



ADMINISTRATIVE REPORT APRIL 28, 2022

COUNTY MANAGER

Aboriginal Awareness Presentation

On September 30, the National Day for Truth and Reconciliation, we have booked Bee Calliou Schadeck, a member of the Michel First Nation, Treaty #6, Alberta and an Aboriginal Awareness Educator.

- In the morning, she will provide a three hour session with a focus on Assimilation and Segregation Policies, Terminology, Consultation & Court Cases, Truth and Reconciliation Commission & Call to Action, Myths & Misperceptions, and will close with a Talking Stick. (This is open to all Staff and Council, a maximum of 30 participants).
- In the afternoon, she will give a 60-75 minute presentation on “Indigenous Awareness – Past, Present, Future”. (This is open to all Staff and Council).
- More details will be provided in the coming weeks, including sign-up.

Highway 604 Improvements

Charlie Cutforth, Ponoka County CAO, will be coordinating our meeting with MLA Ron Orr, and potentially the Minister of Transportation, to discuss our municipality’s desire to have the Province rebuild and pave the section of Highway 604 from Range Road 27-2 east to Highway 792.

Sylvan Lake Communal Wastewater – Shallow Lines

Letters have been sent to the owners of the 14 properties in the Kuusamo Krest, Yuill and Blissful Beach subdivisions whose sewer service lines were installed too shallow advising that the County has hired a contractor to reinstall these lines at the required depth, at no cost to the property owners.

This work will commence in late April/early May and will likely take four to six weeks to complete.

Lightcatch App

County staff met virtually with Darren Boyer of Lightcatch, to discuss opportunities for enhanced Lightcatch services being provided to Lacombe County and our citizens. An agenda item identifying these opportunities and associated costs will be presented to Council at the May 26th meeting.

Dissolution of Community Hall Societies

I have recently been contacted by two societies who own and operate community halls in the County, requesting information regarding the process for dissolving their organizations and disposing their assets. Regrettably, as our population and rural community halls age I anticipate we will receive more of these inquiries over time.



Joint Use and Planning Agreements (JUPA) - Workshop

Elected officials and administrative staff from all of the urban municipalities within the County as well as the Town of Sylvan Lake have been invited to participate in the May 20th JUPA workshop that we are hosting at the County office. Attendees can participate in-person or virtually.

Communications

Media Releases/Online Promotion

- Paid Parking (updated Media Release and expanded FAQs).
- Ratepayer meetings (preparing presentations for meeting and tradeshow, collecting materials, ads in newspapers and online).
- Online promotion (Sustainable Farm Families, Working Well Workshop, Solar Panel Open House, Rain Barrel Sales, Public Hearings, etc.).
- Pre-populating information for staff and public on: NOASH Week, Mental Health Week, Emergency Preparedness Week.
- Set up Soil Conservation area on website, with expanded, targeted information on wind/water erosion and shelterbelts (County News promotion and social media campaign to start soon).

Other Communications Items

- Designed “business card” for Ag Guide (links directing to online guide via QR code)
- Presented Innovation Initiative pitch to Directors and working on communications documents for staff launch.
- Working with Agricultural staff on various tweaks to gain interest in the Sustainable Farm Families workshops (to promote to staff AND to the public).

Human Resources

- Over the last several weeks have interviewed and hired (or have done the rehire paperwork) for 23 seasonal positions:
 - 2 Sandy Point Labourers (1 new, 1 returning)
 - 9 Parks/Maintenance Labourers (4 new, 5 returning)
 - 2 Fencing Labourers (1 new, 1 returning)
 - 8 Equipment Operators (2 new, 6 returning)
 - 1 Survey Assistant (returning)
 - 1 Sprayer Operator (new)
- Working on filling other seasonal positions (advertising, interviewing, booking pre-employment drug & alcohol tests, checking references):
 - 1 Parks/Maintenance Labourer
 - 1 Truck Driver
 - 1 Fencing Labourer
 - 1 Equipment Operator
 - 1 Weed Inspector
 - 2 River Weed Inspectors



- Interviewed and hired for the vacant Service Hand position (previous incumbent moved into the vacant Mechanic position due to the retirement of Doug Giles). The new hire is anticipated to start May 2.
- Currently recruiting for a temporary Environmental Coordinator to backfill a maternity leave. Interviews scheduled for the week of April 25.
- Conducted 5 interviews for the Operations Administrative Assistant position. Our Operations Receptionist, Ivy Guinto, was the successful candidate and will be working with Shelley Black over the next several weeks. We are currently advertising for the Operations Receptionist position.

PLANNING

Dairy Innovation West

The project is still in the works, but like many things has been delayed due to some of the challenges with Covid. Currently they are fine-tuning their business plan, which required some changes. They are working towards 50% capacity in purchase guarantees prior to building, which means securing some commitments first.

DIWA expect it to take 24 months to construct and they are anticipating some construction activity as soon as this fall. Plants receiving the DIW product may also have to do their own internal expansions to accommodate the growth, which will fit into this timeline.

Joffre Solar Park

The Joffre Solar Park also continues to move forward with the project and have given us an update on their efforts. They plan on starting construction this year with energization of the system scheduled for early 2023. The 47-megawatt project near the Joffre petrochemical complex, would supply enough energy to power roughly 18,800 homes.

Greenway Pharma

Staff recently toured the Greenway Pharma cannabis production facility in the Aspelund Industrial Park. There was little to no odor at the site and even in the entrance way it was very faint. After being shown the robust filtration system for air exchange in the building it was easy to see why we have not had any odor complaints. The site is set up with plants in different stages of development from seedlings all the way to packaging. The facility is currently running at approximately half capacity and has only recently been able to sell its first crop. The Federal approval process took quite some time, and it is a fairly significant achievement for this business to have finally obtained all authorizations that were required.

Adeara Lakeside Recovery Home

The developer required more time for board consultation prior to submitting the pre-circulation report, in order to proceed to first reading of the requested *Land Use Bylaw* changes. It is anticipated that the developer will provide the report to consider first reading on the May 12 Council meeting.



The Shores

The developer has been in touch with the County regarding the plans for this development. This 56-lot development has been completed but has been vacant for a few years now. With the increase in demand for recreational properties the developer is planning to talk to local realtors to determine whether there is enough demand to list the lots this year or hold off until 2023. He is hopeful that there is enough interest to get some residential activity in the development.

CORPORATE SERVICES

General

- Sylvan Lake Regional Water/Wastewater Commission
 - The Blissful Beach Lift Station and North Shore extension are now operational. The Commission is accepting wastewater from Blissful Beach and the Summer Village of Sunbreaker Cove. The County is expected to begin sending wastewater from the Slopes subdivision to the Commission on May 1st.

- Website Redevelopment
 - Staff are beginning the planning for the redevelopment of the County's website. A working group of County staff will develop a terms of reference for a request for proposal for a contractor to build the website.
 - Content has already been updated and new information will be created by staff as part of this project.
 - Funding for this project will be included in the 2022 budget amendment that will go to Council at the first meeting in May.

- Candidate Financial Disclosure Statements
 - The County has received statements from most candidates.
 - Copies of these statements are now posted on the County's website.

Assessment

- 2022 Tax Notices
 - Staff are working to update tax records in anticipation of generating the 2022 Tax/Assessment Notices.
 - For the first time in three years, no changes are required on the tax notice or taxpayer information. This has allowed staff to order notices earlier than normal.

- 2023 Assessment Roll
 - With work on the 2022 roll now complete, staff have now begun the reinspection process. Staff are relying on Requests for Information (RFIs) already submitted by property owners.
 - Additional RFI reminders are being mailed to property owners in Range 03 and 04. Staff were able to start reinspection work in this area last year and are now continuing to follow up on outstanding properties.
 - Staff will begin oilfield and industrial site inspection later this month.



- Designated Industrial Property Appeals
 - There are no updates on the Nova appeal from the previous update.
 - Both parties are reviewing inspection and costing developed by a third-party appraiser for the various structures located at the site.
 - This information will form the basis for the assessment value for the structures under appeal.

Finance

- Financial Statements
 - Staff have completed the financial statements for Lacombe County and the three Commissions.
 - The required information will be submitted to Alberta Municipal Affairs once approved by the respective Councils/Boards.
 - Front Counter and Payroll staff were a big part of completing the annual audits for both the County and Commissions. They gathered and scanned documents for the audit team, assisted with account reconciliations, and completed their regular tasks.
 - This was also the first-time staff completed draft statements and financial information returns for all organizations. In the past, the auditors have prepared the County statements.
- Front Counter Staff
 - Rain barrel sales are popular again this year, keeping front counter staff extra busy on Wednesday mornings.
 - Some businesses in Wildrose Business Park are now receiving their monthly water/wastewater bills, with more businesses connecting in April.
- Payroll and Finance Staff
 - Payroll staff are preparing for the seasonal hires.
- Budgeting and Reporting.
 - With year-end complete, work will shift to the budget amendment which will be presented to Council along with the Property Tax Bylaw at the first meeting in May.
 - Staff are working on the preparation of quarterly reporting for Council for the first quarter of 2022.

Information Technology

- Virtual Server Upgrades & Migration
 - Work has been successfully completed on migrating the County's Virtual Servers to the latest versions of the management software and staff have already experienced some significant performance improvements and management abilities in this virtual environment.
 - Staff are confident that these upgrades will efficiently run our virtual environment until a proposed major hardware upgrade to the virtual server environment in 2025.



- Firewall & Switch Replacement
 - The next major project IT will be undertaking over the next 2-3 months is a replacement of the County's Sonicwall Firewall and Cisco switches in the server room.
 - After considerable research and demonstrations, staff have decided to move to Fortinet's Fortigate Firewall which was found to be the most consistently recommended firewall appliance in the current marketplace.
 - Staff will also be replacing the old Cisco network switches with Fortinet network switches.
 - By having a Fortinet Firewall and Fortinet switches, the County will have a totally integrated security and networking platform which has a number of benefits in managing all of the equipment while also providing better security and analytic tools to protect and monitor the County's overall IT platform.

- Mirror Library Internet Upgrade
 - Xplornet recently upgraded the equipment at the Mirror Library and staff have secured a much faster service for the library, going from a 5 MBPS service to a 25 MBPS service.

- Android Version of the Lacombe County App
 - Staff are looking to expand the offering of the County app to Android users this year.
 - Some preliminary staff training on Android development will be required before the project can move forward. The department's goal will be to replicate, as much as possible, the functionality of the Apple iOS version of the app.

OPERATIONS

Public Works Shop

- Scheduled monthly services and commercial vehicle inspections are complete on heavy equipment and light/heavy duty trucks.
- All 2022 capital except for the two pickup trucks have been ordered.
- The new John Deere graders have been delayed a month and will not come in until late May. The new Cat grader is not expected to come in until early June as well.
- The Cat scraper (buggy) has been delayed until October. The supplier is honoring the warranty on the old unit until the new one arrives.
- All of the small equipment has been serviced in anticipation of the seasonal staff coming on board.
- The shop cranes have been serviced and passed certification.
- The final pieces of road construction equipment are being serviced in anticipation of our season starting.

Maintenance Crews

- The brushing program is winding down and crews are working on the upcoming construction projects.
- Springs, culverts, and drainage works are rapping up after spring run-off.



- We have completed some minor bridge repairs such as strip deck and guardrail replacement.
- Sweeping of roads is underway on internal and subdivision roads.
- All seasonal staff have been hired except the seasonal truck driver position.
- Graders have been out in between snow storms pulling in gravel and working on washboard.
- Calcium program is on track with the deadline of May 13th. Applications will start shortly thereafter.
- A reminder that as the frost comes out of the roads we will see higher numbers of soft spots or frost boils, especially on our gravel roads. Staff will monitor and repair as necessary.

Construction

- Planning, design, and landowner negotiations continue for the 2022 construction program, with only a handful of landowners left to sign up.
- All staff are in place with the exception of a laborer for the fencing crew.
- Brushing commenced on some projects April 25th. Construction is scheduled to start May 2nd, weather dependent.
- Construction is complete on C2352 and C3841 (south of Highway 11 near Red Deer River).
- Construction is complete on C3926 (east of Highway 20). 80% of reclamation and 90% of fencing is complete.
- 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.
- Windows at Soper's cabin were reinstalled however the information sign for the cabin has been vandalized beyond repair.
- Signage for Hotspot paid parking program have been ordered, locates for installation submitted, and virtual training for parking program scheduled.
- Commencement of seasonal preparedness will begin within the next two weeks, including: sweeping of ditches in front of shop and admin buildings, removal of deer fences around pollinator gardens at Anderson Park, and turning on water at Sandy Point beach.
- All Parks seasonal staff have been hired.

Health and Safety

- Monthly safety meetings were held for all Operations staff. We had our first in-person meetings since the pandemic started two years ago.



- Orientations for new staff, first aid training and various other safety courses have been completed with required staff and will continue to ramp up over the next couple weeks as ours and the other departments seasonal staff come on board.
- The onsite annual audiograms have been booked for June 1st.
- Updates to several administrative directives to align with changes in legislation.

Additional Information

- Brushing is complete on Lockhart Road project. We anticipate starting on culvert installation May 2nd with the main scope starting May 5th, weather dependent.
- Bridge Files 1413, 7846, 7937, 13455 and 72595 have been awarded to Formula Alberta Ltd. with a tentative start date of early June. All landowner agreements for these projects are in place.
- Chip Seal for the Milton West Bend road has been awarded to Ant Construction Ltd. with a tentative start date of June 1st.
- Can-Traffic returned yet again for maintenance on the Aspelund traffic lights. They seem to be working as of now.

COMMUNITY SERVICES

AGRICULTURE

Grain bag rolling season is wrapping up with 50 rolls of grain bags and 21 bags of twine recycled.

The Clive Seed Cleaning Co-op has been active. The board met on March 22nd and discussed a feasibility report provided by Blair Peregrym. Members of the Clive board have met with Ponoka seed plant representatives and the two plants will be exploring amalgamation. The Co-op’s bylaws and articles have been filed with the province.

Spring Tune-Up was hosted on April 1st, 45 people attended the event. Sustainable Farm Families will be hosted on May 11th, participants must register through the Farm Safety Centre. Children’s Farm Safety Day is scheduled for June 16th, eight schools will be participating, and 233 students are registered.

ENVIRONMENT

Continuing work with the Municipal Energy Champion program, six staff members participated in an energy management basics learning activity on April 21st. An online Growing Native Plants Workshop will be hosted on May 5th. A solar energy open house is scheduled for May 25th in partnership with SkyFire Energy.

CPO SERVICES

Contract Hours Completed	Citations Issued	Warnings Issued	Occurrence Reports	Overweight Permits
74	27	68	57	172



PEACE OFFICER HIGHLIGHTS

On March 11, CPO Services conducted interviews and hired a new Community Peace Officer to fill the current vacancy within the department. Sam Adams starts on May 9th and is in the process of moving down from Lac La Biche County.

With Spring upon us, Officers are focusing their attention on road bans, infrastructure protection, and compliance with fire permits as we enter Fire Season.

Our School Resource Officer, SRO conducted 11 presentations, four investigations, and attended two Special Events in March. One file of note involved individuals attending one of our schools selling vaping substances to students; CPO Services is providing follow-up patrols in the area to deter activity.

FIRE

Incidents

ALIX		BENTLEY		BLACKFALDS	CLIVE		ECKVILLE		LACOMBE		TOTAL	
Village	County	Town	County	County	Village	County	Town	County	City	County	Muni	County
6	6	1	8	8	0	2	2	2	18	12	27	38
12		9		8	2		4		30		65	
Largest Type EMS Assist		Largest Type Vehicle Accident		Largest Type Vehicle Accident	Largest Type Vehicle Accident		Largest Type Alarms Ringing		Largest Type Vehicle Accident		Largest Type Vehicle Accident	
Fire Permits		Current Month		130			Fireworks Permit		Current Month		0	
		Year to Date		130					Year to Date		0	
Monthly Invoice Total		19		New Policy Invoices	1		Total Invoice Amount		\$41,873.75			

Activities

Fire Permit Season began March 1st, dry conditions may result in a Fire Restriction or Fire Ban in April.

14 members from Alix, Bentley, Clive, and Eckville completed hazardous materials response training.

EMERGENCY MANAGEMENT ACTIVITIES

In March Lacombe County completed our Emergency Management Program review with Alberta Emergency Management Agency and achieved compliance for another year.

UTILITIES

Mirror

A low-pressure complaint came in on 51st Street in Mirror. After staff did their inspections and troubleshooting it was determined that these “cluster of services” would have to be excavated. Corrective actions were performed to temporarily repair services.



Wildrose

All of the businesses within Wildrose Business Park have completed their water and wastewater connections to the system.

DIRECTOR

Highway 12/21 Regional Water Services Commission Phase 6 & 7 pipeline construction is proceeding. The construction contractor remobilized on April 18th and the projected commissioning date for Edberg is May 31st and Clive for June 22nd.

The Slopes Subdivision Sewer Collection System is scheduled to come online on May 1st. The developer has hired a private contractor to operate the system.