.	Ensure tasks are completed as set out at the beginning of the week. If not completed, add the tasks to complete in the following week.
15 –30 Mins	Administration	Schedule of Departments weekly operations	<ul style="list-style-type: none"> • Update timesheet and calendar schedule with upcoming meetings and projects. • Organize workspace and file completed paperwork. 	<ul style="list-style-type: none"> • Ensure the department is organized to promote efficient daily operations. • Maintain records.
5 –30 Mins	Office Assistance	Assist Office Staff	Assist with answering phone, accounts receivable, front counter inquiries.	Ensure efficient operations and public assistance in a timely manner.
WEEKLY				
1 hour	Managers Meeting	Prepare report, attend weekly meeting.	Provide departmental activities to Manager's, staff and Council.	Ensure effective Communication between departments.
.5 – 3 hours	Meet with Department Manager's or staff	Review progress of GIS projects.	<ul style="list-style-type: none"> • Work with staff to schedule workload priorities for data input into the GIS Database. • Assist and generate queries for departments to eliminate duplicate entries. 	<ul style="list-style-type: none"> • Ensure effective Communication between departments. • Ensure GIS projects are proceeding or completed in a timely manner. • Ensure efficient operations. • Ensure data integration meets the County's database requirements.

GIS SERVICES: WORK PLAN 2022- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
WEEKLY- Continued				
1 - 3 hours	Assist management and staff with issues that come up	Perform various administrative functions related to GIS.	<ul style="list-style-type: none"> Fix Technical Issues. Hardware Maintenance. Coordinate Maintenance with IT Coordinate Assistance or Maintenance with MuniSight or Titan when required. 	<ul style="list-style-type: none"> Ensure efficient operations.
1.5 - 4 hours	County & Region Webmap – MuniSight	Streamline data / maps and search tools offered to the county/region residence through County and Region <i>Public and Internal</i> MuniSight.	Verify and check all sites of MuniSight: County, Town, Villages and Regional. Total of 7 sites.	<ul style="list-style-type: none"> Ensure efficient operations and accurate data for public GIS inquiries. Ensure efficient operations and accurate data for management, council, and staff.
MONTHLY				
3 - 6 hours	Monthly departmental Report	Prepare Monthly Departmental Report.	Complete updates of department projects and activities.	Maintain record of Report.
1 day NEW	Attend Departmental meeting	Present Monthly Departmental Report.	<ul style="list-style-type: none"> Present updates of department projects and activities. Address council inquiries. Gain information for other dept's GIS needs. 	<ul style="list-style-type: none"> Ensure effective communication with council. Ensure effective communication between departments
1 day	Attend Monthly Council Meeting	Attend to gain information and GIS needs.	Plan for future GIS needs.	Ensure effective communication with council.
5 - 10 hours	GIS reporting and forecasting	Assist managers with reports utilizing the GIS data.	<ul style="list-style-type: none"> Provide assistance to managers in developing and utilizing reports. Forecasting of short-term and long-term county activities related to development, infrastructure, and resource management. 	<ul style="list-style-type: none"> Analysis Tool for Managers, staff & Council. Ensure effective communication between departments. Ensure efficient operations.
3-5 hours	Monitor Contracts	General Service Hours	<ul style="list-style-type: none"> Review and validate County and Regional General Service Hours. Provide monthly GSH reports to the Region. 	Monitor and control expenditures of funds in accordance with the approved contracts by County Council.
1 hour	Accounting - Budget	Monthly financial transactions	Coding of purchased good and 3 rd party invoicing.	Monitor and control expenditures of funds in accordance with the approved budget set by County Council.
10 hours	GIS Data validation	Work with Management, and staff.	<ul style="list-style-type: none"> Test AltaLIS, MuniSight and Titan updates to GIS system. Test, validate, and conduct quality assurance to ensure the highest quality customer oriented analytical products. 	Ensure data integration meets the County's database requirements.

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GIS Services: Work Plan

ADMINISTRATION

GIS SERVICES: WORK PLAN 2022- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
MONTHLY-Continued				
1 - 3 hours	County Webmap Tool MuniSight-QGIS	Provide geospatial info to internal/external parties.	<ul style="list-style-type: none"> Create documents, maps, using geospatial data. Provide Export files. 	<ul style="list-style-type: none"> Provide accessible, accurate and up to date information. Communicate County information to residents and non-residents in an effective manner.
1 - 2 hours	Manage GIS User Accounts Smoky Lake County and Region	Manage user accounts. Manage user roles and permissions.	<ul style="list-style-type: none"> Set up/delete user Accounts Set up/delete user Role and Permission 	<ul style="list-style-type: none"> Ensure secure system. Ensure effective communication with departments and Regional Partners.
QUARTERLY NEW				
8-10 Hours NEW	Address Sign	Installation of Address Signs	<ul style="list-style-type: none"> Take orders or replacement requests. Verify requests and mark placement of sign Order Signs. Alberta one call. Coordinate pick up, installation and GIS Data collection of Signs. 	<ul style="list-style-type: none"> Ensure efficient operations Ensure accurate data Ensure Address sign is in place and visible.
ANNUALLY NEW - (DATA MOVED FROM PERIODIC)				
10 hours	GIS – contracts & Data Sharing Agreements	Manage Contracts and Agreements.	<ul style="list-style-type: none"> Manage Third Party Contracts. Manage licensing agreements. Update contract listing to Municipal Clerk 	<ul style="list-style-type: none"> GIS Operations. Communication. Ensure efficient operations
30 - 50 hours	Meeting with County Managers on GIS needs.	Annual Departmental GIS Review	<ul style="list-style-type: none"> Prepare departments GIS layers for review. Design and implement manageable GIS projects Develop and implement GIS advanced business intelligence analyses and reporting solutions. 	<ul style="list-style-type: none"> GIS Tool for Managers. Ensure effective communication between departments. Continually enhance GIS capability and demonstrate success.
2-3 days	Budget Planning	Prepare the department's budget needs for the following year.	<ul style="list-style-type: none"> Review past expenses and projects. Review departments Technology needs. Review Contracts with corresponding departments, Prepare proposed budget. 	Present to Council at Budget meeting.
6 hours	Annual Safety Meeting	Attend annual Safety meeting.	Attend to educate and gain information from safety presentations.	Keep informed on safe practices and policies.
1-2 days	Work Plan	Provides detailed work to be undertaken within the GIS Operations.	<ul style="list-style-type: none"> Review the previous year's work plan. Update the work plan to ensure it accurately reflects the work to be undertaken within the GIS Work Plan in the current year. 	<ul style="list-style-type: none"> Communication to Council. Provide detailed work to be undertaken by GIS Services.

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GIS Services: Work Plan

ADMINISTRATION

GIS SERVICES: WORK PLAN 2022- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
ANNUALLY- Continued				
5-10 Hours NEW	Grant Research and applications	Research and assist in grant applications,	<ul style="list-style-type: none"> Prepare pre and follow up documentation. Assist finance and surrounding Municipalities with GIS related grants. 	<ul style="list-style-type: none"> Strengthen intermunicipal relationships Reduced cost for municipality
NEW	Employee Evaluation	Meet with Supervisor	Review GIS Operators performance Appraisal	Strengthen GIS relationships and performance
PERIODIC				
30 - 50 hours	Data Analysis	Data cleaning Provide strategic advice to managers and council.	<ul style="list-style-type: none"> Clean data for consistency and update missing data. Generate queries. Generate reports. 	<ul style="list-style-type: none"> Ensure data meets the County's database requirements Asset Management and Financial tool.
10 - 30 hours	Third Party Data Integration	Coordinate Data Integration	Coordinate with MuniSight Data Integration from Engineers or Contractors.	<ul style="list-style-type: none"> Ensure data integration meets the County's database requirements Ensure efficient operations and accurate data for management, council, and staff.
5-10 Hours	Administrators Meetings	Attend meetings to provide GIS support.	<ul style="list-style-type: none"> Provide services and support. Assist with Regional GIS Development and Integration. 	<ul style="list-style-type: none"> Ensure effective communication with regional partners Ensure efficient operations. Facilitate the sharing of data, applications, knowledge, and experience
30 - 50 hours	Implement Training	Cost effective training and support.	<ul style="list-style-type: none"> Provide cost effective training and support. Review level of training needs. Plans and provides in house training for the Region. 	Ensure efficient operations.
12 - 16 hours	Landownership maps	Apr and Oct, Verify, print and post Landownership map.	<ul style="list-style-type: none"> Verify Landownership map. Update county website. Distribute to Management, Council, & staff. Print maps in house to sell & mail orders. Send copy to I Hunter. 	<ul style="list-style-type: none"> Internal use and external purchase. Provide accurate and up to date information to residents and non-residents in an effective manner.
15 hours	Emergency Services	Monitor AVL Assist with additional equipment needs	<ul style="list-style-type: none"> Prepare reports for Emergency Services. Perform regular checks and test runs of assets. Obtain Listing of Registered Equipment from Public Works to assist Fire Chief. 	<ul style="list-style-type: none"> Ensure efficient operations. Ensure effective communication between departments.
5 - 10 hours	Hardware Maintenance	Assist and coordinate maintenance	<ul style="list-style-type: none"> Perform maintenance on tablets, computers. Coordinate maintenance with IT 	Minimize System Downtime

GIS SERVICES: WORK PLAN 2022- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC- Continued				
5 - 10 hours	Server Maintenance	Work with IT and MuniSight to resolve issues on server.	<ul style="list-style-type: none"> Verify Server backups with IT Verify Data, Software and System checks 	Minimize System Downtime
5 - 10 hours	Request from CAO And Council	Generate reports on Titan GPS	Run Queries and generate reports upon request.	Information for verification and decision making.
5 - 10 hours	Website	Provide GIS website updates to communications	<ul style="list-style-type: none"> Provide Current Landownership Maps Provide Current Resort, Hamlet and subdivision maps. Provide various department maps. Update Public Webmap User Guide Test and update Links for GIS Services Research and work with departments on new GIS software to link to website. 	<ul style="list-style-type: none"> Provide accurate and up to date information to residents and non-residents in a timely manner. Assist with public inquiries. Maintain and improve existing communications with rate payers and public inquiries.
1 - 5 hours	Drone	Assist Emergency Services with Drone inquiries and practices.	Assist with training set up for Emergency Services, Planning and Development and Public Works.	Analytical tool for Management and Council.
10 - 50 hours	Integration of New Software	Assist Departments with New GIS Software integration.	<ul style="list-style-type: none"> Coordinate new software integration. Review setup and configuration changes Implementation plan for best practices 	<ul style="list-style-type: none"> Ensure efficient operations. Ensure software and data integration meets the County's database requirements.
1 - 4 days	GIS Conferences	Attend to gain information on new technology and future GIS needs.	<ul style="list-style-type: none"> Network with surrounding Municipalities. Share and obtain information, knowledge, and experience. 	Informational and analytical tool.
15-30 Hours NEW	Asset Management	Assist with Asset Management.	<ul style="list-style-type: none"> Assist with asset classification in webmap. Assist with asset assessment data entry. Coordinate training for users in Asset Management Software. Provide assistance to the Finance Manager and departments in the Asset Management Program. 	<ul style="list-style-type: none"> Ensure efficient operation Assist in meeting the County's database requirements.
10-15 Hours NEW	GIS Layers	Maintain GIS Layers	<ul style="list-style-type: none"> Maintain listing of County Internal and Public GIS Layers. Review GIS Layers with managers at annual GIS department Review. Maintain listing of Regional Internal and Public GIS Layers. Review GIS Layers with the Region. 	Ensure layers are displaying in assigned locations.

GIS SERVICES: WORK PLAN 2022- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC-Continued				
15-30 Hours NEW	Training	Participate in GIS training and Software that links to the GIS Webmap, project management.	<ul style="list-style-type: none"> Register for training. Incorporate skills into GIS Operations 	<ul style="list-style-type: none"> Ensure efficient operations. Enhance education and skill set
SEASONAL				
40 - 100 hours	GIS -Mobile App Data Collection		<ul style="list-style-type: none"> Assisting departments as required with data collection out in the field. Assist departments to keep up with current data collection. 	<ul style="list-style-type: none"> Collect accurate data throughout the organization. Ensure data meets the County's database requirements.
50 - 70 hours	Main Office Landscape	Seasonal Display – outside front entrance	Plant and maintain flowers – May-October. Seasonal outside main entrance displays.	Statement of curb appeal.
2022 ASSIGNMENTS				
10-15hrs	Public Information	GIS services available on the County website.	Communicate through the Smoky Lake Grapevine.	Public communication and notification.
15-20 hours	Assist with Policy Development	Draft policies.	<ul style="list-style-type: none"> Research and analyze AVL practices Defined rolls and responsibilities 	<ul style="list-style-type: none"> Ensure efficient operations. Good understanding of user roles and responsibilities of each department.
10-20 Hours NEW	New -Planner Software	Planner Software Integration	<ul style="list-style-type: none"> Coordinate the integration. Coordinate training. Build Individual department Permits and Application forms (development permits, fire permits, snow clearing applications) Link applications and permits to website. 	<ul style="list-style-type: none"> Enhance departments workflow and operations Provide accurate and up to date information to residents and non-residents in a timely manner. Assist with public inquiries. Maintain and improve existing communications with rate payers and public inquiries.
10-20 Hours NEW	New - Asset Management Software Version 2	Version 2 Software Integration	<ul style="list-style-type: none"> Coordinate the integration. Coordinate training. 	Enhance departments workflow and operations
10-30 Hours NEW	New - All Net Service Request Tracker- tentative	All Net Service Request Tracker Software Integration	<ul style="list-style-type: none"> Coordinate the integration. Coordinate training. Coordinate user Roles and Responsibilities. Set up Departmental Requests Link Service Requests to website. 	<ul style="list-style-type: none"> Ensure efficient operations Provide accurate and up to date information to residents and non-residents in a timely manner. Assist with public inquiries. Maintain and improve existing communications with rate payers and public inquiries.

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GIS Services: Work Plan

ADMINISTRATION

Carried.

Manager's Reports

473-22: Cere

That the Smoky Lake County Management Reports received for the period between February 19, 2022 to March 14, 2022 from the Public Works Manager, Public Works Shop Foreman, Planning and Development Manager, Safety Officer, Natural Gas Manager, Environmental Operations Manager, Agricultural Fieldman, GIS and Communications Technician, be accepted as presented and filed for information.

Carried.

Management Policy Statement No. 01M-43-03: Communication Services Work Plan

474-22: Serben

That Smoky Lake County's Management Policy Statement No. 01M-43-03: Communication Services Work Plan, be accepted as amended for Year 2022 as follows:

Title: Communication Services: Work Plan		Policy No.: 43-03
Section: 1 - M	Code: P-A	Page No.: 1 of 5 E
Purpose:	To establish a Department Work Plan for the Smoky Lake County Communication Services Program.	
Policy Statement and Guidelines:		
STATEMENT:		
The Communications Work Plan, Schedule "A" outlines the Work Schedule of Projects and duties on a daily, weekly, monthly, periodic and seasonal time frame which provides detail work to be undertaken within Communications.		
BENEFITS:		
The Communication Services Work Plan will provide the following benefits:		
<ul style="list-style-type: none"> Good understanding of the process and responsibilities of the County Communication Program. Increase efficiency and strengthen timeframe of deadlines. Establishes accountability of Communications. 		
REVIEW:		
The Communication Services Coordinator Work Plan will be reviewed and presented to Council on an annual basis beginning of each year.		



SCHEDULE "A"

COMMUNICATION SERVICES: WORK PLAN 2022

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
DAILY				
1 hr	Administration	Respond to e-mails. Code Communication invoices. Complete Action List items and record progress updates.	Address questions/ requests for advertising. Keep up to date on emails, timely coding of invoices as per accounts payable requests.	Address questions, requests and follow up, as required. Keep detailed records regarding action items completed.
1.5 hr	Social Media	Post and update relevant information (Meetings, public hearings, office closures, notices, updates to programs or services, community events, etc.) on the County's Facebook and Twitter accounts in a timelier manner than placing a print ad or publishing in the Grapevine.	Make social media posts as requested by managers or Councillor Requests. Promote annual events or awareness days to increase public visibility and awareness. Promote government programs/ services/ safety updates that are non-County specific to residents.	Communicate Smoky Lake County information and public awareness events to residents in a timely and effective manner. Share non-County important information with ratepayers.
1.5 hr	Website Updates	Post and update relevant information (RFP's, public notices, policies, bylaws, events calendar, program services, employment opportunities, etc.) on the County's website in a timely manner.	Work with departments to update department webpage content. Create new pages as needed. Update alerts/ notices/ events as needed.	Communicate the most current County information and events to residents in a timely and effective manner in a central location.
½ hr	News Ideas	Proactively seek out County news that could be published on Facebook, or Twitter, County website, Grapevine, and/or through news releases (free media) for local papers.	Create and/or promote news ideas as they occur.	Communicate County information to residents in an effective manner.
2.5 hrs	Communications for Departments	Work with departments to meet specific communication needs as they arise (Public Participation, department specific services updates, bursary opportunities, advertisements as required by policy, changes to services, employment, etc.). Create ads and advertise through appropriate methods.	Work with departments to create program information ads/ updates as they occur. Advertise and promote department programs/ services in a timely manner with consideration of department advertising budget.	Communicate department specific information to residents in an effective manner.
½ hr	Tracking- Advertisements placed	Track ads placed by Smoky Lake County and record and track through Cascade software.	Keep detailed records of all ads placed on social media, website and published in print media for historical reference.	Locate archived material.
½ hr	Ad Requests	Manage phone and email ad requests for Smoky Lake County advertising promotion/ sponsorship. Determine whether to accept or decline (based on budget/ value), if chosen to accept, create advertisements for publishing.	Consider promotional advertising requests. Develop appropriate advertising if request is accepted and aligns with advertising budget.	Promote Smoky Lake County in a professional and budget conscious manner.
½ hr	Respond/ assist with concerns that arise.	Respond with day-to-day concerns that arise (ex: road conditions/ closures, truck fill outages, fire warnings, FOIP requests, etc.).	Respond to concerns as they arise. Work with departments to create public notice bulletins and advertise appropriately as needed.	Communicate County information to residents.

COMMUNICATION SERVICES: WORK PLAN 2022- Continued:

Communication Services: Work Plan

ADMINISTRATION

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
WEEKLY				
1.0 hr	Management Meeting Notes	Attend, compile and distribute the Weekly Manager's Meeting notes to Council and all staff through email.	Attend weekly manager's meetings and compile Department Manager's notes and distribute through email to all staff and Council.	Provide department updates of activities to all staff and Council. Communicate departments weekly activities.
2 hrs	Management/ Staff Meetings	Be aware of County activities through meetings and staff interaction as communication tools for news releases, advertisements, etc.	Review any incidents or concerns and report monthly activities in office.	Discussion and awareness of other department activities.
3 hrs	Communication Advice	Provide communication advice to managers and staff as requested. Provide assistance on creating a communication strategy to fit their specific department request. Create ads for departments, as needed.	Work with departments to create ads, if requested, and publish/ advertise information to best reach the target audience.	Effective communication tools used to reach desired audience.
3 hrs	Develop Advertisements and Information Publications	Create advertisements and publications that are non-department specific (office holiday closures, proclamations, service weeks, graduations, etc.) and advertise through appropriate media outlets.	Create ads and promote events through appropriate platforms.	Communicate County information with residents.
5 hrs	County Website	Work with website developer/ host to create and maintain an attractive, user friendly and functional website. Organize, create new pages or new features to increase functionality.	Update current webpage content to reflect the most current information/ documents. Organize content into easily accessible locations on website.	Communicate and provide current County information to residents in an easily accessible location.
1 hr	Filing	File documents as required.	Physically or digitally file information for historical reference and accurate record keeping.	Locate archived documents.
MONTHLY				
6 hr	Council Meetings	Attend to gain information on Council activities that may need to be advertised or promoted to the public.	Attend Council Meetings to be able to report Council highlights in the Grapevine.	Gain information on Council activities and advertise if appropriate.
3 hr	Manager's Reports	Prior to Departmental Meetings provide a report on monthly Communications activities.	Complete a manager's report for monthly council meeting.	Provide Council with department activities.
2 hrs	Joint Health & Safety Meetings	Attend monthly Joint Health & Safety Committee Meetings to review incidents, review safety policies and correspondence.	Review any incidents, report weekly activities, and review safety policies and correspondence.	Participate in development and implementation of programs to protect the employees' safety and health.
1/2 hr	Monthly Timesheet	As required.	Complete and hand in at the end of each month.	Documentation.
16 hrs	Grapevine	Plan, create ads, produce and distribute the monthly Grapevine. Keep track of annual events/ campaigns/ holidays/ proclamations, etc. to include in appropriate Grapevine. Post the Grapevine on the County website once complete.	Create ads that promote monthly activities/ events/ deadlines/ department activities. Produce and publish the monthly Grapevine that is accurate and visually appealing. Send Grapevine to print media for publishing. Post monthly Grapevine on website.	Communicate County events, information and activities to residents.

Communication Services: Work Plan

ADMINISTRATION

COMMUNICATION SERVICES: WORK PLAN 2022-Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
MONTHLY-Continued				
4 hrs	Departmental Meeting	Attend monthly Departmental Meetings.	Attend monthly Departmental Meetings to address any concerns or highlight any projects or activities as they relate to the Annual Work Plan.	Address any concerns/ answer any questions Council or Administration may have regarding department activities.
PERIODIC				
Dependent on request.	FOIP/ Access to Information Requests	Work cooperatively with Legislative Services and with requesting parties to investigate requests to obtain Access to Information or FOIP (Freedom of Information and Privacy) information. Work with department managers, as necessary, to obtain requested information and document and maintain records of shared information.	Receive request and note timelines. Work with departments to determine if information requested is eligible for release. Release requested information and document information shared. Contact requesting party if information is not eligible for release. Report yearly FOIP requests received to the Province.	Provide information requested to the requesting party as allowed to by Legislation.
Dependent on Season.	Fire Ban Information	Work with Senior Management and the Fire Chief to distribute Fire Ban Advisories to media outlets. Ensure information is posted on social media and the County website.	Receive Fire Restriction updates and advertise as accurately and quickly as possible. Create alerts for website and social media.	Communicate urgent County information to residents in an effective and efficient manner.
5 hrs	Brand Development	Work on creating and implementing a consistent branding strategy for Smoky Lake County and promote the County in the most professional, cost effective and time efficient way.	Create ads with a consistent visual look and appeal. Create logos for Municipal milestones celebrated.	Use a consistent and positive brand to promote Smoky Lake County.
6 hrs	Annual Safety Meeting	Attend.	Attend yearly Safety Meeting.	Obtain valuable information from speakers.
4 hrs	Prepare Budget	Work with Senior Management and Finance Manager to develop a Communications Budget.	Prepare budgets for operating and capital purchases.	Develop a budget and keep expenses within the approved budget.
4 hrs	Policy Development	Develop new and/or update existing Communications Policies and Best Management Practices to reflect current platforms used.	Work with Assistant CAO to create or update policies to reflect current practices to be incorporated into policy manuals.	Keep policies up to date with current protocols and technologies.
½ hr	Deposit/ Mail	Take the County deposit to the bank and the County mail to the Post Office.	Deliver bank deposits and take mail to post office.	Assist office staff with daily County tasks.
14 hrs	Microsite Maintenance	Create microsites for requesting community organizations and assist organizations with site maintenance support, if needed. Communicate with organizations as website updates/ renewal occur.	Create microsites for requesting organizations. Create log in accounts and assign user permissions. Hand off microsite to organization with starter manual and tutorials. Assist users with troubleshooting if needed. Communicate with microsite users as website updates/ contracts need renewals.	Assist organizations in promoting their club/ service to the community.

Communication Services: Work Plan

ADMINISTRATION

COMMUNICATION SERVICES: WORK PLAN 2022-Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC-Continued				
30 hrs	Training	Participate in web design/ social media/ marketing/ branding training to better promote the County in the most professional, cost effective and time efficient way possible.	Register for training/ book accommodations if needed. Incorporate materials/ skills into Communications operations.	Education and increased skill set.
16 hrs	FOIP Training	FOIP Training to ensure most current information on the Legislation.	Register for training. Incorporate knowledge into FOIP requests received.	Increased education and awareness.
4 hrs	Annual Work Plan	Update the Communications Annual Work Plan to reflect work conducted within the department.	Submit to Council for approval.	Develop a Work Plan and keep up to date to reflect any changes and projects within the department.
12 hrs	Council Requests	Respond to requests/ inquiries received by Council.	Research information regarding requests received by Council. Communicate task completion or findings back to appropriate parties.	Address any concerns and respond to any questions Council may have regarding projects or activities within the Communications Department.
3 hrs NEW	Employee Evaluation	Meet with senior administration to review job performance, discuss growth opportunities, department improvements and receive feedback for future planning.	Complete pre evaluation questions to gather clear ideas about strengths, weakness, concerns, department successes prior to meeting with senior administration.	Continue to build and grow the department and personal skills that benefit the County. Improve on areas that require more attention.
SEASONAL				
26 hrs	Quick Reference Book	Revise, edit, produce and distribute the Quick Reference Booklet.	Revise/ edit reference book as needed. Print new copies if required.	Communication tool for County Council and staff.
100 hrs	County Annual Report	Revise, compile, edit, produce and distribute the Annual Report.	Gather information from department managers to be included in report. Include Financial Statements into report. Print and mail Annual Reports for Council, staff, residents that have requested mailed copies, and extras for in-office pick up.	Communicate County information to residents.
2022 ASSIGNMENTS				
50 hrs	Communication and Marketing: County Website	Continue to update and improve the existing County website to reflect the most current and up to date program information and data to highlight municipal programs and meet Municipal needs.	Update webpage content. Recreate clear department pages with current information on department services.	Communicate complete and current information in a central source to residents.
14 hrs NEW	Communications/ Social Media Policy:	Revise the current Communication and Social Media policies to reflect how we currently use social media platforms and to establish clear and consistent guidelines on the type of communication and communication outlets provided to the public. Inform departments of policy updates to provide a uniform method of communication.	Revise the Communications and Social Media policy to create a clear and consistent communication strategy.	Keep policies up to date with current protocols and technologies and create clear guidelines for a communication strategy.

Communication Services: Work Plan

ADMINISTRATION

Carried.

Management Policy Statement No. 08M-02-10: Finance Manager Work Plan

475-22: Serben

That Smoky Lake County's Management Policy Statement No. 08M-02-10: Finance Manager Work Plan, be accepted as amended for Year 2022 as follows:

Title: Administration- Finance Department: Finance Manager Work Plan		Policy No.: 02-10
Section: 08 – M	Code: P – A	Page No.: 1 of 12 <i>E</i>
Purpose: To establish a Work Plan for the Smoky Lake County Finance Department.		
Policy Statement and Guidelines:		
STATEMENT:		
The Finance Department Work Plan, Schedule "A" outlines the Work Schedule of Projects and duties on a daily, weekly, monthly, quarterly, yearly and periodic time frame which provides detail work to be undertaken in the Finance Department/Information Technology Department. Smoky Lake County Administration- Finance Department: Personnel List, Schedule "B" outlines the department's personnel and job classifications.		
BENEFITS:		
The Finance Department Work Plan will provide the following benefits:		
<ul style="list-style-type: none"> ■ Good understanding of the tasks required to ensure that the County manages its finances and information technology in accordance with the Municipal Government Act, The Public Sector Accounting Board specifications, Revenue Canada requirements, and commonly accepted financial and IT control practices. ■ Establishes accountability of the Finance Department. ■ Communication Tool. 		
REVIEW:		
The Finance Work Plan will be reviewed and presented to Council on an annual basis within the first quarter of each year.		

Section 08-M

Policy: 02-10



SCHEDULE "A"
FINANCE DEPARTMENT WORK PLAN 2022

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
DAILY				
	Cash Receipts	Enter cash receipts.	Take payments, provide customer service, prepare and balance cash receipts.	Dollars ready to deposit at bank.
	Daily Mail	Distribute Daily Mail.	Record payments received. Distribute mail throughout the organization.	Payments received daily, departments receive mail daily.
	On line payments	Record payments received through online banking.	Record all payments as per faxes provided daily from banks.	Payments recorded once daily.
	Daily Deposit	Deposit prepared daily.	Balance cash receipts. An employee who has not been involved in the receipting or balancing takes the deposit to the bank.	Funds deposited to bank.
	Daily Backup	Daily Backups of computer data are made.	Daily Backups of computer data are created and IT verifies the process.	Data protection in case of failure.
	Front Counter Service	Assist customers at the front counter as needed.	Finance staff greet people, and either assist them or ensure that an employee from the appropriate department assists them.	Customers and visitors are provided respectful courteous service.
	Telephone service	Answer phones and assist callers.	Answer calls, assist as required and forward to county staff as required.	Callers are provided respectful courteous service.
	Filing	All documents are filed.	Each employee files their own work in a timely fashion.	Files are available as needed and are organized for audit.
	Banking	Check bank account transactions and balances online.	Check for anomalies clearing the account, NSF charges, etc.	Information is received and entered on a timely basis, good bank controls in place.
	Accounts Payable	Enter invoices for payment.	Ensure invoices are approved and coded by the appropriate manager. Accurately enter all information to prepare invoice for payment.	Invoices are coded correctly to the general ledger and are ready to write cheques.
	Information Technology	Daily computer checks.	Check email Barracuda logs, verify back ups, verify websites, check server log files, check printers, check notice boards, check virus scans, check water connections and fax downloads.	Maintain system and data integrity. Ensure backups are in place to protect the County from loss of data

Finance Department: WORK PLAN 2022- *Continued:*

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
WEEKLY				
	Managers meeting	Attend managers meeting.	Communicate information as needed to managers, note information that will affect finances.	Finance Department is knowledgeable about events affecting budget.
	Weekly Backup Tape	Weekly backup tape is stored at the ATB.	IT provides tape to one of the 4 people who are able to take the tape to the safe deposit box every Friday.	Data is secure in case of emergency.
	Accounts Payable Cheque runs	Pay accounts payable invoices.	Run cheques, attach backup, provide to CAO/Council for signature, and distribute payments.	Accounts paid.
	Prepare Tax Certificates	Provide tax certificates as requested.	Assist with requests via telephone, prepare and send out certificate. Follow up with billing.	Tax certificates sent and payment received.
	Provide Assessment Sheets	Provide assessment sheets and information.	Assist with requests via telephone, prepare and send out certificate. Follow up with billing.	Tax certificates sent and payment received.
	Payroll Daily Time Entry	Time sheets from the departments are entered.	Verify that time sheets are approved, enter information into Bellamy.	Daily time is in the system providing accurate work order costs and payroll calculations.
	Information Technology Data	Protect Servers.	Verify backup, Move GIS data backup to tape. Image the parent virtual machine.	Protect the County from loss of data/systems.
	Utilities	Meter reading/change of ownership.	When advised of change of ownership, have the gas technician read the meter and then set up the new information in Bellamy.	Utility costs are billed to the correct user.
	Information Technology – Fuel system	Check computer fuel system at shop.	Verify that the connection between pumps and system is good and that data is being transferred.	Reduce loss through fuel management.
	Highway 28/63 Water Commission Accounts Payable	Pay approved invoices.	Enter invoices into Simply Accounting, manually write cheques, have signed and mail out payments.	Invoices are paid in a timely manner.
	Highway 28/63 Water Commission Deposits	Deposit all payments to ATB.	Enter receipts into Simply Accounting, write up deposit and deliver to bank.	Funds are deposited into bank as received.

Finance Department: WORK PLAN 2022- *Continued:*

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
MONTHLY				
Semi- Monthly	Accounts Receivable Invoicing	Accounts Receivable invoices sent out on the 15 th and 31 st .	Departments provide finance with miscellaneous charges to be billed. Invoices are created and sent.	Invoices are sent in a timely manner.
Semi- Monthly	Water Truck Fill Invoicing	Truck fill usage downloaded and invoiced to customers twice per month.	Truck fill usage downloaded, invoices entered into Bellamy and mailed out.	Invoices are sent in a timely manner.
Monthly	Salary Payroll	Salary payroll paid 21 st of every month.	Record days off, run payroll, have reviewed by finance manager, run cheques, have cheques approved by CAO or assistant, submit EFT file to bank minimum of 2 days before pay date.	Approved copy of cheques is filed. Salary employees receive payment.
	Council payroll	Council payroll paid 21 st of every month.	Run payroll, have reviewed by finance manager, run cheques, have cheques approved by CAO or assistant, submit EFT file to bank minimum of 2 days before pay date.	Approved copy of cheques is filed. Council members receive payment.
	Hourly Payroll	Hourly payroll paid 31 st of every month and advances paid on the 15 th .	Import Daily Time, run payroll, have reviewed by finance manager, run cheques, have cheques approved by CAO or assistant, submit EFT file to bank minimum of 2 days before pay date.	Approved copy of cheques is filed. Hourly employees receive payment.
	Pay Council expenses	Council is reimbursed once per month for mileage and expense.	Verify expense reports, code, enter, and produce cheques.	Cheques are signed and distributed to Council Members.
	Pay Payroll Remittances	Paid monthly within 3 banking days of last day of the month.	Payroll Clerk balances and prepares remittances and submits to AP for payment.	Approved copy of cheques filed.
	Payroll balancing	Balance payroll sub ledger with general ledger accounts.	Run a payroll trial balance and make sure that it balances with the general ledger accounts.	Prevents year end imbalances.
	Tax and Utility Auto Payments	Send auto payment EFT to bank.	Run reports, have utility clerk verify utility portion and remit the file to ATB online banking.	Funds to be withdrawn from account 20 th of the month.
	Utility meter changes	Enter meter changes into Bellamy.	Information regarding changed meters is entered into Bellamy before billing.	Invoices reflect accurate usage and meters are tracked.
	Main Office Safety Meeting	Attend monthly office safety meetings.	Review any incidents and report monthly activities in office.	Safer work environment.

Finance Department: WORK PLAN 2022- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
MONTHLY-Continued				
	Bill utilities	Bill both gas and water usage.	Enter readings, bill and balance utilities. Send out invoices to customers; follow up with problems, concerns, etc.	Invoices sent.
	Bill Utilities	Download data from meters and truckfill stations.	IT provides the downloads and assists with the automatic meter reading.	Invoicing complete.
	Accounts Receivable Statements	Reminder statements sent monthly.	Send out Monthly statements for arrears.	Increased AR collections.
	Accounts Receivable	Receive emergency response details and bill.	Bill insurance claims and Highway Emergency Response to Alberta Transportation.	Charges are invoiced in a timely manner.
	Bank Reconciliation	Reconcile all bank accounts monthly.	Reconcile cheques, deposits, and other transactions. Enter adjustments as needed.	Bank financial report provided to Council.
	Monthly Journal Entries	Create journal entries to adjust and correct accounts as needed.	Journal entries are created by Finance Manager and entered by Tax Clerk.	General Ledger accounts are up to date and accurate.
	Balance Sub ledgers	Ensure Utilities, Accounts Receivable, and tax receivable sub ledgers balance with General Ledger.	Run sub ledger reports and balance and correct any outages.	Ledgers are balanced.
	Monthly Budget to Actual Comparison	Prepare report for Council that shows both the budget and actual up to date values.	Report is prepared and provided at the monthly Council meeting. Information regarding unbudgeted expenditures or discrepancies is provided.	Council is kept apprised of the financial status monthly.
	Manager's Report to Council	Prepare report for monthly Council meetings.	Provide Council updated information on finance department activities.	Council is apprised of finance initiatives and activities.
	Land title changes	Process land title changes in both taxes and gas systems.	Enter new titles.	Tax and utility systems are updated with new owner information.
	Monthly Department Reports	Provide Actual to Budget Reports to Department Managers.	Print department reports showing detailed account information. Discuss and verify anomalies and errors.	Manager are provided information to ensure they meet their annual budget.
	Faxes	Faxes are run through the email system. They are kept on the system for 90 days	Monthly the IT technician will purge old faxes.	Backup of incoming faxes is kept for 90 days.

Finance Department: Finance Manager Work Plan

MANAGEMENT

Finance Department: WORK PLAN 2022- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
MONTHLY-Continued				
	Printers and Toner	Inventory and order toner.	Printers and toner are checked. Additional toner is ordered as needed.	Printing Capabilities are maintained and constant.
	Accounts Receivable Collections	Letters on delinquent receivables.	Send letters out to customers with old accounts due.	Payment on accounts.
	Accounts Receivable Collections	Update managers regarding delinquent receivables.	Coordinate with managers to pursue payment.	Payment on accounts.
	Highway 28/63 water invoicing	Invoice water usage to Town of Smoky Lake, Village of Waskatenau, Village of Vilna, County of Thorhild, St. Paul County, and Whitefish First Nations	Get readings from County of Thorhild Staff, balance, and invoice.	Water usage balanced and billed.
	Carbon Levy report/remit.	Complete carbon levy reporting and remit payment to Canada Revenue Agency.	Reconcile levy, submit reporting online and pay by the end of every month.	Carbon Levy paid avoiding penalties.
	GST Returns	Effective 2019 GST returns are required monthly.	Balance GST payable remit via internet as per the forms sent as per Revenue Canada Requirements.	Confirmation of GST remittance filed. Refund received.
	Highway 28/63 financial reporting.	Prepare financial update for board.	Provide updates to board regarding budget status.	Board understands financial status and issues or concerns.
QUARTERLY				
	Garbage billing	Bill Village of Waskatenau and Village of Vilna for garbage pick up costs.	Calculate delivery costs and tippage fees.	Invoices entered into Accounts Receivable and forwarded for payment.
	Payroll Balancing	Review payroll balances and verify.	Check that correct benefits are being deducted, provide an updated listing of vacation and sick day balances.	Deductions are correct limiting possible losses to County.
	Gas Balancing	Balance gas sales with tap readings.	From Gas Alberta billing, Town readings, and Bellamy gas bills calculate volumes and dollars and ensure amounts balance.	Minimal variances between actual sales and gas used.
	Aggregate Levy	Ensure Aggregate Levy is being reported and paid as per Road Haul Agreements	Provide Public Works Liaison with update on levies received.	Levies collected as per bylaw and agreements
YEARLY				
January	Year End	Prepare all year end working paper and coordinate audit	Reconcile accounts, record accruals, capital transactions, create audit working papers and year end entries.	Information ready for audit.
	Bill partnering municipalities	Allocate annual costs to partnering municipalities.	Calculate total costs for partnered projects and bill according to agreements.	Invoices entered and bills forwarded to municipalities.

Finance Department: Finance Manager Work Plan

MANAGEMENT

Finance Department: WORK PLAN 2022- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
YEARLY-Continued				
Jan/Feb	Payroll Year End	Reconcile payroll and prepare year end reports.	T4s due Feb.28, WCB reporting due Feb. 28, LAPP reporting due Jan.31.	T4s complete and reports filed with government agencies.
	Tax year end	Finalize tax year end.	Verify tax and assessment balances and process year end in Bellamy.	Current tax balances are moved to arrears.
Feb	Audit	Assist Auditors as required.	All finance staff must be available to locate information and answer questions for annual audit.	Audit is efficient and costs are minimized.
Feb/Mar	Annual Grant Reporting	Reconcile and prepare SFEs for all grants.	Reporting required is different for each program. Most Reports are due February/March, but must check each grant.	Reports submitted to appropriate agency.
	Asset download	Provide asset file to Assessor.	Download asset file (assessment roll) forward to assessors.	Assessors will update file with new assessment.
	Enter Linear Assessment	Receive linear assessment from Municipal Affairs.	Starting 2019, we have to enter these assessments manually into the Financial System.	Assessment ready for taxation.
March	Update Assessment.	Receive assessment from the Assessors.	Upload to Bellamy.	Assessment ready for taxation.
	Bellis Sewer Charges Bylaw	Bellis Sewer Charges Bylaw must be passed annually.	Updated costs to operate system, take new bylaw to council with recommended rate.	Passed Bylaw.
	Final Financial Statements	Work with Auditor to present final financial statement to Council.	Review statements, and have approved by Council, make available to public online and through annual booklet.	Annual Financial Statements available to public.
	Tax Notifications	Place tax notifications as per MGA by March 31 st .	Tasks to be carried out as per MGA.	Tax notice confirmation from Alberta Land Titles.
Mar/Apr	Annual Grant Projects	Submit project profiles for Annual Grant Programs.	Each program has different requirements, forms, and submission requirements.	Applications submitted to appropriate agency.
Mar/Apr	Final Budget	Adjust interim budget to reflect actual tax income and requisitions.	Adjust expenses and revenues. Calculate requisition tax rates and develop options for the Municipal tax rate. Present to Council for decision.	Council passes final budget. Mill rate is set for taxes.
Apr/May	Mill Rate Bylaw/Bill Taxes	Mill Rate Bylaw must be passed to levy property taxes.	Bylaw is presented to Council.	The mill rate will be used to levy taxes.
May	Statistical Information Return	Complete SIR for provincial submission.	Update information, complete online form and mail in to province.	SIR is filed before June.
April	Annual Safety Meeting.	Attend annual safety Meeting.	Report unsafe conditions or work to supervisor to resolve.	Keep informed on safety practices/ policies of the County.
May/June	Bill Taxes	Taxes billed by May 31 st .	Balance Assessment, balance tax billing, run notices and mail.	Tax notices sent out.

Finance Department: Finance Manager Work Plan

MANAGEMENT

Finance Department: WORK PLAN 2022- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
YEARLY-Continued				
May/June	Equalized Gas year end	Balance equalized gas and process year end.	Process year end, bill out final amounts owing and send refunds to customers with a credit balance. Set next year budget amount.	Final invoices and cheques processed.
June/July	Budget Consultation	Budget Public Consultation.	Prepare a budget consultation process for the public. To be complete by early fall. The results will be communicated to Council to be used to begin the net budget year.	Open and transparent budget process that allows ratepayers input.
July/August	Assessment Complaints	Process assessment complaints.	Acknowledge complaints, forward to assessor, set up hearing dates as per MGA.	Hearing is held Oct/Nov.
July/August	Five year financial plan	Create five year financial plan that meets MGA requirements.	A 2020-2025 financial plan document will be presented to council for approval.	The new financial plan will be presented to Council with annual budget.
Sept-Dec	Interim Budget	Prepare interim budget for: capital, operating and three year road plan.	Review actual, prepare budgets with managers, present to Council.	As per policy: Interim budget passed prior to December 31, 2012.
Oct/ Nov	Assessment Appeal Hearing.	Ensure the assessment appeal process proceeds as per MGA.	Assist ratepayers, respond to official complaints, coordinate exchange of evidence, schedule hearing.	Decisions must be complete by December 31 st .
Oct	Taxes Due	Process tax payments, assist ratepayers.	Assist ratepayers to ensure best possible collection of taxes prior to due date.	County receives money for operations.
Nov /Dec	Borrowing Bylaw	Present Borrowing Bylaw to Council.	Work with bank to create bylaw and service agreement.	Line of credit and credit card is renewed.
August - Nov	Tax arrears property sale	Ensure that properties with tax arrears more than 3 years take place.	Advertise sale as per MGA and hold auction.	Property sale proceeds are deposited to special account.
Nov. 1 and Mar. 1	Tax penalties.	Run tax penalties as per bylaw.	Advertise reminders and run tax penalties.	Penalties added to account.
Feb/March	Work Plan	Update Annual Work Plan	Review job tasks/duties with staff and update	Council and Public have a good understanding of the tasks required to carry out the financial administration of the County
Jan. / Feb.	CLC Grant	Verify grant funds spent by CLC	Ensure County records are in accord with CLC records	Smoky Lake County meets Provincial Grant requirements as the Host Municipality.
	Employee evaluations	Review previous year evaluation with full-time permanent staff	Prepare evaluation booklet	Ensure employees and manager are on the same page in regards to career objectives and goals.

Finance Department: Finance Manager Work Plan

MANAGEMENT

Finance Department: WORK PLAN 2022- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC				
	Set up new employees	Set up new employees in payroll, and benefits.	Ensure that all new employees are set up in the payroll system to have the correct benefits and deductions. Provide employee with benefits information and provide ensure all necessary registrations are complete.	New employees receive benefits and pay.
	Coordinate Additional Named Insured annual renewals and billings	Coordinate Additional Named Insured annual renewals and billings.	Send renewal notices, confirm insurance amounts, reconcile, and bill ANI's.	Provide local organizations with insurance through RMA at no cost to the County.
	Record of Employment (ROE)	Create and submit record of employment.	When an employee leaves the County, a ROE must be provided to the employee and to the Federal government online.	Meet legislative requirements.
Semi – Annual	Hwy 28/63 Water Commission GST	Remit GST return January and July.	Balance GST payable remit via internet as per the forms sent as per Revenue Canada Requirements.	Confirmation of GST remittance filed. Refund received.
	Assist Assistant CAO	Provide assistance as required.	Municipal Clerk position assists Assistant CAO with meeting preparation, etc.	Administration requirements are met.
	Regional Community Development Committee	Provide financial services to the RCDC Committee.	Prepare financial reports.	All municipalities understand the financial status of this regional committee.
	15 Year Capital and Infrastructure Plan	Update the Equipment and Vehicle Plan. Create a long-term plan policy. Create a long-term plan for infrastructure.	Work with departments to create plan.	To be presented as part of the budget process.
	Policy Development and Review	Review existing policy and recommend new policy to Council.	As needed research policies.	Up to date best practices.
	Alberta Purchasing Connection	Post tenders, requests for proposals, etc. on APC website.	Assist departments with posting preparation and manage posting on website.	Large purchases are posted to meet public procurement requirements.
	Cost Analysis	As issues arise, review costs and prepare analysis for Council and Management.	Use best accounting practices to ensure information is accurate.	Provide the best possible information for decision making.
	Grant research and applications	Research new grant sources.	Assist managers in locating new grant sources. Assist with grant applications and follow up reporting.	The County maximizes funding through grants.
	Payroll questions	Assist staff with payroll and benefits questions.	Answer questions, do research as requested.	Customer assistance provided to employees.

Finance Department: Finance Manager Work Plan

MANAGEMENT

Finance Department: WORK PLAN 2022- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC-Continued				
	Credit Applications	Complete credit applications.	Provide information and complete applications for departments.	New vendor accounts set up.
	Meetings with Council	Attend meetings with Council.	Attend meetings to provide information, advice and to ensure decisions affecting budget are noted financially.	The finance department is knowledgeable in the affairs of operations.
	Members of the Government Finance Officers Association	Maximize training and networking opportunities.	Attend training opportunities and conferences. Member of the Professional Development Task Force.	The County maximizes opportunities to learn best practices from other professionals and municipalities.
	Member of the Society of Local Government Managers	Maximize training and networking opportunities.	Attend training opportunities and conferences.	The County maximizes opportunities to learn best practices from other professionals and municipalities.
	Members of the Canadian Payroll Association	Maximize training opportunities.	Changes to payroll legislation are provided along with training opportunities.	The County maximizes opportunities to learn best practices and ensure adherence to legislation.
	Financial Services for Highway 28/63 Water Commission	Transfer financial services from Thorhild County to Smoky Lake County.	Work with Commission.	Smoky Lake County will manage the Water Commission.
	Assist all Computer users	Information Technologist assists and trains users (Smoky Lake County, Smoky Lake Foundation, Legion, and fire departments) as requested/needed.	Fixing hardware and software issues. Training.	All Organizational computer users have access to immediate assistance.
	Information Technology updates	Research and initiate hardware and software updates as needed.	Routinely checks for software system updates and ensures that they are implemented. Researches best options for both hardware and software.	Technology is current and use is maximized.
	Oversee entire Information Technology Systems	Install and repair all systems when needed.	Research solutions, repair hardware and software issues and when necessary, coordinates with outside suppliers.	Technology is current and use is maximized.
	Insurance	Coordinate insurance renewals, bill ANI's, track prepaid insurance and track additions and deletions.	Coordinated renewals except for ANI's.	To ensure and maintain current insurance files.
	Highway 28/63 Water line to Whitefish Lake	Manage the finances regarding the Water Line project to Whitefish Lake.	Monitor, account for, and prepare all grant documentation for the new Whitefish Lake Water Line Project.	To ensure project is accounted for according to GAAP and Grant requirements.

Finance Department: Finance Manager Work Plan

MANAGEMENT

Finance Department: WORK PLAN 2022- *Continued:*

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC <i>Continued</i>				
	Asset Management	Asset Management Policy and Strategy.	Prepare an Asset Management Policy and Strategy for the organization.	Improve Asset Management Practices to include more than just financial management.
	Asset Management Software	Implement Asset Management data into Munisight and set up new processes	Set up asset register on Munisight.	Improve Asset Management Data sharing.
	Finance Policies	Review and initiate finance policies.	Follow best practices and expert recommendations to recommend and create financial policies for Council consideration.	Smoky Lake County follows best practices for financial management.
NEW	New Financial System	Convert the financial system from Bellamy to Diamond Great Plains	Install, convert, and go live in Diamond Great Plains Financial System.	Smoky Lake County has a new up dated, finance software system at a lower operating cost.
NEW	Financial Orientation Presentation	Highway 28/63 Water Services Commission Financial Orientation	Create a financial orientation presentation for the Water Commission Board	The Highway 28/63 Water Commission Board has a better understanding of financial policies and practices.
NEW	Fiber Internet	Investigate and implement fiber internet.	Investigate, negotiate, contract, make hardware changes and connect to fiber internet.	Smoky Lake County has reliable and fast internet.



SCHEDULE "B"

Smoky Lake County: Administration - Finance Department Year - 2022

Personnel List

	Finance Manager	Highway 28/63 Water Commission	Payroll	Reception	Natural Gas / Accounts Receivable Clerk	Taxation	Accounts Payable
Brenda Adamson							
Lorraine Karvonen			Primary	Back-up			
Barb Shapka				Primary	Primary		
Debbie Hackman				Back-up	Back-up	Primary	
Lonnie Shulko				Back-up			Primary
Jenna Preston (under administration - back up only for finance)				Back-up			
NOTE:							

Carried.

2. Correspondence:

No Correspondence.

7. Delegation:

No Delegation.

8. Executive Session:

No Executive Session.

Adjournment:

476-22: Fenerty

That the Smoky Lake County Council Meeting for the purpose of Departmental Operations of March 22, 2022, be adjourned, time 1:43 p.m.

Carried.

REEVE

SEAL

CHIEF ADMINISTRATIVE OFFICER