



ADMINISTRATIVE REPORT MARCH 26, 2020

COUNTY MANAGER

COVID-19

Planning and response efforts to Lacombe County organizational impacts of COVID-19 have been considerable and time consuming. We established our Emergency Coordination Centre (ECC) on March 17th with approximately 10 staff members participating. The ECC meets on a daily basis to disseminate information and strategize our next steps as we try to stay on top of this issue.

We currently have a number of staff from all County departments away from work and in self-isolation because of travel and illnesses. Due to our commitment to position cross-training we have been able backfill the critical functions of these vacant positions with other staff.

Lacombe County Fire Chief and Director of Emergency Management, Drayton Bussiere, will be providing a presentation at the Council meeting on our efforts and actions, to date.

ICF Master Agreements

All ICF Master Agreements, with the exception of the Town of Blackfalds/Lacombe County ICF, have been approved and signed. Based on provincial government requirements Alberta Municipal Affairs has been notified of these approvals.

MEGlobal Wastewater Line

We have finalized the development of a draft agreement for the proposed MEGlobal wastewater line from their Prentiss facility to the North Red Deer Regional Wastewater Services Commission (NRDRWWSC) system and have forwarded to MEGlobal for their review.

MEGlobal & Dow Chemicals – Community Advisory Panel

I have accepted the offer from MEGlobal and Dow Chemicals of representing Lacombe County on their Community Advisory Panel (CAP). Participation in this initiative involves attendance at three to four regular (evening) meetings each year and at their annual community meeting.

West of QE II Water and Wastewater Servicing

On February 28th we hosted a meeting with owners of properties within the Lacombe Joint Economic Area to discuss the municipal water and wastewater system project that we will be undertaking this year. As the meeting was not very well attended, we have forwarded the information that we provided at the meeting to all affected property owners, by mail.



Lacombe and District Chamber of Commerce – Office Space

The Lacombe and District Chamber of Commerce has agreed to lease one office in our Administration building, commencing May 1st. The lease period is for one year with an option for an additional one-year term.

Communications

- Website:
 - Set up COVID-19 section on our website
- Media Releases/Promotion:
 - ICF's signed with neighbouring Counties
 - ICF signed with City of Lacombe
 - Spring Tune-up Promotion
 - Fire Permit Season
 - Lead Inspections re: Water Systems

Human Resources

- The Spray Truck Operator and Beaver Control positions have been filled.
- Recruitment is still ongoing for various positions including:
 - Human Resources Coordinator
 - Summer Labourers

CORPORATE SERVICES

General

- Regional Commissions
 - Staff attended a meeting between the North Red Deer River Water Services Commissions and representatives from the four first nations near Maskwacis to discuss water services.
 - Work continues completing the Sylvan Lake Regional Wastewater Transmission line to Red Deer. The only remaining project is the commissioning of the Odour Management Facility.
- Recruitment
 - Staff participated in recruitment interviews for the vacant HR Coordinator position.
- Subdivision Development and Appeal Board
 - The SDAB heard an appeal regarding the Silver Mountain Cannabis on March 3rd.



- The SDAB will hear another appeal March 23rd regarding MPC's decision to approve a development permit for a wedding venue on a property southeast of Mirror.

Assessment and Taxation

- Annual inspections and Sales Verifications
 - All assessments were finalized and downloaded onto the Province's ASSET System.
 - The County passed the audit tests and the assessment roll for properties for 2020 has been declared.
- Regulated Industrial Properties
 - Staff have received the non-linear DIP property assessments from the Province.
 - Staff are fielding some inquiries from companies.
- Tax Enforcement
 - The County registered tax notifications on properties for taxes owing from 2018.
- Annual Reinspection
 - Staff have mailed out requests for information (RFI) to properties in Range 23.
 - Staff will process information received through the RFIs that were mailed out.
 - Site inspections for these properties as well as areas identified last fall have been deferred.

Finance

- 2019 Year end
 - Staff are currently finalizing year-end work for Lacombe County and Highway 12 21 Regional Water Commission.
 - Work is continuing the year end for the Sylvan Water and Wastewater Commissions.
 - The County's auditors, BDO LLP, will be working remotely (from their office and from home) to perform the audit work.
- Staff Updates
 - Recruitment for the summer office position is currently underway.
 - Staff are collectively working on backfilling one short term vacancy

Information Technology

- IT Infrastructure Coordinator
 - Mike Foote joined the County as the new IT Infrastructure Coordinator on March 16th. Mike brings over 20 years of experience in the private sector dealing with user support and network administration. His experience and skillset will be a welcomed addition to our IT group.



- This position provides technical support to users while also looking after workstations, servers, networks, printers and software licensing.
- IT Summer Student
 - Mark Wagner will re-join the IT group this coming summer again as the IT Summer Student.
 - Mark is currently finishing off his Computer Science degree at the University of Lethbridge and he will provide some further assistance to our IT group by working on a variety of tasks and projects.
 - This position continues to provide value to our organization while also providing tremendous real-world experience for the individuals that have secured this position.
- 2020 Land Ownership Maps
 - The department hopes to have the 2020 Land Ownership Maps produced and ready for distribution by the end of the month. The County produces these maps every year and they are available in 24"x60" laminated and non-laminated paper maps, 2-sided foldup maps and a 40-page letter-sized atlas book.
- Covid-19 IT Response
 - The department has been focused on setting up a small number of staff with IT equipment that enables them to work from home.
 - The IT group is also examining the County's capabilities to support a larger number of users remotely, should the need arise.

OPERATIONS

Public Works Shop

- Scheduled monthly services and commercial vehicle inspections were completed on heavy equipment and light/heavy duty trucks.
- All new graders have been in through the shop and are now in service, with the used machines returned as part of the trade-in program. As well, we have received the new loader and track hoe. Both pieces have been put into service.
- County staff are doing warranty repair work on the buggy walls and we will be reimbursed from Finning for the work completed. Additionally, we have two buggies in Edmonton having warranty work done.
- Winter maintenance and repairs on road construction and reclamation equipment has been ongoing since mid-December and everything is on track to roll out the end of April.

Maintenance Crews

- The brushing crews have been working through the list of locations as per policy.
- Traffic count program continues throughout the winter with the implementation of the new traffic counters.



- Snow plowing on gravel and paved roads have been completed as required. Graders continue to scratch up sections with icy conditions as required, focusing on intersections, hills, and railway crossings.
- Water spring issues have been noted and addressed across the County as required.
- 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.
- We had meetings with ATCO and TELUS to go over 2020 capital projects.

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 installed for the Mary and Cliff Natural Area.
- Information signage is being designed for the JJ Collette Natural Area and will be installed once completed.
- Information signage has been installed at all County public washrooms advising of the importance of washing hands.
- Design and pricing is underway for the new bathroom facility at the Mirror ball diamonds.

Health and Safety

- There were five incidents reported for the last part of February and March.
- Pandemic plan revisions have been completed and returned for review.
- Annual fire extinguisher servicing booked from March 24 to 27.
- All 2019 COR audit action items have been completed.
- The building security administrative directive is being updated and should be ready for approval April or May.
- Worksite inspections were scheduled on March 19 and action items will be dealt with at the appropriate level.
- Glynnis has successfully completed the ICS 300 course.

Additional Information

- All contracts for the 2020 paving projects have been awarded. There have been no firm dates set up indicating when the projects will begin. Once we have been informed of the dates, information signage will be erected, and media releases sent out.



- The Town of Blackfalds has completed work on the east storm water plan and Rge. Rd. 27-0 crossing. County staff will continue to monitor the crossing to ensure no deficiencies arise. The County, as part of the approval, placed a two-year warranty period on the work.
- The tender for BF 9495 (Forshee Bridge) opened on March 17 and closes March 31. Land negotiations for the realignment of the road and bridge are complete.
- Tenders and request for pricing were completed, evaluated and awarded for line painting, gravel crushing and calcium chloride.
- Staff continues to work on gravel exploration. There are currently three properties being investigated for gravel that will be completed shortly.

COMMUNITY SERVICES

AGRICULTURE/ENVIRONMENT

To date the impacts of the Coronavirus disease (COVID-19) have been minimal to service delivery. The activities impacted the most have been to planned extension events which in light of current conditions have been cancelled; these include:

April 6 – Bumble Bee Workshop – 35 participants registered – cancelled – returning registration fees.

June 19 – Children’s Farm Safety Day – 260 children registered – cancelled – returning participating sponsors contributions.

Wane Duckett, longtime Spray Truck Operator/Pest Control Technician retired in 2019. We are happy to announce that Steven Reis has been hired in the role of Spray Truck Operator/Pest Control Technician. Steven has extensive trapping experience and is an active member with the Alberta Trapper’s Association; promoting outdoor activities and youth mentoring programs.

The Agriculture Services Board Program has announced that the 2020 ASB Grant Funding has experienced a funding reduction by twenty five percent compared to previous years. The funding decrease will impact the Legislative Funding Stream side of the grant. 2019 grant = \$168,359; 2020 projected grant = \$122,326. The prior Environmental Funding Stream portion has been renamed to Resource Management Funding Stream and is scheduled to receive prior year funding levels. 2020 projected grant = \$55, 000.

Lacombe County’s Environmental Improvement Grant received four (4) - 2020 grant applications. These include:

1. Gull lake Community League – carbon footprint offset project – purchase of trees and shrubs.
2. Alix Nature Trail Society – habitat interpretation – signs placed around lake educating the public on habitat ecosystems.



3. Lacombe Lake Watershed Stewardship Society – monitoring water quality and biodiversity – project is in partnership with Alberta Lake Management Society which collects baseline water quality data and biodiversity surveys during open water season.
4. Wolf Creek Public Schools/LCHS – Ecovision Roofs 4 kids Project – re-purposed sea container with living room, solar power and animal husbandry program involving goats.

PROTECTIVE SERVICES

Occurrence Reports	Road Use Agreements 3	Community Hours Required 99	Lacombe County	Communities
	Travis MJ Permits 149		Citations Issued 60	Citations Issued 18
County 5 Comm. 1	Planning & Development Occurrences 1	Community Hours Completed 62.5	Written Warnings 83	Written Warnings 35

Peace Officer Highlights:

- Two practicum students from Red Deer College, Justice Studies have completed placements within CPO Services with positive feedback. These placements allow students to greater understand the role of a Community Peace Officer and potential career options that exist within Alberta. Practicum students are in their second year of studies and are graded on their placement here at the County.
- Mark Sproule received his 12-year Alberta Emergency Services Medal. This was presented at the Alberta Association of Community Peace Officers, AACPO Conference in Lake Louise on February 12. Mark has worked as a Peace Officer since 2004 and was hired by Lacombe County in 2009. Mark was also elected to serve a second term with the AACPO as Vice-President.
- February 4th – Serious injury MVC - TWP 412 (Milton Rd) & RR 262. Officers attended with the assistance of Operations and provided traffic control and support.
- February 6th – Safe driving presentation @ Alix-Mac School.
- February 11th – Suspicious vehicle at Clive School resulted in unregistered and uninsured vehicle charges against the driver.
- February 12th – Suspected Impaired Driver - TWP 412 & RR 275, RCMP attended and vehicle towed. Drug related paraphernalia found in vehicle.
- February 25th – Drug presentation at Eckville High School

FIRE

Incidents

As of this writing, County Fire Departments responded to a total of 44 incidents, with 26 of those being in the County response districts. With these calls included the County wide total for 2020 so far is 105 incidents with the largest two responses this month being vehicle accidents and alarms ringing.



ALIX		BENTLEY		BLACKFALDS	CLIVE		ECKVILLE		LACOMBE		TOTAL	
Village	County	Town	County	County	Village	County	Town	County	City	County	Muni	County
1	7	0	2		1	2	2	4	14	11	18	26
8		2			3		6		25		44	
Largest Type EMS Assist		Largest Type		Largest Type	Largest Type EMS Assist		Largest Type Structure Fire		Largest Type Vehicle Accident		Largest Type Vehicle Accident	

Fire Permits

No fire permits were issued in February although Fire Permit season begins on March 1.

Fireworks Permits

No fireworks permits were issued, bringing the total number of issued fireworks permits to one.

Activities

February continued as a steady month for calls throughout the month. Eckville Fire responded to two structure fires, one which involved an oil storage tank. While out of the response type that crews regularly respond to the fire was brought under control relatively quickly and further damage to other tanks nearby was avoided.

Throughout the month of February audit meetings were started with each administration in LCFS, this annual process will be concluded in the first week of March. Alix Fire received their new SCBA and will have them in service shortly and Clive Fire received their new vehicle extrication tools.

February also saw the completion of the hiring process for the new Lacombe Fire Chief with the successful candidate slated to begin work on April 1st.

Emergency Management Activities

The Alberta Emergency Management summit took place on February 19th and 20th and brought some great learnings for all of those in attendance. Three Lacombe County staff and two Council members attended the new format of the summit.

Emergency management staff mentored at an exercise with Red Deer County and attended a LCMAO planning session for an upcoming 2020 workshop. Both efforts help to build relationships with our neighbors and help us be better prepared for large emergencies.

UTILITIES

Mirror

The Mirror pump house standby engine is experiencing issues with the governor. County mechanics will keep this unit operational until the new generator is installed later this year.



Aspelund

Pat with Tech HVAC Sylvan Lake will inspect the HVAC on March 12th, still getting alarm callouts even in the warmer weather.

Camenex was out to site to reprogram the protalk and win911 emergency callout system for alarms.

Lakeview Estates

The large 5-year water analysis was done for 2020, no issues other than a typical higher fluoride 1.96 mg/L which exceeds Alberta Health Services MAC of 1.5 mg/L.

Power bump in Lakeview Estates caused the PLC to lock-up and a water interruption for a few hours. Staff are looking into causes and solutions.

Highway 12/21

Issues in Duhamel & Bashaw with the CL10 chlorine analyzers required new caps and gel to be installed. Caps should last 1 year+, will monitor the unit and have HACH look at the probes with 2020 service.

Metering vault sump line will need to be dug up and repaired. The extreme temperatures this winter have cracked the 1¼ outlet.

Operators meeting planned for March 20th in Bashaw is cancelled as per Covid 19 protocol.

Sylvan Lake Communal

Staff are dealing with some issues that are presenting post installation. The contractor has installed some lines on private property too shallow and they are freezing. We are working with all parties to find a solution.

NorthShore Liftstation

Camenex came out to resolve some ongoing PLC issues with alarms, phantom alarms and totalizer blanking out. They were able to download the program from the PLC and noticed programming errors. These have been addressed.

The Pressure reducing Valve PRV on the header was closed and appears to have been closed for some time because it isn't working. Summit valve will be out on April 2nd to repair the valve.

Sylvan Lake Liftstation & Main

Updated deficiency list sent to Stantec on February 2; issues are being addressed.

Insulation or tarp setup with heater for the bioxide and the biorem blower will have to be determined for 2021. Bioxide gels at -10oC and moisture from the effluent freezes in the bottom of the blower shroud.



Odour management facility in Red Deer is expected to be delayed due to Covid 19 travel restrictions.

Picker with hand winch ordered for Owen's pick-up receiver. These larger manhole lids are about 200 lbs., will work on a logistic for work on Highway 11A, no approaches for staff to safely pull off highway.

General

Working with Nicole for a newspaper/website blitz for the new AEP lead sampling protocols to take place this summer for Aspelund, Lakeview and Mirror.

New Blackline monitors for utilities staff will be rolled out March 16th, just in the training/using phase. This covers off on operator gas monitoring, check-in, falls, SOS, mass notification and GPS location – 24 hr. monitoring. Monitoring is done from a call centre in Calgary with iPad/iPhone GPS map monitoring. These are required by OH&S

PLANNING

Sylvan Lake Intermunicipal Development Plan

First Readings of the eight municipal bylaws for the *Sylvan Lake IDP* are completed. The Joint Public Hearing on Saturday, March 28, 2020 has been POSTPONED due to the restrictions on public gatherings, further details will come at a later date.

Buffalo Lake South Shore Intermunicipal Development Plan

The Summer Villages did not accept the County of Stettler's request for additional density in the *Buffalo Lake South Shore IDP*. As a result, the County of Stettler has initiated the dispute resolution process with the Summer Villages.

It is important to note the *Buffalo Lake IDP* does not require amendments to address the density, as the proposed density aligns with the density provisions within the growth node in the *Buffalo Lake IDP*.

Burbank Heights

Burbank Heights had a busy few months with lot sales. They have four completed sales and three more conditional sales. This is half of the lots in the development. In addition, the first house in the development is currently under construction.

Berg Subdivision

The developer submitted a Construction Completion Certificate (CCC) application for the development. After a staff inspection, the County was satisfied with a number of site improvements but identified some deficiencies. The CCC was issued to the developer, with a list of deficiencies, and security has been provided to ensure those deficiencies are completed as well as security for the warranty period. Administration is currently working on endorsing the subdivision so they can register the lots with land titles. The developer has indicated there are interested buyers in the development.