

COUNTY MANAGER

Alberta Rural Municipal Administrator's Association (ARMAA) - Conference

I attended the 2021 ARMAA conference in Canmore on August 31st to September 3rd. 2021 marks the 100th Anniversary of ARMAA so this year's conference was a special celebration. The 2020 conference was cancelled due to COVID-19.

The conference was well attended by rural CAO's and senior managers, and the conference content was very timely and relevant. Rick McIver, Minister of Municipal Affairs addressed the delegates as did RMA President Paul McLaughlin. It was refreshing to see that a significant number of young and bright individuals have entered the field of rural municipal administration, which I credit the Alberta Municipal Affairs Internship program for.

Bentley Arena Ramp Project

This project has been completed and was well under budget. The County's 50% portion came in at approximately \$16,000 as compared to the \$25,000 that we approved.



Councillor Orientation Training

Elected officials and senior staff from the Village of Alix and Town of Bentley will be participating in our November 2nd Councillor orientation training workshop which we have engaged two lawyers from Reynolds Mirth Richards and Farmer to provide. Alix and Bentley will be sharing in the \$5,000 workshop cost.

Birch Bay Community Association

The Birch Bay Community Association (Gull Lake) is proposing to upgrade the playground in their community. We have provided them with a letter of support to accompany their grant applications.



Town of Blackfalds NW Stormwater Management Plan Appeal

A decision on the Town of Blackfalds NW Stormwater Management Plan Appeal has not yet been announced. With the three-day Alberta Environment Appeal Board hearing closing on June 21st hopefully we will learn of the decision soon.

Acting County Manager

Thanks to Michael Minchin for serving as the Acting County Manager in my absence for the past quarter. Keith Boras will be serving in this capacity for the period of October 1st till his retirement on December 31st.

Communications

Media Releases/Online Promotion

- Ongoing promotion of the election
 - Notification of Nomination Day ads went out in early September
 - Notice of Advance Vote and Notice of Election ads are drafted. Some information was included in the County News for September
- Harvest Safety Campaign
- Economic Development Officer media release
- Reminders of Tax Deadline

Communications Action Plan

- Website revamp Update
 - I/T staff have set up the menu items and most of the pages to ensure proper navigation
 - Content updated and is being moved over
 - Staff capacity issues have delayed things a bit. We have decided not to launch anything until after the election (so that we don't confuse anyone looking for that information).

Human Resources

- Currently recruiting for the Director of Community Services position; the competition closes Monday, September 20th
- Continuing to work on the 2022 Salary and Wage Budget
- Continuing to work on the implementation of the new HR software system
- Worked through a couple of legal matters and WCB files



PLANNING

Wilson's Beach Estates – Revised Communal Wastewater System

The developer is in the process of revising the previously proposed wastewater system. An Amending Development Agreement has been completed, and security and insurance are provided for the proposed work. Detailed design drawings and construction management plans have been reviewed by the County and only require minor updates before the developer can proceed with construction. It anticipated that construction on this project with commence before the end of the month.

Sandy Point RV Resort

Stage 2 Subdivision

The developer is in the process of completing the subdivision for the Stage 2 area in the original concept plan. This will involve registering a subdivision plan for Stage 2 that complies with the original subdivision approval (S-020-11). This subdivision is being done to establish the property lines for the Municipal Reserve, Direct Control District, and Environmental Reserve along the northern boundary of the concept area (north of the beach).

Proposed Campground Expansion

Staff have been working with the developer for several months on finalizing the proposed application for a 250-stall campground expansion to a total of 550-stalls. This would encompass the entirety of Stage 2 of the original concept plan. Once the application is finalized, it will be pre-circulated to adjacent landowners within a half (0.5) mile radius of the proposed development location.

Phase 3B

The developer is constructing 68 condominium units within Phase 3B of the development (for a total of 239 condominium units overall). A tentative subdivision plan has been prepared; however, staff are awaiting completion of construction to analyze deficiencies and issue a CCC before endorsing the subdivision.

Other Ongoing Activity

The driving range is now open. A BMX bike track has been built. Several ongoing community-type events are being held, including a car show and shine & kids carnival.

52 North Wedding Venue

Devon & Katrina Bellavance are renewing the approval for the venue on Lot 2 Block 1 Plan 122 4150 (Pt. SW 03-40-01-W5M) north of Sylvan Lake just off Highway 20, as well as proposing to add an accessory building for overnight accommodation for the bridal party. The accessory building will not be a complete dwelling unit – it does not contain a kitchen. This is the first application for 52 North that required pre-circulation to adjacent landowners within 1.0-mile radius, as per the recent *Land Use Bylaw* amendments. The application has been circulated, and the deadline for comments is October 1, 2021. Staff anticipate presenting the application for MPC's consideration in October.



Enforcement update – Unightly property in the Hamlet of Joffre

This matter was heard by the Court of the Queen's Bench on August 23, 2021. The court ruled in favor of the County and gave a deadline of September 13, 2021 to have the premises cleaned up. Staff have met with the landowner and considerable progress has been made. Staff had agreed to a one-week extension in order for the site to be fully cleaned up; however, a civil enforcement agency has been contacted and is ready to take action if necessary.

Solar Park Interest

Staff have been receiving more and more calls from solar park developers looking to locate in the County. This is likely due to the approval of the Joffre Solar Park earlier this year. Alberta is rated the top province in Canada for solar energy potential with an average of 320 days of clear sunny days per year. In addition to this, the red tape reduction initiatives which remove duplication of consultation requirements between the County and the Alberta Utilities Commission is also a big plus for solar developers.

Staff have also received confirmation that Switch Power has made application to the Alberta Utilities Commission for Phases 1 & 2 of Joffre Solar Project. Construction of this project is anticipated for spring of 2022.

Planning Statistics

Planning Services has seen an increase across the board on development applications, subdivision applications and compliance report requests in the first eight months of this year. From January to August, Staff have processed 160 development permit applications with an estimated construction cost of \$83,328,689. In 2020, there were 108 development permit applications in the same period with an estimated construction cost of \$13,317,000.

Subdivision applications have also increased this year. From January to August, staff have processed 37 applications compared to 17 applications at the same time last year.

With the increase of people buying and selling property in Lacombe County, the number of compliance report requests have also increased. From January to August, Staff have processed 63 compliance reports compared to 26 compliance report requests for the same period in 2020.

CORPORATE SERVICES

General

- 2021 Municipal Election
 - Preparations continue for the 2021 municipal election.
 - Recruitment of election workers is underway, and facilities have been booked.
 - With the added responsibility of conducting provincial senate and referendum votes, staff are busy acquiring additional voting supplies such as ballot boxes.
 - Covid-19 plans are also being reviewed as circumstances continue to change on a daily basis.



- Request for Proposal – Auditors
 - The results of the RFP will be presented to Council at its regular meeting on September 23, 2021.

- Composite Assessment Review Board Appeals
 - The County received three non-residential appeals related to the 2021 tax year.
 - Work is underway to schedule those appeals in front of a composite assessment review board (CARB). The CARB involves local members of the County's ARB and is presided over by a provincial presiding officer.
 - Appeals are tentatively scheduled for early December and must be complete by December 31st.

Assessment

- 2022 Assessment Reinspection
 - Sales interviews/inspections are almost complete. As previously mentioned, there were over 200 residential sales in 2020-21 compared to a typical year of 100.
 - Once completed, staff will go back to the re-inspection cycle.

- Designated Industrial Property Appeals
 - The County's assessor has been seconded to the Province to assist in the current designated industrial property appeal.
 - The appeal is still in the preliminary stages and the County's assessor is working to with the Province to review any information provided by the complainant.

Finance

- Payroll
 - Staff have been busy with the increase in monthly transactions as a result of monthly firefighter and seasonal staff payroll.

- Meter Reading Software
 - Staff tested the new meter reading software by running parallel reads with the new and the former software.
 - This test was a success, and the upgraded software will be used from now on.

- Finance
 - Budget preparation is in full swing. Work is progressing on Commission budgets, Shared Fire budgets and Lacombe County budgets.
 - Staff reviewed audit RFPs for Lacombe County, Highway 12/21, and Sylvan Lake Regional Wastewater Services.

- Staff
 - Ratepayers are keeping the front staff busy with processing property tax payments
 - Staff are also busy with inputting and validating civic addresses in the financial software



Information Technology

- NextGeneration 9-1-1
 - IT attended the first presentation of Telus' transition towards a NextGeneration 9-1-1 system (NG9-1-1) to replace the existing 9-1-1 network.
 - The CRTC has established a tentative date of June 20, 2023, to decommission the existing 9-1-1 network across the country. The CRTC has ordered Bell, Telus, and SaskTel to build NG9-1-1 networks to support each company's operating territory.
 - As it pertains to Lacombe County, Telus is set to launch the NG9-1-1 network this fall and they will begin onboarding Public Service Access Points (PSAPs) and municipalities they support soon thereafter.
 - From a technical and operational perspective, each PSAP will require that all municipalities it serves to sign a NG9-1-1 Local Governing Authority (LGA) Agreement in order to move to the NG9-1-1 system.
 - The features and benefits of this NG9-1-1 System include:
 1. Technology: Moves 9-1-1 to an Internet-based private network with enhanced location accuracy.
 2. Improved Interoperability: This new system is a standards-based, secure, and interoperable "network of networks".
 3. Data Sharing: Standard interfaces allow easier sharing of relevant data while also allowing easier integration of additional sources of information such as building schematics, medical records, etc.
 4. Multimedia Support: Support for voice, video, text or data from various devices and networks.
 5. Enhanced Call Routing Capabilities: Dynamic routing based on policies to direct calls to the most appropriate PSAP.

- Canada Post Adoption of Municipal Addressing
 - IT continues to support Canada Post's transition of moving towards the adoption of municipal addresses as mailing addresses.
 - In late 2019, Canada Post transitioned to municipal addressing in an area west of Blackfalds that had a west boundary at Range Road 1-4, an east Boundary at the QE2, a north boundary at Township Road 40-2 and a south Boundary at the County border with Red Deer County.
 - The County has expressed an interest to Canada Post in moving all of Lacombe County to this new mailing address system and have tentatively set up a meeting with the new Delivery Service Officer for the region area in the spring of 2022.
 - Canada Post understands the County's support for this project, and they have assured us that they will be bumping Lacombe County up in the priority list.



OPERATIONS

Public Works Shop

- Scheduled monthly services and commercial vehicle inspections were completed on heavy equipment and light/heavy duty trucks.
- The new 5500 service truck has finally arrived and is having the service body. The crane and compressor are installed in Penticton.
- Agriculture tractor tenders were sent out.
- The grader wings have been repaired and serviced.
- Work is complete on sanders and plows in preparation for the upcoming season.
- With the recent approval of the 2022 replacement equipment, staff are preparing tenders for disbursement.
- Shop staff continue regular repairs for fire and LRWSC.

Maintenance Crews

- The 2021 gravel program is complete. Crews are now concentrating on soft spot and clay capping repairs. Many roads are complete including Rge. Rd. 3-4 and Twp. Rd. 40-2. Roads to be completed in the next few weeks include Rge. Rd. 23-1 south out of Alix.
- Sidewalk repairs are complete in Mirror.
- The fall application of calcium is complete.
- 5,000 tonne of winter sand has been mixed and stacked in preparation for the upcoming season.
- Regulatory signage has been changed in Rosedale to reflect the update to the speed bylaw. In addition, the electronic speed board has been installed as an additional reminder.

Construction

- Construction is complete on C2352 and C3841 (east end of the county by Red Deer River) with reclamation and fencing to be completed.
- Construction is complete on C3926 (east of Highway 20) with reclamation and fencing to be 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) has started and is about half completed.
- A review of crop compensation for road construction will be completed this fall and adjustments will be issued to landowners as needed.

Parks

- Weekly/monthly playground inspections are complete with all sites in good repair. Annual audits have also been completed.



- The mowing program has wrapped up as most of the summer students have returned to school.
- Directional signs have been applied for through Alberta Transportation for the Mary and Cliff Soper Natural Area.
- The locks at the Mirror campground bathroom have been changed so that users can no longer lock them behind them.
- “The Great Trail” is now changing its name back to the “Trans Canada Trail”, which results in having to replace all current signage. Signs have been ordered and will be installed upon arrival.
- At Sandy Point, the maintenance crews installed an accessible walking path for wheelchairs to be able to access the beach down to the water. Handicap parking signs have also been installed to the north of the lighthouse for access.
- We have wrapped up the Enterococcus water sampling at Sandy Point for the season. Throughout the summer we did have some high samples come back but nothing high enough to state a level of unsafe for users or result in a warning.

Health and Safety

- Monthly safety meetings were held for all Operations staff. Future safety meetings will return to virtual with the tightening of restrictions.
- 2021 OH&S legislation changes have been deferred from September 1. The latest from the Government is the changes are expected to be released later in the year.
- Action items identified in the 2021 COR Audit has been ongoing and continues into the fall with 7 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.

Additional Information

- Bridge File 1477 (Renn Mill Road) pending the on-time arrival of the culvert, construction is anticipated to start on September 20th. All environmental approvals are in place as of last week.
- The bridge on Meston’s Road (9405) has just started and demolition of the existing structure is underway. The timing appears like it should correspond well with our road construction on this road as well.
- The base work on Aspelund Extension is moving along with first lift of gravel complete. Anticipated start date for paving is September 16th, weather dependent. They will then move onto the remainder of the overlay projects.
- We are still waiting on Can-Traffic to be working in the area to perform adjustments on the traffic lights at the entrance to the Aspelund Industrial Park.
- CP has indicated the crossing work on Range Road 27-4 is being performed by a third-party who are starting work in northern Alberta in late July and working south, putting this crossing sometime in mid to late August. We called for an update on this project however we have yet to hear back from CP. This work is still a priority for 2021.



COMMUNITY SERVICES

AGRICULTURE

Roadside Spraying Program is continuing treatment for Canada Thistle and Yellow Toadflax.

Due to summer drought conditions range and pasture lands experienced a higher than normal growth of Canada Thistle. Requests for rental pasture sprayers are continuing late into the fall.

The Roadside Mowing Program scheduled full-cut gravel operations have been completed in the Central mow zone. Full cut mowing operations on County paved roads have begun in the west portion of the County, with mowing operations scheduled to continue in an easterly direction.

Sea Buckthorn control within the Gull Lake watershed riparian areas will begin on September 16th. Scheduled areas for control work are the Sunset Legion Campground, County Reserve Lands (west side of the lake), and Crown lands on the south side of the lake.

Clubroot of Canola inspections are scheduled to begin on September 20th.

ENVIRONMENT

Staff and Council were surveyed for project and practice change ideas to be included in the 2022 Environmental Action Plan.

The nomination period closed for the Environmental Stewardship Award, three separate residents/businesses were nominated, and 13 nomination forms were received. The final selection will be made in mid-October.

CPO SERVICES

August 2021

Occurrence Reports	Road Use Agreements	Community Hours Required	Lacombe County	Communities
	7		Citations Issued	Citations Issued
County 22	Travis MJ Permits	98	28	4
Comm.8	Planning & Development Occurrences	Community Hours Completed	Written Warnings	Written Warnings
SRO 0	6	105.5	59	35

Peace Officers Highlights

August was a busy month for Officers between complaints and conducting stop checks throughout the communities. There were a few busy weekend shifts involving some impaired



driving files. Officers also took a full day to recertify in Officer Safety training, conducted by CPO Westrom. Officer Lahucik was busy preparing some programs for the new school year as well.

FIRE

Incidents

ALIX		BENTLEY		BLACKFALDS	CLIVE		ECKVILLE		LACOMBE		TOTAL	
Village	County	Town	County	County	Village	County	Town	County	City	County	Muni	County
9	13	1	10	4	1	1	6	3	11	9	28	40
22		11		4	2		9		20		68	
Largest Type EMS Assist		Largest Type Alarms Ringing		Largest Type Outside Fire	Largest Type		Largest Type EMS Assist		Largest Type Alarms Ringing		Largest Type EMS Assist	
Fire Permits		Current Month		86			Fireworks Permit		Current Month		3	
		Year to Date		950					Year to Date		26	
Monthly Invoice Total		10		New Policy Invoices	4		Total Invoice Amount		\$9,150			

Activities

August was a slightly slower month for responses throughout the County and members are taking a break from extra formal training after the completion of our NFPA 1001 program. Planning for a Pump Operator course and a Hazard Materials course has begun with both programs scheduled to be completed this fall.

EMERGENCY MANAGEMENT

Emergency Management staff continue to work through the changes in our Regional ESS Plan with completion happening in September.

Planning has also started for a full-scale exercise in 2022 and a NAIT student has been secured, who will be helping with the design of this exercise.

Unfortunately, some in-person ICS training had to be postponed due to COVID, but we are hopeful we'll be able to deliver them before the end of the year.



UTILITIES

Mirror

Lacombe County received a call from Ian Plischke from the Alberta Health Services compliance division. A complaint was phoned into Alberta Health Services from a resident about his neighbor allowing his septic tank to overflow into the alley. AHS gave the property owner a warning that this tank must be pumped out and not let overflow. Working with AHS, Lacombe County staff will monitor this residence with random inspections.

Slopes

Belterra, Urban Dirtworks, and Lacombe County met for a work progress meeting at the Water Treatment Plant (WTP) at the Slopes subdivision on Range Road 1-4. The WTP exterior is almost complete with some cosmetic items to be completed. The interior of the WTP electrical, insulation, and PVC wallboard has been completed. Some long lead items such as fire pump, generator, and process appurtenances may push the completion date into 2022. No timeline was given by the contractor during the time of inspection.

General

The quantity of Alberta One Calls that staff has performed so far in 2021 is 250 or approximately 31/month. This amount of locates is higher than all of 2020 at 191. Many of the locates have been residents building fences, planting trees, yard projects or repairs that were put off when COVID had most Albertans at home. The takeaway from this is that County residents appear to be getting out and completing some residential projects they put on hold.

DIRECTOR

Progress on the Highway 12/21 water lines is steady. The line to Edberg is complete including pressure testing as of August 8th. The mechanical remains to be completed in the Edberg pump house in late December. Crews have now mobilized to the Clive site and fusing and drilling are underway. All approvals are in place, and we anticipate commissioning in mid to late February.

SLRWWC is also progressing well. It is anticipated that this project will be complete and commissioned by mid-November.

Connections on the Sylvan Lake Communal Projects are also ramping up ahead of the October 31, 2021 deadline. I will have numbers for Council at the meeting today.