



ADMINISTRATIVE REPORT FEBRUARY 27, 2020

COUNTY MANAGER

ICF Master Agreements

Over the past while a considerable amount of time has been dedicated to developing draft ICF Master Agreements with the City of Lacombe and Town of Blackfalds. The City of Lacombe and Lacombe County ICF Master Agreement is being presented at this meeting for County Council's consideration of approval and at the February 24th City of Lacombe Council meeting for their Council's consideration.

It is anticipated that the Town of Blackfalds and Lacombe County ICF Master Agreement will be presented at March 12th or 26th Council meeting.

MEGlobal Wastewater Line

A draft agreement for the proposed MEGlobal wastewater line from their Prentiss facility to the North Red Deer Regional Wastewater Services Commission (NRDRWWSC) system has been developed and forwarded to our legal counsel for review. This agreement will require Council approval. County staff will be meeting with MEGlobal representatives on February 26th to discuss potential public information releases regarding the project.

As mentioned at the February 7th Council meeting MEGlobal is wishing to commence line construction activities in 2020 and be operational in 2021.

Lacombe and District Chamber of Commerce – Office Space

Due to the Lacombe and District Chamber of Commerce having to vacate their current premises May 31st of this year they are requiring temporary office and storage space for an approximate 18-month period. As there are some vacant offices in the County's Administration Building, we have reached out to the Chamber to inquire of their interest in renting space from us. Their Executive Director attended our office on February 18th to see what we have available and we are now putting together a rental proposal for her Board's consideration.

Communications

- Lacombe County News: Arrangements have been finalized for the new printing process of the County News. We have our own mail agreement number in place to print and distribute the paper.
- Facebook: Currently at 1,061 followers (up from 1,025 in December). Job ads and road maintenance notices promoting Mainroad's services for the numbered highways brought in a lot of activity and increased followers.
- Twitter: 2,454 followers (up from 2,447 in December).



- Website:
 - Drafting information for the website on lead in drinking water/testing for Darren/Utilities
- Media Releases/Promotion:
 - West of QEII Water/Wastewater media release went out
 - Will focus on promoting the Spring Tune Up event for the remainder of the month
 - To come
 - ALUS program – project promotion/looking for new participants
 - Fire Permit season starts March 1
 - Take it Off reminders (especially if it gets warmer out).

Human Resources

- Meghan and Keith participated in interviews in collaboration with the City of Lacombe for the Fire Chief competition. The interview committee made a final decision on February 18, 2020 and will be presenting an offer to the preferred candidate soon.
- Recruitment is still ongoing for various positions including:
 - Spray Truck Operator/Beaver Control (Interviews scheduled for the week of February 24, 2020)
 - I.T. Infrastructure Coordinator (Interviews scheduled for the week of February 24, 2020)
 - Summer Labourers
 - Weed Inspector
 - Summer Office Student
 - Summer I.T. Student
 - Human Resources Coordinator
 - Parks Lead Hand (temporary – to backfill a maternity leave)
- February is Respectful Workplace month at Lacombe County with employees being encouraged to celebrate and promote the positive and healthy and safe working environment at Lacombe County throughout the month. We have created a Cheers for Peers activity for everyone to participate in; an activity where fellow co-workers can recognize and thank each other by filling out recognition cards. There has been considerable staff participation in this initiative.

CORPORATE SERVICES

General

- Regional Services Commissions
 - Staff are working on completing year end for the Sylvan Lake Regional Wastewater Commission including updates related to the Red Deer Transmission Capital Project.



- Staff presented and the Board approved the Sylvan Lake Regional Wastewater's annual operating and capital budgets. Staff will now begin updating the Commission's multi-year operating and capital plans.
- ICF Meetings
 - Staff continue to provide financial information and analysis in support of the ongoing ICF discussions.
 - Staff are also working on updating various agreements associated with these discussions.
- Recreation Projects
 - Staff have been reviewing several recreation capital funding requests including ones for Blackfalds, Sylvan Lake and Eckville.
 - Staff also met with representatives from the Haynes Community Society regarding the community hall project. The Society is in the process of applying for development permits. As the group gets closer to beginning construction, Administration will suggest they come before Council to provide an update.
 - The community playground in Eckville recently received CFEP provincial grant money and construction is anticipated to begin later this year. The County provided \$50,000 toward this project.

Assessment and Taxation

- Annual inspections and Sales Verifications
 - The annual inspection has been completed and all the property details have been entered
 - Staff continue to work on the annual assessment analysis for the Province. Final numbers are expected by February 21st.
 - Linear assessments have been released by the Province.
- Regulated Industrial Properties
 - Staff have entered the annual update to regulated assessments in the County with the Province.
 - Additional updates will be required but cannot take place until after the Province verifies the current data.
 - Staff anticipate several additional updates after the March 1st deadline that will increase assessment values on the roll.
- Year end and Update
 - Staff have completed the year end processes for taxation.



- Tax Enforcement
 - Staff are currently working on the list of properties eligible for tax recovery notification status. Notifications must be registered with Land Titles by March 31st.

Finance

- 2019 Year end
 - T4s have been completed for the County and organizations receiving payroll services from the County.
 - Year-end processes continue for the County and the three Commissions that the County serves.
- Payment Options
 - Lacombe County will soon be able to accept payment via credit cards using the OptionPay system.
 - The equipment is installed, and staff are working on finalizing the procedure for accepting and processing the payments.
 - No fees are charged to Lacombe County as the credit card fees are passed on to the customer.
- Staff Updates
 - Recruitment for the summer office position is currently underway.
 - Angela recently received her certificate from the Canadian Payroll Association. She is officially a Payroll Compliance Practitioner.

Information Technology

- Council Chamber
 - The AV upgrades to Council Chambers are now fully completed.
 - The final programming updates were completed in advance of the last Council meeting and the new system is finally working to the County's satisfaction.
- IT Infrastructure Coordinator:
 - The department is currently recruiting for a new IT Infrastructure Coordinator.
 - This position provides technical support to users while also looking after workstations, servers, networks, printers and software licensing.
 - Interviews with six qualified candidates will begin next week with the hope to have the position filled within a month.



- 911 Incident Resolution (Range Road Extension):
 - In response to an incident at the end of November on Range Road Extension 23-0, IT contacted Alberta Health Services for an explanation of the delay experienced in AHS responding to the incident.
 - Staff communicated with a manager of AHS's EMS dispatch service and he advised that the address was verified properly to the correct geographic location on their mapping system.
 - It appears there was a slight delay in the response as the crew attending the scene turned into the wrong driveway, but that mistake was quickly corrected, and they reached the intended location shortly thereafter.
 - AHS confirmed that their crews do get the addressing sent directly to their routing systems and the Range Road Extension component does not cause an issue in their dispatching.
 - Staff are looking to add additional road signage near these extension locations to provide visible verification for those relying on electronic mapping, be it emergency or the future google mapping systems.

OPERATIONS

Public Works Shop

- Scheduled monthly services and commercial vehicle inspections were completed on heavy equipment and light/heavy duty trucks.
- Maintenance to the undercarriages of both Komatsu track dozers have been completed.
- Four of the five new graders have been through the shop and are now in service.
- The remote shops have been retrofitted with diesel exhaust fluid bulk tanks as this is required by the new graders.
- Winter maintenance and repairs on road construction and reclamation equipment has been ongoing since mid-December.
- Repairs to the damaged floor tiling throughout the shop office areas have been completed.

Maintenance Crews

- The brushing crews have started work and will be working through the list of locations as per policy.
- Traffic count program continues throughout the winter with the implementation of the new traffic counters.
- Operations staff have been helping the Agriculture Department with the Agri-Plastics Program and have rolled numerous grain bags.
- Snow plowing on gravel and paved roads has been completed as required. Graders continue to scratch up sections with icy conditions as required, focusing on intersections, hills, and railway crossings.
- To date 7,592 tonne of crush gravel has been hauled from the Youngren pit to the Clarke stockpile site.



Construction

- Construction on C2741 (Rge. Rd. 27-4) is complete with fencing still outstanding.
- Construction of C2621 (Rge. Rd. 26-2) is complete with reclamation and fencing yet to do.
- In anticipation of next year's construction projects staff are finalizing designs and ironing out details with utility companies. Landowner consultations have started and will progress throughout the winter.

Parks

- Weekly/monthly playground inspections are complete with all sites in good repair.
- Bathroom and garbage areas continue to be checked and maintained weekly.
- Information signage has been ordered for the Mary and Cliff Soper Natural Area and will be installed once utility locates have been completed.
- Design and pricing is underway for the new bathroom facility at the Mirror ball diamonds.

Health and Safety

- There were no incidents reported for the month of February.
- The Emergency Response Plan has been updated to reflect staffing changes.
- The Joint Worksite Health and Safety Committee has a couple new members for 2020. Brandon Maier will be replacing Lindsay Vink as the new Employer representative and Nicole Plewis will be replacing James Pruden as the new Employee representative. Dion Burlock and Mike Krenzler round out the rest of the Committee.
- The new Eye Safe Program has been rolled out to all staff. Information was shared through safety meetings and articles in the County Insider.

Additional Information

- Tenders for the Centreview Road project closed on February 11. The total estimate for the project was \$ 5,500,410. and the work entailed the widening and paving of the Centreview road from Lockhart Road west to Hwy. 766 (4 miles) as well as four bridge structures. The overall tender price came in at \$5,245,032.88, \$255,377. under budget.
- Following the letter that Reeve Law sent to Service Alberta regarding temporary TELUS lines, Administration was forwarded a contact to discuss the issues. Since that contact, Operations staff have prepared a listing and map of all known locations where temporary lines exist. This listing has been forwarded to TELUS and plans are in the works to begin the installation of permanent lines. Timelines for the work have not been formalized and we will continue to work with them.
- The Town of Blackfalds has started work on the east storm water plan. Work has begun across private lands and will be crossing Rge. Rd. 27-0 north of the Mary and Cliff Soper Natural Area through an open cut process. This work is slated for February 27. Pre-notification signs are up and a media release has been sent out notifying landowners and other users of the road closure.
- 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.



- Staff continues to work on gravel exploration. There are currently two properties being investigated for gravel that will be completed shortly.

COMMUNITY SERVICES

AGRICULTURE/ENVIRONMENT

Ag Plastics Program

Lacombe County has rolled **53 grain bags** this season, which are being stored at the Prentiss Landfill. The majority of these grain bags are from within Lacombe County and Red Deer County, none so far have been from Ponoka County. New to the AG plastics program is the accepting of twine at all the waste transfer stations within Lacombe County. Twine bags can be given out to landowners from their nearest transfer site; landowners then gather twine at their farms and return bags once they are full. County staff will then retrieve them and deliver them to Prentiss for transport.

Environment

The Environmental Improvement Grant is currently taking applications; the deadline is February 29, 2020. Every year, Lacombe County selects community groups and schools for funding through the Environmental Improvement Grant to develop and deliver community-based environmental services programs within Lacombe County. To date Lacombe County has received two applications.

The Take It Off Program has also been accepting applications. This program is to protect our environment and lakes within our County borders. We are asking anglers to voluntarily register new and previous ice-fishing huts. We have registered six ice fishing huts for Buffalo Lake and ten registrations for Gull Lake.

Upcoming Extension Activities

February 26, 2020 – 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 ALUS, EFP's, and CAP Funding. 15 landowners are currently registered.

March 10, 2020 – Health and Safety Day - Lacombe County will be once again hosting a Health and Safety Day Fair. There will be 24 vendors at the Lacombe Memorial Center from 10 a.m. - 3 p.m.

April 6, 2020 – Bumble Bee Workshop - Megan Evans with the Alberta Native Bee Council will be facilitating this workshop. There will be a 45-minute presentation on native bees followed by a hands-on component. The landowners will be building a Bumble Bee Box to take home.



June 19, 2020 – Farm Safety Day - Once again Lacombe County will be hosting their annual Farm Safety Day. It will be 10 a.m.- 3 p.m., with a BBQ lunch at noon, same format as previous years.

PROTECTIVE SERVICES

Occurrence Reports	Road Use Agreements	Community Hours Required 99	Lacombe County	Communities
	Travis MJ Permits 149		Citations Issued 50	Citations Issued 11
County 3 Comm. 3	Planning & Development Occurrences 1	Community Hours Completed 121.5	Written Warnings 40	Written Warnings 180

Highlights

- Peace Officers were out through the month of January with a strong focus on sidewalk clearing within our contracted service agreements. Officers continue to follow up on these properties and will be continuing into February with this initiative.
- **January 8th** – Meeting with Medicine River Rural Crime Watch Society – Eckville
- **January 9th** – Meeting with Central Alberta Crime Prevention Centre regarding lease site inspections, CPTED
- **January 14th** – ‘Pizza and Popo’ at Eckville High School
- **January 16th** – Lacombe County CPO’s stumbled upon an assault of a female in the Town of Eckville. RCMP attended and two males were arrested. Males had outstanding warrants and were in the possession of weapons. Charges were laid by RCMP. Lacombe Police Service Communication Centre assisted greatly with this encounter, which started as an abandoned vehicle in the middle of the road.
- **January 28th** – Anti bullying presentation at Eckville Elementary
- **January 29th** – Safe driving presentation at Clive School
- **January 30th** – Crime Scene Investigations, CSI Day at Bentley School

FIRE

Incidents

As of this writing, County Fire departments responded to a total of 61 incidents, with 37 of those being in the County response districts. With these calls, included the incidents with the largest two responses are EMS Assists and Alarms.



ALIX		BENTLEY		BLACKFALDS	CLIVE		ECKVILLE		LACOMBE		TOTAL	
Village	County	Town	County	County	Village	County	Town	County	City	County	Muni	County
4	9	2	7	4	0	1	1	5	17	11	24	37
10		9			1		6		28		61	
Largest Type EMS Assist		Largest Type Fire/ EMS Assist		Largest Type Mutual Aid	Largest Type Structure Fire		Largest Type Vehicle Fire		Largest Type Alarms		Largest Type EMS Assist	

Fireworks Permits

One fireworks permit was issued, being the only issued permit for 2020 so far.

Activities

January started 2020 with a steady month of incidents. A significant structure fire in the Summer Village of Gull Lake brought Bentley and Lacombe together for a mutual aid response and a minor structure fire brought Clive and Lacombe together for another.

Some significant headway was made on a couple of capital projects with the new Alix SCBA being delivered in January and initial training started on February 6th. Clive received their new Vehicle Extrication tools and after some training, members have placed them in service.

Annual audits were completed with the District Chiefs with all departments being compliant on those audits. While areas for improvement are always noted, significant progress has been made with this process and departments are improving annually. Audits will be reviewed shortly with all Municipalities and that will conclude the 2019 audit process.

Emergency Management Activities

On January 21st another session of our ongoing Emergency Management tabletop took place. This session was particularly interesting, as the incident we were managing was expanded to include our AEMA Field Officer and the Town of Blackfalds as members of LREMP. Our representative from AEMA made a point of commending Lacombe County on this training program and stated he would be making a recommendation to other field officers to promote our method of exercising our plan to others in the Province.

Also, in January, DEM Bussiere attended an Operations Section Chief course in Red Deer County and has already utilized some of the learnings from this in improvements to our EM Program.



UTILITIES

Mirror

The January deep freeze created a few frozen services in Mirror this winter, one of which resulted in a \$3,400. utility bill.

Received a complaint on 44th Street concerning water pressure & quality. There are four residents on that 2" main. This problem has existed for some time and will be expensive to address.

Aspelund

Issues with the HVAC system in Aspelund started this winter in the extreme cold and still have not been corrected. Will have Aries come and go over the relay panel to see if there are any issues.

Eagle Builders will be expanding their facilities and adding a warehouse on the south side of their property between the new office and the production building.

Lakeview Estates

At the end of December there was a "keyed" intrusion into the pump house, the lock has been changed.

The large five-year water analysis was completed for 2020; we should have the results back in a few weeks. (metals, organics, pesticides - \$2000.)

Power bump in Lakeview Estates caused the PLC to lock-up and a water interruption for a few hours. This is common but the PLC locking takes a large power bump.

Highway 12/21

We experienced a communications loss at the EQ tank due to programming issues with the water treatment plant computer that controls the system.

We lost communications with Mirror and Alix as well. Staff are searching for a long-term fix to this common problem.

We will be planning the 2020 operator's meeting in Bashaw sometime in March – most likely March 6th.

Sylvan Lake Communal

Not too many inquiries from residents of Blissful Beach, Yuill, Palm Bay, Kuusamo Krest. A letter will have to be sent out in May when residents return.



Sylvan Lake Regional Wastewater Commission

North Shore Lift Station

- Setup new AEP binder and log sheets for facility.
- Arjay gas monitor sensor failed. This unit is antiquated, and it may be more reasonable to replace it with a more common and up to date model.
- Wetwell pump number three alarmed with a moisture and over temperature, Xylem pulled pump on Jan 22nd. The pump seal was replaced, and the pump re-installed on Feb 12th.
- Communication loss at the NSLS was a result of a SIM card issue, which was resolved on Feb 18th by Stantec.
- There are issues with Communication/PLC/HMI that will be addressed in the 2021 budget.

Sylvan Lake Lift Station & Main

- Updated deficiency list sent to Amy (Stantec) on Feb 22nd.
- Duraguard Fence came and reset both gates and tack welded supports because both east and west gates had fallen off rollers.
- Insulation or tarp setup with heater for the Bioxide and the Biorem blower will have to be determined for 2021. Bioxide gels at -10 degrees Celsius and moisture from the effluent freezes in the bottom of the blower shroud.
- Falling ice signage has been installed around Biorem tank, a 4" thick sheet of ice came off the top of the tank – minor damage to level controller strain relief and heat trace casing.
- QQR currently working on odor management facility in Red Deer. It is slated for completion in the first week of March. There will be deficiencies to be dealt with and they will be documented.
- Due to the poor design of the SRS dump, washing the sump has to be done daily and typically takes about 2½ to 3 hours depending on the temperature. The design needs to accommodate trucks dumping, sump extending out to trucks, appropriate gradient to drain, deal with ponding around sump and heat tracing options for cold weather.
- The SRS plug valve failed and had to be replaced. A self-tapping lag bolt got caught between the seat and valve body, damaging the valve significantly before it stopped working. The valve was not installed in the SRS according to manufactures specifications, so the valve was turned with the seat facing flow and closing to top of pipe. If more issues arise from this valve, the Commission could look at a pinch valve installation.

GENERAL

- A key staff member has been on medical leave since mid-November and returned on Feb 18th.
- A new operator, Joey Schlat started in Utilities in January; he is a quick learner and is enjoying it.
- January 24th, had Jaclyn Rolston from AEP do a presentation for all the surrounding communities (Sylvan Lake, Eckville, Rimbey, Bentley, Clive, Alix, Blackfalds and Aquaterra) on the new lead guidelines and sampling protocol for 2020.



- In April, we will prepare a newspaper blitz for the new AEP lead sampling protocols to take place in May.
- All facility manuals were updated for 2020.
- All facility Drinking Water Safety Plans were updated for 2020 and include the new lead requirements.
- All annual reports for AEP have been completed and sent off.

PLANNING

Sylvan Lake Intermunicipal Development Plan

First Readings of the eight municipal bylaws for the *Sylvan Lake IDP* are ongoing. The Joint Public Hearing is tentatively scheduled for March 28, 2020, 1:30 pm at the NexSource Centre – Seniors Centre. This date will be confirmed pending completion of First Readings.

The www.sylvanlakeidp.com website has been fully updated to inform the public of the recent public engagement results, outline changes to the proposed plan based on that feedback, and give information on the next steps of the project.

Buffalo Lake IDP Review

On February 14th the BLIDP Committee met to review changes proposed by staff to address some of the grey areas in the IDP. The changes were thoroughly discussed and generally agreed to. The only point still requiring further discussion is how to define a dwelling unit, and how to resolve the temporary / permanent nature of the various different types of development that qualify as a unit for the purpose of calculating density under the IDP. It is extremely important that all municipalities are using the same method to calculate these units. Staff will look into providing options on how to accomplish this.

Transand Terminal – Mirror

Staff have met with Mr. Norm Taves regarding the proposed frac sand terminal adjacent to the Hamlet of Mirror. Mr. Taves has taken title to the property and is currently working on engineering, logistics, and trying to sort out some of the details with CN Rail. The rezoning application (from Agricultural 'A' District to Business Industrial 'I-BI' District) was granted second reading on August 8, 2019. Mr. Taves indicated that he intends to proceed with the development but is currently refining his timelines for the project and will update the County as he proceeds.

Wilson's Beach Estates & DeGraff's RV Resort

The developers for both developments have submitted a Final Acceptance Certificate (FAC) application for Phase 1 of their developments. After staff inspection, the County was satisfied that all site improvements outlined in the FAC for both developments met County standards. The FAC was issued to both developers, and remaining security for Phase 1 of each development was returned.



Compliance

Lacombe County has been seeking compliance on an unsightly and dangerous property in Division 6 since 2015. Early compliance efforts were focused on educating the landowner on unauthorized storage and the dangers of the property, but despite multiple attempts and extensions compliance was not attained.

In early 2019, the RCMP forwarded a number of complaints to our attention as the land was subject to multiple break and enters, mischief and theft. RCMP were concerned with the public safety issue of the property, as the property was not secured and had multiple derelict vehicles, a structurally unsound unoccupied house, and other deleterious materials covering the property.

In March 2019, Lacombe County issued an Order to Remedy Dangerous and Unsightly Property. The landowner initiated some clean up on the property, but most of the outstanding issues still required remediation. Further extensions were granted for the landowner to gain compliance and finish clean up efforts, but compliance was not attained. In October 2019, the County's solicitors commenced legal action to have the lands brought into compliance. The landowner was served with an Court Order Application, and to give them an opportunity to attend Court to state their side of the matter. The landowner subsequently entered into a Consent Order to complete the outstanding clean up by June 30, 2020. This is a positive effort by the landowner to complete the outstanding work by early summer.

Plan Capacity

With the County recently updating and completing Intermunicipal Development Plans, staff have updated the County's plan capacity records. These records and numbers show how much land in the County is covered by a plan, what amount is identified for future uses, and what percentage of land is developed and undeveloped within the plan boundaries. The Area Structure Plans and other plans and studies are also included in the plan capacity records.

Animal Issues

Staff have been in contact with the property owners in Joffre where staff counted six (6) dogs. The property owners are willing to have only two (2) dogs and have requested more time to resolve the issue. Staff have also re-inspected the property in Greystone Ranch where the property owner had exceeded the number of permitted livestock. The property owner is now in compliance with their approved amount.