



ADMINISTRATIVE REPORT November 28, 2019

COUNTY MANAGER

Sylvan Lake Regional Wastewater Commission (SLRWWC) – Operational Services Agreement

As Council is aware our proposal to provide operational services to the Sylvan Lake Regional Wastewater Commission was accepted by their Board. As such, the operational services agreement has since been executed by both parties with the key elements of the agreement being as follows:

- The County is responsible for providing utility operator services for all components of the regional wastewater system;
- Five-year term commencing January 1, 2020.
- Agreement may be renewed for an additional five-year term, with or without changes, upon mutual agreement of the parties.
- Agreement may be terminated with 90 days-notice.
- Operational services are based on a 40-hour work week, inclusive of supervision, on-call time and after-hours work.
- The 2020 1) manpower rate of \$57.69/hour, and 2) vehicle rate of \$25.00/hour are indexed for inflation by 2% for each subsequent year of the agreement.

Joint Use Planning Agreements

Pending final legislative approval public and catholic school boards, and municipalities within their respective districts, will be required to enter into Joint Use Planning Agreements (JUPA). The timeline for executing the subject agreements is three-years from the date of proclamation of the changes to the Municipal Government and the Education Act. The purposes of joint use planning agreements are to ensure collaboration between school boards and municipalities with respect to school site planning and the shared use of facilities.

Several central Alberta Municipalities, with funding through the Alberta Community Partnership (ACP) Program, have engaged Parkland Community Planning Services to assist with the development of a JUPA toolkit and template agreements. The Village of Clive is the managing partner for this project.

Eight central Alberta Counties and the school divisions and urban municipalities within them have been invited to participate in this initiative, at no cost. Administration attended a project start-up meeting on November 19th and will continue to be involved with this initiative until the release of the final toolkit in March 2021.

Town of Blackfalds – Master Road Use Agreement

To accommodate their east stormwater project to Blackfalds Lake the Town of Blackfalds must cross County Range Road 27-0 with their drainage line. Through the execution of a Master



Road Use Agreement we have agreed to allow them to open cut our road to install the 42" stormwater line. The road will be closed temporarily during the installation. The Town has agreed to warranty our road at the crossing location for a period of two years.

Vig Cemetery

We will be assisting the Vig Cemetery (east of Bentley) with mapping out existing and future plots. We will be also be digitizing their burial records. This work will be provided by County staff as time permits.

Central Alberta Rowing Club

Through County Policy OP(9) Public Works for Community Organizations, we provided the Central Alberta Rowing Club with a few loads of crushed gravel to accommodate the relocation of their boat shelter and to fill in some low-lying areas leading to the boat house and dock ramp which have settled over the last couple of years. We have a lease agreement with the Rowing Club that allows them to operate their facilities on a road allowance at the north end of Lacombe Lake.

Communications

Communications Items

- Public Participation and Communications Survey - Survey launched November 15th, and was inserted into the County News (with a QR code in case people wanted to use their mobile device and an addressed envelope for anyone who wanted to mail it in), and links were put on the website, Facebook (boosted ad) and Twitter.

As of November 20th we had six mailed/e-mailed responses and 56 on-line responses.

Social Media

- Twitter – up to 2,427 followers (2,424 last month)
- Facebook – up to 878-page likes (from 835 last month) and 976 page follows (up from 933 last month)
 - Our promotion of the Taste of Lacombe County tour and road construction updates were very popular
- Media Releases Issued
 - School Resource Officers anti-bullying presentation
 - Survey launch media release
 - Assisted with Sylvan Lake IDP media release and social media push
 - Road Maintenance (social media, website, County News push) to clarify who is responsible for the numbered highways

 - Reeve/Deputy Reeve appointments
 - Working on Budget 2020 media release (to go out after the budget meeting)



Human Resources

- The recruitment for the new Utility Operator position has been completed. An announcement of the successful internal candidate will be made the week of November 25th. Plans to backfill the resulting vacancy are in progress.
- Recruitment has started for the Operations Receptionist position to backfill for the current incumbent who is on an extended medical leave. Interviews have been tentatively set for December 5th & 6th.
- Melissa is working on a variety of ongoing projects including planning for the respectful workplace activity in February, doing research on other municipality's policies, updating the health and wellness spending accounts for 2020, working on benefit issues through our benefit representative, etc.

CORPORATE SERVICES

General

- Annual Tax Write-off and PERC Application
 - Staff have completed the annual oil & gas company write-offs for 2019.
 - The PERC (Provincial Education Requisition Credit) and DIRC (Designated Industrial Requisition Credit) applications will be filed before the end of the year.
- Shallow Gas Property Tax Program
 - The reporting requirements for the Shallow Gas Property Tax Program have been met.
 - Administration will be expecting the other half of the Education Requisition Credit to be applied against the County's provincial account in December.
- ICF Meetings
 - Staff continue to provide financial information and analysis in support of the ongoing ICF discussions.
- Regional Services Commissions
 - Staff have completed and presented the operating budgets (2020) for the Sylvan Lake Regional Wastewater Commission and Sylvan Lake Regional Water Commission.
 - Staff are also working securing long term borrowing proceeds for the Sylvan Lake Regional Wastewater Commission through a debenture from Alberta Capital Finance Authority.
- Electronic Records and Document Management
 - The County's contractor continues the Finance pilot project and has begun training staff on using the new SharePoint sites.
- Asset Management
 - Administration has begun work on creating a terms of reference for work on the County's Asset Management Program.



- The terms of reference for the project will be based on the County's Asset Management Policy which was approved by Council in October 2018.
- Work on the project has been delayed as the staff have been focused on the electronic records and document management project.
- Work is expected to begin in February 2020.

Assessment and Taxation

- Re-inspection cycle
 - Annual reinspection cycle for properties is complete for the year.
- Annual inspections and Sales Verifications
 - Staff have compiled the sales data for 2019 and the annual sales time adjustment calculations.
 - Staff have completed approximately half of the annual inspection list.
 - The deadline for Request for Information for industrial assessment has passed. The County had approximately 65% response rate.
 - Approximately 30% of the annual inspection for industrial and oilfield sites are complete.
- Regulated Assessment Properties
 - The Province has still not released any details on M&E or Linear Assessment Year Modifiers (AYM) or depreciation.
 - The Province has released AYM's for Residential and Metal Buildings. Residential went down 1.5% and metal buildings remained unchanged.
- Tax sale
 - The sale scheduled for November 22, 2019 has been cancelled. The County has entered into a payment agreement with the owner of the remaining property.

Finance

- Staff Update
 - Cross training on various positions continue and training has commenced on the records management project.
- Budgets
 - Preparation work continues on the Three-year Operating and Five-year Capital budgets for Lacombe County.
 - Highway 12/21 Regional Water Commission draft budget has been presented and will go for final approval in early December.

Information Technology

- Council Chamber AV Project
 - The bulk of the AV installation work has been completed in Council Chambers.



- There is some outstanding programming to be completed to control the system and staff have ordered replacement projectors that will be installed towards the end of November.
- The department has asked the contractor to review the AV equipment in the Joffre Room and provide recommendations on potential upgrades to the Crestron equipment which was installed back in 2002 and continues to experience heavy use.
- Air photos
 - The contractor is finalizing the digital processing of the photos captured last month.
 - This processing involves orthorectification which corrects any geometric distortion in the photos to create a map-accurate image for use in the County's GIS.
 - After this process is completed, the dozens of individual photos are edge-matched, and color balanced to produce a single, seamless image as the final deliverable.
- Security Project:
 - The department will be engaging with CDW to perform an external penetration test of the County's IT systems to see if there are any unsecured access points or vulnerabilities that cybercriminals could potentially exploit from the outside world to gain access to our IT infrastructure.
 - This test would take one to two days and staff are looking to get the test completed by mid-December.
 - Staff completed an internal vulnerability test earlier this year, so this additional external penetration test will provide the County with a 3rd party assessment of the internal and external security measures currently in place.

OPERATIONS

Public Works Shop

- Scheduled monthly services and commercial vehicle inspections were performed on heavy equipment and light/heavy duty trucks.
- Work for LRWSC included repairs to the track loader and ice lugs.
- The new backup generator and automatic transfer switch for the shop/office has been installed. Testing was complete early October, and all is functioning as expected.
- All snow equipment has been prepared for the season including all wings installed on graders.
- The tenders for the loader and track hoe closed on October 23rd. The loader came in \$56,000 under budget and the track hoe came in \$7,200 under budget.
- The tenders for 2 gravel trucks and 2 belly dump trailers closed on November 23rd. The gravel trucks and trailers came in \$103,070 under budget in total.
- The disposal of all the 2019 equipment that was replaced has been completed.



Maintenance Crews

- Some additional gravelling has taken place with the warm weather, bringing the total 2019 gravel program to 625 kms.
- Hauling rock and root piles from various construction projects.
- Replacement of old and damaged culverts on gravel roads.
- Constructed a loading ramp and wall in the chemical shed at Prentiss for the ag plastics recycling program.
- Applied CleanTRAK at 10 locations on gravel roads throughout the County. The product is being tested as a surface stabilizer to help prevent washboard and soft spots.
- Patch paving was completed in 7 locations to address culvert dips and early signs of failure.

Construction

- Construction of C2442 (Rge. Rd. 24-4) is complete.
- Construction on C2741 (Rge. Rd. 27-4) is complete. Fencing is still outstanding.
- Construction of C0121 (Bentley south) is complete.
- Construction of C2704 (Agriculture Research Road) is complete.
- Construction of C2621 (Rge. Rd. 26-2) is complete with reclamation and fencing yet to do.
- Gravel pit work is ongoing with a majority of the work being done at the Smith Pit in Clearwater County.

Parks

- Weekly/monthly playground inspections are complete with all sites in good repair.
- Bathroom and garbage areas continue to be checked and maintained weekly.
- 11 trees at Anderson Park have been replaced and watered in for the winter.
- Tree cleanup after the windstorm has been ongoing.
- The signs for Sandy Point have been finalized and ordered.

Health and Safety

- Monthly safety meetings were completed for all staff in Operations.
- Shop emergency exercise and training was completed.
- Hazard assessments for each staff position have been developed and are ready for staff to review and complete.

Additional Information

- Design reviews for the 2020 bridge projects are underway. Tenders should be ready to be sent out early in 2020.



- Berg Subdivision, Wilson's Beach Estates and Burbank Heights are in various stages of completion and work with the developers is ongoing to ensure deficiencies are corrected.
- Iron Rail Business Park has completed all deficiencies and the construction completion certificate has been issued.
- Staff continues to work on gravel exploration, there are currently 3 properties being investigated for gravel which will be completed shortly.
- Tenders for 2020 paving projects are being prepared with the Woodynook Road and Range Road 27-4 expected to be awarded by Christmas. The Centreview Road widening, and paving is anticipated to go out for tender in the New Year.

COMMUNITY SERVICES

AGRICULTURE/ENVIRONMENT

Previous and Upcoming Extension Activities

- **October 30, 2019** – Shelterbelt, Eco-buffer and Riparian Assessment Training opportunity for AAAF Members. The Agroforestry Woodlot Extension Society (AWES) received funding from Canadian Agricultural Partnership (CAP) to facilitate this workshop. Seventeen AAAF Members attended the workshop in Lacombe, where they received knowledge in Shelterbelt and Eco-buffer design, site prep in challenging sites, and species selection.
- **November 21, 2019** – Working Well Workshop, hosted between Lacombe County and Alberta Environment, 26 participants are registered to-date. Landowners will gain knowledge and insight on water well maintenance and safety.
- **February 26, 2019** – Agricultural Funding Workshop for Producers. Lacombe County is hosting in conjunction with Alberta Environmental Farm Plan, Grey Wooded Forage Association, and Alberta Agriculture to host a workshop promoting Lacombe County's ALUS program, EFP's, and CAP Funding.

Clubroot Update:

- The 2019 Clubroot inspection season is complete. Fifty-two fields were inspected, of those, seventeen were confirmed positive for Clubroot. Adjacent landowner notification letters have been issued.
- We sent four samples this year to the University of Alberta for Dr. Steven Strelkov and his team to diagnose clubroot pathotypes, but unfortunately, they do not have any funding to do this testing. They will keep our samples and if funding comes available, they will start diagnosis.
- Lacombe County participated in the Provincial Clubroot Survey.

Fusarium Update:

- Five wheat fields were tested for Fusarium Graminearum, all samples came back negative.



- Five corn fields are being tested for Fusarium Graminearm, all 5 samples are still at 20/20 seed labs being processed. We will know results in a week.

Agricultural Plastics Program

- This program officially started in November; currently we have rolled four bales.
- Two producers in Lacombe County have participated.
- The Prentis landfill storage site has been constructed and operating.

Alternative Land Use Services

- **November 26, 2019** – Next PAC Meeting. This PAC meeting will be going through project updates.
 - As of 2019, there are: **nine project participant/families.**
 - Total ALUS Acres in three years (2017, 2018, and 2019): **275 Acres**
 - Acres divided into corresponding priority areas
- Riparian Zone Conservation and enhancement: **211 acres, 77% of ALUS acres**
- Eco-buffer/shelterbelt creation and Enhancement: **26 acres, 9% of ALUS acres**
- Lake water Quality Improvements: **0**
- Wetland Conservation and Enhancement: **38 acres, 14% of ALUS acres**

PROTECTIVE SERVICES

| | | | | |
|---------------------|---|------------------------------------|------------------------|------------------------|
| Occurrence Reports | Road Use Agreements 2 | Community Hours Required 93 | Lacombe County | Communities |
| | Travis MJ Permits 275 | | Citations Issued 31 | Citations Issued 9 |
| County 5 Comm. 0 | Planning & Development Occurrences 0 | Community Hours Completed 125.5 | Written Warnings 28 | Written Warnings 12 |

Highlights

Lacombe County is conducting a pilot with Lacombe Police Service for mobile Canada Police Information Centre (CPIC) access, remote vehicle tracking, and enhanced communication through AFRRCS. When an officer conducts a vehicle stop or checks on a subject, that vehicle or person is queried through CPIC giving Peace Officers critical safety information. Lacombe Police Service Communication Centre immediately follows up officer requests with a call over the radio and any critical information relayed directly over AFRRCS. Presently our Peace Officers access to CPIC is quite limited and this pilot, if successful, has the potential to increase the safety of our Officers. The pilot will run until December 31st, 2019.

Officers patrolled on Halloween evening with no issues to report.



FIRE

Incidents

As of this writing, County Fire departments responded to 72 incidents, with 35 of those being in the County response districts. With these calls included, County wide total for 2019 so far is 565 incidents with the largest two responses being Vehicle Accidents (130) and EMS Assists (128).

| ALIX | | BENTLEY | | BLACKFALDS | CLIVE | | ECKVILLE | | LACOMBE | | TOTAL | |
|----------------------------|--------|----------------------------------|--------|--------------|----------------------------|--------|--------------|--------|------------------------|--------|--------------|--------|
| Village | County | Town | County | County | Village | County | Town | County | City | County | Muni | County |
| 9 | 10 | 3 | 9 | 3 | 0 | 4 | 5 | 5 | 18 | 6 | 37 | 35 |
| 19 | | 12 | | 3 | 4 | | 10 | | 24 | | 72 | |
| Largest Type EMS Assist | | Largest Type Vehicle Accident | | Largest Type | Largest Type Mutual Aid | | Largest Type | | Largest Type Alarms | | Largest Type | |

Fire Permits

In the month of October, 91 fire permits were issued. For the year 83% of permits were auto approved by the system with the remaining 17% approved manually. In the 2019 fire permit season 1,056 permits were issued. Fire permit season is now over for 2019.

Fireworks Permits

One fireworks permit was issued, bringing the total number of issued fireworks permits to 38.

Activities

Lacombe County crews responded to five structure fires in the month of October, two of which were in the County, one in Eckville, one in Lacombe and one mutual aid response in Red Deer County. The majority of the fires within Lacombe County would be considered minor, with the exception of a fire in Mirror that was a total loss fire.

Lacombe County fire crews participated in numerous Fire Prevention Week events which included school presentations and fire hall tours. Along with a social media campaign throughout the week, some really good work was done to spread the word about fire prevention.

Emergency Management Activities

On October 22 and 23, nine Lacombe County staff received certification in ICS 200. After hosting a “train the trainer” course for this program in September we can now offer in-house training which will allow us to deliver more regular training to new and current staff.

A debrief for the High Level fire deployment, a Central Region All-Hazard Incident Management Team exercise and an LREMP Agency and Advisory committee meeting all took place in October. Lacombe County’s involvement in these groups is helping to bolster our Emergency Management program and allowing us to foster relationships that will be very valuable in the event of a large emergency.

UTILITIES

Utilities staff have completed the annual flushing of sewer lines in Mirror, replaced a make-up air unit in the Aspelund Industrial Park lift station, and completed readying systems for winter.



As of May 1, 2020, new regulations around lead in drinking water systems come into effect. The following are some of the program requirements. This is a mandatory program.

- 10 percent of all municipally supplied properties will be tested for lead.
- Sampling is to be paid for by the municipality.
- Samples are to be drawn from taps where the water is used for drinking.
- Results must be delivered to the homeowner within 14 days.
- Residences predating 1986 will be the priority.
- We are to develop a communication plan to educate residents about lead in their systems.
- AEP is collecting this data and we are required to get letters of consent from the homeowner to accommodate this.
- The municipality must maintain all files.

This program will primarily affect the County in the Hamlet of Mirror as the other water supply systems we maintain are all newer than 1986.

PLANNING

Sylvan Lake Intermunicipal Development Plan

Work on the Sylvan Lake Intermunicipal Development Plan is ongoing. The Council Education Session on October 16, 2019 was considered a success by the project team. Councillors from the partner municipalities had an opportunity to learn about the process to date, hear insight on the draft plan policies, and ask questions.

An open house was hosted November 20, 2019 at the NexSource Centre in Sylvan Lake. This open house gathered feedback on the draft plan, by asking “did we get it right?” and “what is missing?”. There will also be an online survey from November 20th to December 4th.

Clearwater County/Lacombe County Intermunicipal Development Plan

The Clearwater County/Lacombe County Intermunicipal Development Plan has been initiated. Administration met in late October to discuss the plan preparation process and initial content. A Committee meeting will be held on December 16th to review the draft plan, with the anticipation of hosting a joint public open house in late January.

Gull Lake Intermunicipal Development Plan

The Gull Lake Intermunicipal Development Plan has received third reading from Ponoka County, The Summer Village of Parkland Beach and Lacombe County. The Summer Village of Gull Lake have indicated they intend to consider third reading at their regular Council Meeting on December 13th. It is anticipated the plan should be officially adopted by the end of the year.

Iron Rail

Iron Rail Business Park has been granted their Final Acceptance Certificate (FAC) after addressing several outstanding deficiencies. Drainage has been an ongoing issue for this development as there are underground springs that run year-round. The park has a large dry



pond which accommodates the runoff, and after the placement of additional riprap and reshaping of some of the ditches the County has issued the FAC and taken over maintenance of the roads and other infrastructure in the park.

Cannabis

Staff have been working with applicants on two new cannabis production facility applications which will likely come forward in the coming months. So far, all our applications have been in the Agricultural "A" District. It appears that the province has changed the way cannabis facilities are being taxed; they will no longer be considered a "farming operation". This may have wider implications to cannabis facilities in the future and we may see more applications in the Business Industrial "I-BI" District so that they can take advantage of the infrastructure the parks provide.

Chickens in Tees

Staff found chickens and a chicken coop on a recent site visit in Tees. As chickens are prohibited on Hamlet 'H' District properties under the Land Use Bylaw, an enforcement letter was sent to the property owners, requesting the chickens to be removed from the property.

Stop Order for Property South of Bentley

A Stop Order has been issued to a property south of Bentley as unsightly conditions have not been improved and unauthorized buildings are being lived in. The order requires the unsightly conditions to improve, and that either living in the unauthorized buildings to cease or to remove the unauthorized buildings from the property. These actions must be done by December 15th.

Aspelund Industrial Park

Staff have been working with several landowners in the Aspelund Industrial Park that are either non-compliant with the Land Use Bylaw or have not completed the conditions of their development permit. One property has been in a state of disrepair for the last number of years despite staff sending a number of letters and working with the landowners. This fall staff referred the matter to the County's lawyers and the issue has been resolved and the property is now in compliance. Another developer has not fulfilled their obligations to complete their building and landscaping under their development permit approval but in working with staff has now begun to complete these outstanding items. Staff anticipate that the property will be in compliance by the end of next summer.