



**ADMINISTRATIVE REPORT
NOVEMBER 30, 2021**

COUNTY MANAGER

Environmental Reserve Damage

A property owner has cleared the vegetation from a substantial Environmental Reserve (ER) parcel adjacent to Gull Lake. As per Policy RC(8) Use and Management of County Reserve Lands, ER lands are to be left in their natural condition as much as possible. Additionally, pursuant to Policy RC(8) the removal of vegetation from ER lands will not be permitted, except where there is a public safety hazard as determined by the County. As the work completed is contrary to Policy RC(8) we have directed the property owner to provide a comprehensive plan for reclaiming the ER by December 31, 2021 and reclaim the area before June 30, 2022.

Lacombe County/Summer Village of Sunbreaker Cove Wastewater Main Line Project

Construction of the Sunbreaker Cove wastewater main line, which will service the Summer Village of Sunbreaker Cove and adjacent developments in Lacombe County, has been completed. Due to delays with construction of the Sylvan Lake North Shore line the Sunbreaker Cove main line likely won't be operating until early 2022. Lacombe County's budgeted contribution to the main line project, including the installation of additional odor control transfers and the \$71,500 bid equalization transfer is \$750,000. The capital and operating agreement between the agreement has been developed in draft form and will be presented to the Summer Village and County Councils shortly.

Municipal Sustainability Initiative (MSI) Grant Program

The Province has confirmed our 2022 and 2023 MSI allocations as follows:

	<u>2022</u>	<u>2023</u>
MSI Capital	\$1,881,530	\$1,881,530
MSI Operating	\$149,492	\$149,492

In light of the province's fiscal situation, MSI capital funding was reduced to \$722 million annually over the three-year period of 2021 – 2023. To sustain economic recovery and stimulus spending, the province front-loaded MSI capital funding at \$1.196 billion in 2021 and decreased it to \$485 million for 2022 and 2023. For both 2022 and 2023 all municipalities, including Lacombe County, will receive approximately 40.6 percent of what they received in 2021.

Specifics of the MSI replacement program commencing in 2024 have not yet been announced.



Communications

Media Releases/Online Promotion

- Final election communications
 - Official results
 - Organizational meeting results
- Helping to promote job openings (Manager of Ag & Environment, Temporary Community Peace Officer)

Other Communications

- Completed and posted Council pictures and profiles on website
- Working with Ag on promotion of upcoming Ag Seminar (January) with Red Deer County
- Website updates: Restorative Justice page, added info to Emergency Preparedness page to GOA Be Prepared site, all 2022 Council dates have been added, new Economic Development area/Spotlight section
- Christmas advertising (office closures, Christmas remarks) to be determined.

Communications Action Plan

- Website revamp Update
 - Should be done majority of department content move in the next couple of weeks

Human Resources

- Implemented Phase 1 of the new HR software system (HUMI)
- Started the recruitment process for the Manager of Agriculture & Environmental Services position
- Started the recruitment process for a temporary Community Peace Officer (to cover off a temporary vacancy)
- Attended the Alberta Employment Law Update 2021 virtual webinars
- Finalized the County's group benefit premium rates for 2022:

PLANNING

Sandy Point RV Resort

Delta Land Co. Inc. submitted a Construction Completion Certificate (CCC) application for the development of Phase 3B (68 condominium units). After staff inspection, the County determined there were significant deficiencies to reject the CCC application. The noted deficiencies (paving of the trail adjacent to Stage 1, as built drawings for Phases 2, 3A and 3B, and Alberta Environment approval of the dewatering system installed in Phase 3B) need to be addressed before the Developer can make a new application for acceptance of the work for Phase 3B.



North Aspelund expansion (Phase 1)

Eagle Builders submitted a Final Acceptance Certificate (FAC) application for Phase 1 of the development, which comprised of the expansion to the Eagle Builders north lot. After staff inspection, the County was satisfied that all site improvements outlined in the FAC met County standards. The FAC was issued to the developer, and the remaining security for Phase 1 is being returned.

Milton Area (Berg) Subdivision

Staff recently conducted an inspection of the Milton Area (Berg) subdivision at the developer's request. Many of the municipal improvements have now been completed such as the paved trail, stormwater pond, and landscaping. The developers, who are residents of the subdivision, had a vision of how they wanted the landscaping to look and worked with staff to come up with a design that exceeded the requirements of the development agreement. This small five lot subdivision has two lots remaining to be sold. One of the last remaining deficiencies will be to pave the internal subdivision road, which the developer plans to complete in the spring of 2022.

The Slopes

Work on the Slopes water treatment plant continues to progress. The building itself is complete and the installation of the plumbing and instrumentation components within it are also nearing completion. The developer has made this piece of infrastructure a priority as there are homes under construction that will need to be serviced by it before they can be occupied.

Sylvan Lake Land Donation

Staff have been working to finalize the donation agreement with the Burns for the donation of 19.5 acres of natural area adjacent to Sylvan Lake. The appraisal for the land is finished and the agreement should be completed shortly. The subdivision of the donated lands will be processed as soon as the agreement is signed by all parties.

Compliance

The unauthorized trailer sign along the QEII Highway near the Blindman River has been removed.

A separate compliance letter has been issued to a landowner for the unauthorized trailer located along the Rainy Creek Road near the Sunbreaker Cove Access. The County does not allow trailer signs; therefore, the signage is unauthorized. The compliance letter requires the trailer sign to be removed by November 19, 2021.

Appeals

Appeals to the Subdivision & Development Appeal Board are down significantly this year with only one appeal hearing in 2021 compared to four in 2020.



Agricultural Business Spotlight

The name of this feature has been changed slightly to allow for larger operations such as Penner Farm Services and Schippers Canada to be highlighted as well as smaller agricultural businesses. The first feature will be included in the November edition of the County News, with another six agricultural businesses already confirmed in the months to come

Business Registry

The Economic Development Officer is currently compiling information from business files (development permits, supplementary business forms, etc.) and permanent land files as well as partnering with department colleagues and external departments (Agricultural and Assessment Departments) to create a better picture of Lacombe County businesses. This will allow for a much more effective business outreach initiative, which will lead to improved relationships with County business owners and more opportunities to assist in the areas of expansion and future investment.

Guide to Multi-lot Development

Multi-Lot Development Proposals: A Guide to the Approval Process has been updated with the 2022-2024 Long Range Planning Program.

CORPORATE SERVICES

General

- Composite Assessment Review Board Appeals
 - The County received three non-residential appeals related to the 2021 tax year.
 - Of the three original complaints, one was recently resolved.
 - Hearings are scheduled for December 1st to hear the remaining complaints.
 - The hearings will be heard by the County's ARB members and will be chaired by a provincial appointed member.
- Annual Tax Sale Auction
 - The County held its annual tax sale auction on November 19th. A total of 5 properties were available for sale. Originally 15 parcels were advertised in September.
 - No one attended the auction.
 - The next step will be for Council to decide whether the municipality should take title to the properties. This would allow the County to offer the properties for sale by request for proposal.

Assessment

- 2021 Outstanding Taxes
 - Staff sent out 525 reminder letters to taxpayers who had not yet paid their outstanding taxes.



- One of the unique situations being faced by the County this year is the large number of land sale transactions and the delays at land titles. As a result, many of the 2021 taxes notices ended up in the hands of the vendor for these lots and the new buyers are now only realizing the taxes have not been paid.
- 2022 Assessment Roll
 - Staff are creating new tax rolls for new subdivisions and developments that took place in 2021.
 - Staff continue to work assessing new development from 2021.
 - The County received the 2022 Assessment Year Modifiers. These rates are used to update costing for industrial based assessments. Staff are updating assessments to determine the impact these rates will have on 2022 tax revenue.
 - Staff are planning for the oilfield annual inspections based on information obtained from 50 Requests for Information (RFI) received earlier this year. The deadline for submitting these RFI's was October 29th
- Designated Industrial Property Appeals
 - The County's assessor has been seconded to the Province to assist in the current designated industrial property appeal.
 - Based on information received to date, the parties are preparing for a full hearing with the Land and Property Rights Tribunal. The first step would be a merit hearing.
 - No date has been set for the merit hearing.
- 2021 Non-Residential Assessment Appeals
 - Staff are also preparing for the Composite Assessment Review Board Appeals scheduled for December 1st.
 - Staff provided respondent packages to the complainants and are awaiting any rebuttal submissions.

Finance

- Front Counter Staff
 - Staff have remained busy with day-to-day tasks and covering off during staff absences.
 - Cross-training in Utilities is underway.
- Payroll
 - Seasonal layoffs continue, and preparation for year-end work is commencing.
- Finance
 - The interim budget is complete, and the presentation to Council is on December 3rd.
 - Staff are scheduling year-end inventory counts for the end of November and mid-December.
 - A meeting with Auditors is scheduled to plan the 2021 financial audit.



Information Technology

- Cyber Security Maturity Assessment
 - The I.T. department worked with one of the County's vendors on performing a Cyber Security Maturity Assessment this past month.
 - The goal of this exercise is to provide a view of the County's current security posture, an objective review of existing security plans and to provide ideas for strategic planning.
 - Additionally, this process will help I.T. develop tactical directions to further mature and strengthen our security program efforts.
 - Staff will be meeting with the County's vendor next week to review the findings of the assessment performed.

- Cyber Security Training
 - I.T. is currently working on the first iteration of the County's cyber security training program for County staff and Council.
 - Once the training materials are complete, I.T. will be setting up training sessions for each individual business unit and for Council.
 - Staff intend on beginning this training before year end and continuing on through the early part of 2022.
 - The goal will be to educate staff and Council on the various cyber threats encountered by organizations, how to recognize them and how to proactively protect themselves from falling prey to an attack.

- Server Room Switch Replacement
 - As part of I.T.'s ongoing network equipment replacement program, I.T. has purchased two high speed network switches to replace aging switches that transmit data between the County's main data processing server and its connected high-capacity NetApp data storage appliance I.T. installed last year.
 - This switch replacement will help ensure fast network performance and overall availability.

- Two-Factor Authentication
 - Within the next couple weeks, I.T. will start enforcing two-factor authentication within the Microsoft Office 365 environment.
 - Two-factor authentication allows I.T. to require two separate verification methods when County staff and Council attempt to login to Outlook (e-mail), Word, Excel and the various other cloud-based Microsoft products staff use at Lacombe County.
 - Implementing two-factor authentication provides an additional layer of security to the organization as both verification methods must be performed successfully before gaining access to the Office 365 environment.



OPERATIONS

Public Works Shop

- Scheduled monthly services and commercial vehicle inspections are complete on heavy equipment and light/heavy duty trucks.
- The new 5500 service truck has finally arrived, is rigged up and in service. Completing the 2021 capital equipment purchases.
- Plow trucks, graders and tractors are ready for the upcoming winter.
- All 2022 capital equipment, with the exception of the two half ton trucks, have been ordered.
- Shop staff continue regular repairs for fire and LRWSC.
- Unit 581, gravel/plow truck, caught fire and was a total loss. It is currently being investigated to determine a cause. We are currently working with our insurance provider on next steps.

Maintenance Crews

- The gravel crews have completed work on CCE7 (C&E Trail). They are currently taking advantage of the weather and are stockpiling from the Crooker Pit to the Clive site.
- The docks at Sunbreaker Cove have been removed and stored for winter.
- 3-way stop signs have been installed at Wilsons's Beach Subdivision.
- Grader operators continue to work on the roads getting them ready for freeze up.
- With the dry conditions, calls regarding washboard have increased.
- Staff continue to work on the traffic count program.
- A wind event caused several trees to come down which required cleanup.

Construction

- Construction is complete on C2352, just waiting on power pole moves. C3841 (off Highway 11 near Red Deer River) has been completed.
- Construction is complete on C3926 (east of Highway 20). 80% of reclamation and 90% of fencing completed.
- Construction is complete on C0401 and C3951 (west of Highway 766) with fencing and reclamation yet to be completed.
- Construction on C2331 (Meston Road) is complete with fencing and reclamation to be completed.
- Construction on C4023 (Posti Road) is complete, with fencing and reclamation still outstanding.

Parks

- Weekly/monthly playground inspections are complete with all sites in good repair.
- Bathrooms and garbage receptacles continue to be checked and maintained weekly.
- Sandy Point is closed for the season. The washrooms will be opened back up to the public when ice fishing season opens.
- Signs along the Trans-Canada Trail have been updated with the new logo.
- Staff is currently reviewing and updating the safe work procedures.



- Staff are preparing an update to the paid parking systems presentation for the upcoming Committee of the Whole meeting.

Health and Safety

- Monthly safety meetings were held for all Operations staff. Safety meetings are now virtual in light of tighter restrictions.
- 2021 OH&S legislation changes have been deferred from September 1 and will come into effect December 1. Changes include Joint Work Site Health and Safety Committee terms of reference revisions, other parties at the worksite modifications and updates to the Incident and Near Miss Investigation and Reporting Administrative Directive, to name a few.
- Action items identified in the 2021 COR Audit has been ongoing and continues into early winter with 11 of the 12 completed to date.
- The third quarter inspection of County building sites is complete, and a report is being prepared for Administration's review.
- Many training sessions have been scheduled and completed as well as catching up on items that were postponed due to COVID. These include confined space, new orientation, first aid and WHMIS.

Additional Information

- All 2021 bridge projects have been completed and have moved into the warranty period. Staff will monitor for deficiencies.
- All 2021 paving projects are complete. Staff are preparing final designs, engaging in landowner discussions and tender preparation for the widening and overlay of the Lockhart Road.
- Can-Traffic looked at the traffic signals at the Aspelund Business Park, it turns out there is a faulty camera which is making the lights default to a standard cycle. This camera is being sent away for repairs, at which time the setting will be fixed.
- CP performed the track infill 'upgrades' on Range Road 27-4, at Hoadley mile 5.28. The new crossing is even worse than before, and the County had to drop the speed to 60km/h. Administration is currently seeking a resolution to the problem.
- We are still working with CP for them to complete their portion of the work to remove stop signs on Twp. Rd. 39-0. Speed reduction signs have been posted. This is an ongoing issue as the railway is being very nitpicky on brushing. There has been a lack of response this month however we will continue to follow up.
- Staff have been reviewing many plans as they relate to development which include Lincoln Ranch, Wilsons Beach Estates, Sandy Point 3B and campground expansion, Palm Cove, Last Hill Golf Course and Eagle Builders FAC storm pond.



COMMUNITY SERVICES

AGRICULTURE

To date, 27 grain bag rolls have been wrapped and delivered to the Prentiss Waste Transfer Site for delivery to the Agriculture Plastic Recycling Center. Twine bag collection continues to increase with weekly pickups from satellite waste transfer sites to the Prentiss site.

Alberta Severe Weather Management Society

Agriculture Services has been in contact with the Alberta Severe Weather Management Society which administers the Alberta Hail Suppression Project. The manager of Agriculture and Environmental Services has been in correspondence with Todd Klapak, President of the Alberta Severe Weather Management Society, requesting additional information regarding hail suppression in Central Alberta.

Upcoming Extension Activities

January 12, 2022: Agricultural Excellence – Securing your Farm and Future

Lacombe County, Red Deer County, MacDougall Wealth Management Group, and Nation Bank Financial Wealth Management are partnering together to host this online event.

Some topics include:

- Agriculture Economics in 2022
- The transition of farming operations and land ownership
- Farm estate planning concepts and considerations

March 15, 2022: Marketing your Product for the First Time

Lacombe County and Alchemy Communication out of Calgary are partnering to host “Marketing a Product for the First time” (title subject to change). It will be open discussion-based, questions, and framework to support the workshop. Landowners can apply this directly to their businesses. This will be a Zoom Webinar with an Eventbrite registration format. There is potential for a second webinar called “Elevating your Brand – Top 10 Ways to be Top of Mind.”

ENVIRONMENT

The Parlby Lake Dam Consequence Classification report was received from Kerr Wood Leidal and it found the dam consequence classification to be “low”. The report will be submitted to Alberta Environment and Parks in an attempt to have the dam reclassified as a “low” consequence rather than “significant”.



CPO SERVICES

October

Occurrence Reports	Road Use Agreements 1	Community Hours Required 98	Lacombe County Citations Issued 29	Communities Citations Issued 2
County 33	Travis MJ Permits 208	Community Hours Completed 58.5	Written Warnings 32	Written Warnings 10
Comm.6	Planning & Development Occurrences 1			
SRO 9				

Peace Officer Highlights

In October, officers dealt with several files including restricted access to road allowances by adjacent landowners, speeding vehicles, passing school buses while stopped with lights flashing, dumping of oil on county roads (food truck fryer), speed signs in Rosedale being removed, and an impersonation file relating to a traffic stop (RCMP Involved & Warrants issued). Officers were also involved in an RCMP Stop Check near Morningside and providing traffic safety for a cattle move on Rainy Creek Road.

Our School Resource Officer (SRO) has been busy building relationships with students through in-class presentations and by being a presence in and around our schools. Presentations on pedestrian and rail safety were a few of the topics covered in classrooms this month. CPO Services was invited to conduct a CPTED on the MEGlobal Athletic Park, adjacent to the Lacombe Composite Highschool. Our SRO and Manager of CPO Services met with Fred and Dita Knip to provide crime prevention tips and recommendations in response to a recent vandalism case spurred on by TikTok.



FIRE

Incidents

ALIX		BENTLEY		BLACKFALDS	CLIVE		ECKVILLE		LACOMBE		TOTAL	
Village	County	Town	County	County	Village	County	Town	County	City	County	Muni	County
7	9	2	8	2	0	9	6	3	31	11	46	42
16		10		2	9		9		42		88	
Largest Type EMS Assist		Largest Type Vehicle Collision		Largest Type	Largest Type Vehicle Collision		Largest Type Alarms Ringing		Largest Type Alarms Ringing		Largest Type	
Fire Permits		Current Month		69			Fireworks Permit		Current Month		1	
		Year to Date		1145					Year to Date		29	
Monthly Invoice Total		21		New Policy Invoices	1		Total Invoice Amount		\$46,817.50			

Activities

In September, a series of NFPA 1002 pump operator courses were conducted that members from Bentley, Clive, Alix and, Eckville participated in. We are still awaiting final marks, but this course should see 8 members certified as Pump Operators and an additional 2 certified as Driver/Operators. Additionally, another 16 members completed an air brakes course, all of which greatly increases our capabilities across the County.

EMERGENCY MANAGEMENT ACTIVITIES

Emergency Management staff kicked off planning for a county-wide full-scale exercise in 2022. This exercise will take place in participation with our entire LREMP partnership and will likely be the largest full-scale exercise we've ever delivered. This exercise is being planned almost entirely with internal LREMP staff and includes some pre-work being done by a NAIT Emergency Management student.

UTILITIES

General

Lacombe County's residential water meter provider, Neptune, has recently released a new style of meter called the Mach 10. This new water meter is being tested at a "challenging conditions" location in the Hamlet of Mirror. This new style of water meter will become the industry standard in the next few years. It's lighter and smaller with no moving parts, rated for 175 psi, ultrasonic technology, it can withstand temps of -10°C to 65°C, new 20-year battery life technology, and no



more flow restriction. The meter no longer needs to be tamper-proofed using brass wire and lead seals, as it comes with internal tampering alarms that indicate during monthly reads if it's been removed from its water source. The accuracy of this meter means less lost revenue to inaccuracy, + or – 1.5% instead of 5-7% of the old style. The cost of this meter is less than a \$40 difference from the old typical metering chamber style residential meter.

Wildrose

Stantec Consulting, Pidherney's, and Lacombe County operators are planning for a full system commissioning of the Wildrose Business Park to be completed and running by the 1st week of December. This date is sooner than the January 1st deadline for businesses to be connected but this also gives Lacombe County staff time to work through the new system "bugs" and have it running smoothly for the beginning of 2022.

DIRECTOR

With the deadline for utility connections in the Sylvan Lake Communal, and Wildrose Business parks upon us, a significant amount of time has been sent on these projects. We appear to be down to two holdouts in the Sylvan Lake communal project. These have been given final notices for connection.

The Highway 12/21 water line projects are progressing as the contractor is currently completing the drills under the CP Rail tracks currently. Line installation is nearing completion, and the booster station at Tees is under construction. We anticipate that this line will turn on in March.

The Sylvan Lake Regional Water Wastewater Stage 4 to the Summer Village of Sunbreaker Cove has seen a further delay as some critical components have not arrived, pushing back commissioning until after Christmas.