



ADMINISTRATIVE REPORT

October 24, 2019

COUNTY MANAGER

ICF Master Agreements

The Town of Bentley, the Village of Alix and the Village of Clive have given final approval to their respective Intermunicipal Collaboration Framework bylaws. As such, joint media releases between the County and each of the three municipalities advising of the execution of the ICF's and associated sub-agreements have been issued.

CP Rail – Community Advisory Panel

In speaking with CP Rail's Director of Government Affairs, Mike LoVecchio, CP Rail is not in favor of reestablishing the Community Advisory Panel (CAP) for this area simply because of the absence of issues to be addressed by the CAP. Mr. LoVecchio advised that since the panel last met, he has not received a single question or concern from the Lacombe area municipalities. He further advised that he has an excellent relationship with the subject municipalities and if there are issues or concerns, they can be resolved through a phone call.

J.J. Collett Natural Area Foundation – Pond Leveler

The J.J. Collett Natural Area Foundation has asked the County to consider paying for a pond leveler that they recently installed at a beaver dam in the Natural Area. The cost of the leveler is approximately \$1,100. The rationale for their request is that the unit will mitigate the risk of flooding of an adjacent County road. After inspecting the pond leveler and subject water body and water-run our staff have determined that this unit provides very little value to the County with respect to flood mitigation on our adjacent road. As such, in accordance with Policy AG(5) as our County road is not being negatively impacted due to beaver activity on non-County owned land, we have denied this request.

Keyera Nevis Gas Plant

Keyera Energy Ltd. has formally advised that it is in the process of suspending operations at their Nevis gas plant and a portion of the associated pipeline gathering system. The plant will be fully shut-in by October 31, 2019 and some of the pipeline gathering system may be divested to a third party. By October 2020, any unsold pipelines will be suspended. Though the plant is in the County of Stettler, some of the associated pipelines are in Lacombe County. As such, if some of the pipelines in the County are suspended, we will experience a loss of property tax assessment.

Communications

Communications Items

- The Public Participation and Communications Survey will be inserted in the November County News with a media release and social campaign to follow



- Harvest Safety Campaign (radio/print/social media/media release) was the focus in September and October
- Ag Plastics Recycling awareness campaign (radio, social media and County News)
- ICF Signings (Bentley, Alix and Clive) – media releases issued

Social Media

- Twitter – up to 2,424 followers (2,407 last month)
- Facebook – up to 835-page likes (from 820 last month) and 933 page follows (up from 912 last month)
 - Our promotion of the Taste of Lacombe County Tour and road construction updates were very popular
- Media Releases Issued
 - Harvest Safety Campaign
 - School Resource Officer Position
 - Gated Property and Emergency Services
 - Ag Plastics Program

Human Resources

- We are currently recruiting for the new Utility Operator position on an internally advertised basis. The competition closes October 17th.
- Melissa has created a competition for staff to participate in that celebrates Conflict Resolution Day (on Thursday, October 17). This day is meant to get people talking about how to work through conflict in a positive and productive way.
- Michelle Cederberg, a Certified Professional Speaker, came to Lacombe County on October 16 and gave a presentation on Managing Stress to employees. Our Operations employees and a few Administrative employees attended the 7:00 a.m. session. The rest of our Administrative employees attended the 9:00 a.m. session, plus staff from other municipalities including the City of Lacombe, the Town of Blackfalds and the Village of Alix.

CORPORATE SERVICES

General

- Police Cost Presentation
 - Staff provided Council with the cost implications to the County of the possible revisions to Provincial Police Service model.
- Annual Tax Write-off and PERC Application
 - Staff are working on the annual list of tax write-offs for Council considerations. This list includes assessment accounts where tax remains outstanding and the County has exhausted all avenues for collection.



- Most of the of assessment accounts are associated with oil and gas companies that have gone bankrupt and the associated assessment are related to machinery & equipment or linear assessments.
 - Recent court cases have now clarified the priority standing for municipal taxes in these situations.
 - As part of the process, Administration also determines which properties are eligible for submission under the Provincial Education Requisition Credit system which is due by the end of the year.
- Shallow Gas Property Tax Program
 - As Council has approved the list of properties eligible under this provincial program, Staff are following up with the reporting requirements of the program with the affected gas companies and the Province.
- ICF Meetings
 - Staff continue to provide financial information and analysis in support of the ongoing ICF discussions.
- Regional Wastewater Services
 - Staff are working on the operating budget (2020) for the first full year of operations for the Sylvan Lake Regional Wastewater Commission.

Assessment and Taxation

- Re-inspection cycle
 - Staff have completed work on the annual re-inspection cycle.
 - Staff are also following up on the Request for Information letters that had been sent to all Designated Industrial Properties (DIP) property owners
 - Information from these letters will assist in determining what needs to be inspected for 2020.
- Sales inspections and Verifications
 - Staff have compiled the sales inspections for 2019 and are working on the annual sales time adjustment calculations.
 - Staff are now working on the annual inspection list based on development (including DIP) that occurred in 2019.
- Designated Industrial Properties
 - The Assessment Department is still awaiting word on proposed changes to regulated assessment for 2020 taxation year. It is anticipated that any changes for 2020 will be announced after the Provincial Budget is presented on October 24th.
- Tax Sale
 - Reserve bids for the one remaining property is now complete.
 - The sale is scheduled for November 22, 2019.



Finance

- Staff Update
 - Staff are providing training and assistance to the County's new receptionist.
 - Several staff attended professional development courses including how to deal with difficult people, and effective communication – written and verbal.
 - The Finance department continues to cross-train on all positions.
- 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 is close to completion.

Information Technology

- Council Chamber AV Project
 - The IT department is awaiting final word from Matrix Communications on the commencement date for the AV upgrade project in Council Chambers.
 - The replacement parts have arrived, and staff are just waiting for Matrix's install team to advise of the days they will be coming to complete the work.
 - Project completion is still anticipated for end of October
- Air photos
 - Acquisition of the County's new air photos began with the first of two flights being flown on Sunday, October 6th. The second flight was anticipated for the 16 or 17 of October.
 - Staff anticipate receiving delivery of the new GIS-ready imagery by the middle of November.
 - With this acquisition, the County will have air photos from 2000 (black and white), 2005 (black and white), 2010 (color), 2015 (color) and 2019 (color) to use within the County's GIS system.
- Canada Post Mailing Address Update
 - IT is supporting Canada Post with the adoption of the County's rural addresses as the new mailing address for County residents in an area bounded on the north end by Township Road 40-2 south to the Red Deer County Border and from the QEII Highway west to Range Road 1-4.
 - Staff have not been given information on any further mailing address updates that Canada Post will be implementing in the County.

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 garbage bins and staff are installing a new motor at the Prentiss site.
- 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 inspected and serviced and ready for the season. Graders will be scheduled in over the next couple of weeks to have the wings mounted.
- The grader tenders closed October 16th with low tender coming in \$85,000 per machine under budget. We are replacing five machines in 2020. The remaining tenders are being prepared and will be posted over the next couple of months.

Maintenance Crews

- Gravel crews have completed the gravel program with a total of 592km graveled for the year.
- Hauling rock and root piles from various construction projects.
- Staff worked on black dirt along some outstanding construction projects.
- Replacement of old and damaged culverts on gravel roads.
- The gravel crushing contractor has completed the 2019 contract. Overall crushing was 120,000 tonne of ¾", 10,000 tonne of 1-¼" and 2,000 tonne of winter sand for the City of Lacombe.
- A small amount of preliminary gravel pit work has been started with the excavator.
- One day of site work for LRWSC was completed at the Alix/Mirror site's burn pit.

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.
- Crews will fill out the remainder of the season working in gravel pits.

Parks

- Weekly/monthly playground inspections are complete with all sites in good repair.
- Bathroom and garbage areas continue to be checked and maintained weekly.
- The paved trails have been swept and gravel trails graded.
- The dead trees at Anderson Park have been pulled in preparation for the replacement trees that will be planted later this month.
- Sandy Point Beach is closed for the season with the site prepped for the winter.

Health and Safety

- Monthly safety meetings were completed for all staff in Operations.
- Select staff attended a snow plow operator course.



- The 2019 COR audit has passed the quality assurance stage and is currently being reviewed by senior management and the JWSHSC.
- Hazard assessments for all staff positions have been revised and where missing created.
- All items of concern noted in the September Operations site inspections have been dealt with.

Additional Information

- Design reviews for the 2020 bridge projects are underway. Tenders should be ready to be sent out early in 2020.
- Some minor warranty work is required on bridge projects from 2017. Specifically, the bridge on Range Road 24-1 just west of Tees and the Eckville Cemetery bridge.
- Berg Subdivision, Iron Rail and Burbank are in various stages of completion and work with the developers is ongoing to ensure deficiencies are corrected.
- A stabilizing product (Clean Track) will be applied to a number of intersections and trouble spots across the County to help control wash board. Notable intersections will include Rge. Rd. 24-0 both north and south of the Lakeside/ Sargent Road as well as the Aspelund Extension west of Highway 20.
- Staff continues to work on gravel exploration, although requests for testing have slowed down there have still been some to investigate.

COMMUNITY SERVICES

Agriculture/Environment

Clubroot monitoring program began October 2, 2019. To date, 36 fields have been inspected with eleven (11) more target fields to be completed on the East side of the County. To date, 11 fields have been shown symptoms of Clubroot and as per AG (11) Clubroot of Canola Policy, samples have been submitted to verify through certified laboratory testing.

Lacombe County is cooperating with the University of Alberta on a research project, studying clubroot pathotypes. A collection of random samples is being submitted to Dr. Steven Strelkov's group to diagnose various clubroot strains.

Lacombe County is once again participating in Alberta Agriculture and Forestry's provincial clubroot and blackleg survey.

Agriculture Services mowing program currently completing scheduled full cut right of way on County main paved roads. Weather has caused delays throughout the summer and fall mowing season. Estimated completion date is October 25, 2019 (weather dependent).

Environmental Coordinator continues to explore options regarding solar power installations on municipal buildings. Currently grant funding is available to municipalities through the Alberta Municipal Solar Program which is designed to encourage municipalities to augment



energy needs with solar installations. Four (4) solar installation companies have agreed to submit proposals.

Ian Vander Meulen – Environmental Coordinator has submitted his resignation effective November 1, 2019. Ian has accepted a full-time position with Environment and Climate Change Canada at the National Hydrology Research Center in Saskatoon Saskatchewan.

• **Upcoming Extension Activities**

November 21, 2019 – Working Well Workshop – Lacombe County Office - Workshop is hosted in partnership with Alberta Agriculture and Forestry and Alberta Environment. Designed to provide well owners education on proper water well construction, installation and maintenance.

February 26, 2019 – Agricultural Funding Workshop for Producers – Lacombe County Office - Lacombe County is hosting in conjunction with Alberta Environmental Farm Plan, Greg Wooded Forage Association, and Alberta Agriculture to host a workshop promoting ALUS, EFP's, and CAP Funding.

Protective Services

Occurrence Reports	Road Use Agreements 4	Community Hours Required 93	Lacombe County	Communities
	Travis MJ Permits 291		Citations Issued 28	Citations Issued 0
County 4 Comm. 3	Planning & Development Occurrences 0	Community Hours Completed 93	Written Warnings 24	Written Warnings 4

• **Highlights**

Wolf Creek Public Schools – Lacombe County signed a 5-year agreement for the provision of a School Resource Officer. As part of this partnership, Lacombe County hosted a back to school traffic safety day on September 19th, which saw close to 600 kids in attendance. The SRO has been very active in the Schools. The work has been balanced throughout all the involved schools and so far, has been getting positive feedback. A meeting of area SRO's is planned for October 24 to plan mutual activities.

Red Deer College – Officers attended Red Deer College on September 24th to talk to Criminal Justice students about the role of a Peace Officer and some of the differences between Police & Peace Officers.



Lacombe County CVSA Check – On September 25th Lacombe County hosted a joint agency Commercial Vehicle Safety Check. Approximately 25 Officers attended from a multitude of agencies, including: Lacombe County Enforcement, Lacombe Police Service, CP Police Service (Edmonton / Calgary), RCMP – Stettler Traffic, Edmonton Police Service –Truck Unit, Red Deer County Enforcement, Stettler County Enforcement, Clearwater County Enforcement, Wetaskiwin County Enforcement, Camrose County Enforcement, and the City of Lacombe Bylaw Enforcement.

Alberta Police and Peace Officer Memorial Day – Manager of CPO Services, Mark Sproule attended the Legislature on September 29th and paid honor to the 100 fallen officers who have died in Alberta in the line of duty since 1876.

Fire

• Incidents

As of this writing, County Fire departments responded to a total of 45 incidents, with 17 of those being in the County response districts. With these calls included County wide total for 2019 so far is 515 incidents with the largest two responses being Motor Vehicle Collisions and EMS Assists.

ALIX		BENTLEY		BLACKFALDS	CLIVE		ECKVILLE		LACOMBE		TOTAL	
Village	County	Town	County	County	Village	County	Town	County	City	County	Muni	County
8	9	2	2						18	6	28	17
17		4			0		0		24		45	
Largest Type EMS Assist		Largest Type MVC		Largest Type	Largest Type		Largest Type		Largest Type Alarms		Largest Type EMS Assist	

• Fire Permits

117 Fire permits were issued in the month of September. For the year so far 83% of permits have been auto-approved by the system with the remaining 17% approved manually.

• Fireworks Permits

One fireworks permit was issued, bringing the total number of issued fireworks permits to 37 so far this year.

• Activities

During the month of September, the majority of incidents would be considered minor excluding a structure fire and a couple of motor vehicle collision responded to by Lacombe Fire.



All the District Chiefs and Lacombe County Fire Chief met for their quarterly meeting with some great learnings coming from some challenging calls in various districts being discussed. A review of the bunker gear specifications will be done by a committee to ensure our standardized gear remains effective.

CFC Bussiere also attended one day of the Canadian Fire Chiefs conference in Calgary with some excellent sessions on recruitment and retention and some exposure to the fire service on a national stage. A crew from Lacombe Fire District also attended the Traffic Safety day with Lacombe County enforcement which was an excellent event for County school children.

- **Emergency Management Activities**

Lacombe County participated in a functional exercise with AltaGas which tested their emergency response plan and identified some ways the two parties can work together more efficiently.

The LREMP Coordinator continues to complete updates of manuals throughout the County and work with our partners to update their crash carts. As expected, there is a fair amount of work to be done throughout the partnership and the new coordinator is proving to be advantageous in getting that work completed.

Utilities

Several minor repairs were carried out in the Highway 1221 system. Most annual maintenance, including the annual generator maintenance at the EQ tank site is complete in all systems and we are ready for winter.

The supervisor is working with the Sylvan Lake Regional Wastewater staff to become oriented on the system prior to the County assuming the operations of this system on January 1, 2019.

PLANNING

North Aspelund Industrial Park

Eagle Builders application for Construction Completion Certificate (CCC) has now been approved and they have received final subdivision approval and endorsement. The endorsement has been sent by the surveyors to Land Titles for registration and consolidation of these lands with their current industrial site should be registered within the next couple weeks.

Berg Subdivision

Staff are working with Alterra Engineering to ensure the deficiencies for the Berg subdivision have been completed prior to issuance of a CCC. This rezoning and subdivision were approved in 2008 but stalled on a number of occasions for various reasons. The



approval consists of 5 lots as part of their original Phase 1 development. It should be noted this, and the original homestead acreage were the only part of their development that was rezoned in 2008.

Track on 2

The track has recently completed a portion of their paving requirements and has installed permanent light standards in the parking lot. Paving of the internal road and parking lot was a condition of approval that was left undone by the previous owner. As part of the Track on 2's expansion of uses application (DPA 37/18) they had asked MPC to consider a three-stage paving schedule with paving happening in 2018, 2019 and 2022. This schedule was approved by MPC and they are right on "Track" as far as meeting their conditions of approval.

Burbank Heights

The paving in Burbank Heights has recently been completed after an agreement between the Developer and the County was reached to facilitate the paving before the winter. In addition, the sale of lot 3 has been completed and the new owner plans to build a home in the near future.

Fromhold Update

The August 13th court date was adjourned due to a death in the other lawyer's family. It has finally been rescheduled. Despite his appeal being filed late, it is now scheduled to be heard on Thursday, November 21, 2019 in the Court of Appeal in Calgary.

Tarp/Canvas Covered Structures in New Saratoga

While doing site inspections in New Saratoga, planning staff found four (4) tarp/canvas covered structures on properties in the subdivision. Staff have sent enforcement letters requesting that the structures be removed within a month. Only one property owner has been in contact with planning staff to discuss how to address their structure.

Unsightly Properties

Staff are still working with the County's legal counsel to bring a number of properties into compliance. The Anderson property is still in a dangerous state and they have received their final warning letter from our solicitors prior to taking legal action. Similarly, a lot in the Aspelund subdivision has been a cause for concern for a number of years and while staff have tried to work with the landowners, they continue to miss their deadlines for clean-up. Both properties have until October 31st to bring their properties into compliance.

An unsightly property in Joffre has been the subject of enforcement action off and on since 2014. Every year the property falls into disrepair and every year improves slightly after the threat of enforcement action. This year a stop order was issued and registered on title. Staff had agreed to an extension until the end of September due to the property owner falling ill.



The deadline has passed and the condition of the property has worsened. As such, the matter has been passed on to the County's lawyers who have issued a demand letter prior to proceeding with legal action.

Enforcement letters have been sent to a property south of Bentley regarding unsightly conditions and unauthorized dwellings. Staff have found that the property owner is living in an unauthorized bunk house that is only 253 ft² and that a 495 ft² park model is also being constructed without any approvals. Staff have requested that the property owner apply to construct a dwelling that will meet the Land Use Bylaw requirements and that the unsightly conditions be improved. Staff have also requested to organize a site visit so that more direction can be provided regarding the unsightly conditions. The latest enforcement letter set November 1 as the deadline to complete these actions.