



ADMINISTRATIVE REPORT FEBRUARY 24, 2022

COUNTY MANAGER

Highway Rest Stop

Alberta Transportation (AT) has issued a Request for Expression of Interest (RFEI) for the Commercial Safety Rest Area Initiative (CSRA) for 18 locations throughout Alberta, including the former Wolf Creek rest stop property along the QEII Highway north of Lacombe. Interested companies are invited to submit proposal. Following the RFEI a Request for Proposal process will include awarding contracts later in 2022 with construction anticipated to begin in 2023.

Concurrent with that, AT will be issuing a separate construction for the ramp upgrades at the Wolf Creek location. This will involve lengthening the existing ramps and extending the culvert under the highway, and minor grading works up near the old motel site. The public may see this as the actual rest area construction, which we'll need to be mindful of. AT's objective is to have the ramps constructed and the site "development ready" by this fall, at which point the larger CSRA contract will have closed, and proponents can bid knowing what to expect at Wolf Creek.

City of Lacombe Fire Services

As you know, the City of Lacombe and Lacombe County are considering alternate arrangements for the delivery of fire services in the current Lacombe Fire Department service area. In this regard, the City and County previously agreed to have the City prepare a proposal to provide contract fire services to the County.

Earlier this month, City of Lacombe and Lacombe County staff met to review the City's recently completed proposal. Once County Administration completes an analysis of this proposal it will be reviewed by our Councillors appointed to the City and County IDP/ICF Committee and subsequently by all of Council. Following the County's review, we will convene a City and County IDP/ICF Committee meeting to further discuss the proposal.

Sylvan Lake Communal Wastewater Servicing – Lacombe County

Two properties owners within two different lakeshore residential subdivisions in the County are refusing to connect into the County's communal wastewater systems. They have hired a lawyer to represent them in their challenge of our requirement. Our legal counsel is assisting us in this matter.

Lacombe County Website Revamp

We have determined that we do not have the staff capacity to complete the County website revamp project. As such, we will be proposing a budget allocation in our 2022 final budget for the contracting out of this project. The anticipated cost is in the order of \$50,000 to \$75,000.



Lockhart Community Hall

The Blindman Valley Lion's Club is proposing to install barn quilt window coverings at the Lockhart Community Hall. They will be applying for a Co-op Community Spaces to assist with the cost of this project. As per their request, I provided them with a letter of support to accompany their grant application.

Communications

Media Releases/Online Promotion

- Essentials of Marketing Workshop (set up, starting promotion now)
- Municipal Energy Champion Media Release
- Development Open Houses (website and online promotion)
- Changes to Lacombe County Road Bans
- Wolf Creek Boundary Review awareness
- Rural Internet (County News and social media)

Upcoming

- Paid Parking at Sandy Point/Sunbreaker Cove
- Fire Permit Season starts March 1 (media release, online promotion to come)
- Invasive Species Week (Feb. 28-March 4) week-long campaign planned

Other Communications Items

- Working with Council/Senior Management on upcoming ratepayer/trade show presentations

Human Resources

- Finishing the recruitment process for the Utility Operator position
- Continuing the recruitment process for our seasonal positions
- Completed the recruitment process for the part-time Transfer Station Operator position with LRWSC
- Organized four weekly challenges for Respectful Workplace Month (February)

PLANNING

Buffalo Lake IDP (BLIDP) Committee Meeting

The BLIDP is set to meet for the first time in 2022 on February 18th and they will be hosting it jointly with the Buffalo Lake Management Team (BLMT) Alberta Environment and Parks (AEP) have been invited to attend this joint meeting to discuss the Docking and Mooring Policy. One of the main topics of discussion is the definition of lakefront, semi-lakefront and backlot owners. Buffalo Lake is unique in that it has a Provincially owned right-of-way around the entire perimeter of the lake which is often coupled with both environmental and municipal reserves.



Wilson's Beach Estates Revised Wastewater Utility

Veldhuisen Construction Ltd. submitted a Construction Completion Certificate (CCC) application for the installation of the new wastewater utility system. After staff inspection, the County was satisfied with the utility work, and has issued the CCC with no deficiencies.

Lincoln Ranch Wastewater Utility

1510060 Alberta Ltd. (Glenn Fraser) submitted a Construction Completion Certificate (CCC) application for the installation of the wastewater utility system. After staff inspection, the County was satisfied with the utility work but identified some minor deficiencies. The CCC was issued to the developer, with the deficiencies, and security has been provided to ensure the deficiencies are completed.

Sandy Point Campground Expansion

The developer has mailed out the pre-circulation package for the 275-stall campground expansion, to all landowners within a 0.5-mile radius. The deadline for comments is March 4, 2022.

The Slopes

With work on The Slopes water treatment plant is close to completion and homes are likely to start being occupied in May. Discussions have been held to coordinate the connection of utility services to the homes and the appropriate method of managing and billing for these services. It is a unique arrangement where the water treatment system and wastewater utility lines are operated by the developer and the wastewater collection once it leaves the property is handled by the Commission.

Economic Development Strategy RFP Deadline

Lacombe County received six submissions to develop the Economic Development Strategy. These submissions will be evaluated by staff and invitations will be made to the top 2 or 3 firms to present to Council in March.

Social Media Advertising

The first Economic Development ad to target existing Lacombe County businesses through our social media was launched on February 3rd. As a result of this advertising the EDO received a request for help navigating the funding options for a new energy-efficient project at a County farming business.



Collaboration with Lacombe & District Historical Society

The EDO participated in a meeting hosted by the Lacombe & District Historical Society regarding a long table dinner they are planning for August. The event will be a fundraiser and they are looking to work with the County to advertise and offer tours earlier in the day to complement the dinner. They will be looking at producers within a 100km radius, giving preference to Lacombe County farms. The Agriculture Coordinator has also been involved in the conversation, and the departments will be working together.

Compliance

The unauthorized trailer sign along Rainy Creek Road near Sunbreaker Cove has been removed.

A compliance letter has been issued to a landowner for the unauthorized trailer sign located along Highway 771 near Birch Bay. The compliance letter requires the trailer sign to be removed by February 21, 2022, but an extension was requested and granted for March 8th.

Further to a Stop Order issued in August 2021 to a landowner for the operation of an unauthorized gravel pit, the landowner has now applied for a Development Permit to operate the pit. The application is currently being pre-circulated to landowners within a 1.0-mile radius, with a deadline for comments of February 28, 2022.

CORPORATE SERVICES

General

- County – Community Programs, Events & Activities Policy RC(9) Grant
 - Staff have sent out reminders to previous year applications for RC(9) grant funding. This grant supports community events and programs.
 - The deadline for 2022 grants is January 31, 2022.
 - Many applicants have already indicated that they still have money from 2021 and that they will use this funding for any 2022 events.

- Sylvan Lake Regional Water/Wastewater Commission
 - Testing began on the components at the Blissful Beach lift station. Commissioning of the entire system is expected toward the end of the month with completion expected by mid March.
 - Staff are also working on a Water for Life grant application for a portion of the Stage 5 line from Sylvan Lake to the Summer Village of Half Moon Bay. The application deadline is February 28th.
 - The next Board meeting is scheduled for February 28th.



Assessment

- 2022 Assessment Roll
 - Staff have created the new tax rolls for new subdivisions and developments that took place in 2021.
 - Annual inspections for the 2022 roll have now been completed for residential and non-residential properties.
 - Data entry related to these updates is approximately 95% complete and should be complete in the next two weeks.
 - Market analysis is also complete and currently being reviewed.
 - The department is awaiting final adjustments before confirming the roll for 2022.
 - The designated industrial property assessments have been completed by the Province and are expected to be released by the end of the month.

- Designated Industrial Property Appeals
 - The Nova Chemicals appeal is proceeding through the information gathering process.
 - A hearing date has now been scheduled for November 21 to December 2, 2022.
 - The County is in discussions with the Province regarding cost recovery for the County assessors based on the expected work required to prepare and attend the hearing.

Finance

- Front Counter Staff
 - Cross-training of the three front area positions is complete.
 - Staff are assisting in compiling documents for the 2021 audit.

- Payroll
 - Annual Pension reporting is complete for Lacombe County and Lacombe Regional Waste Services Commission.
 - T4 preparation is nearing completion.

- Finance
 - Year-End work continues on Lacombe County and Commissions.
 - BDO is scheduled onsite the week of March 14th to complete audit work.
 - A staff member is part of a user group that is looking at enhancing the functionality of one of our financial software programs.

Information Technology

- 2022 Land Ownership Maps
 - IT has completed the processing of new Land Titles GIS data to produce the County's Land Ownership Map product line.
 - Staff will begin printing wall maps (2'x5') and atlas maps internally while getting the foldup maps produced by a printing company out of Edmonton.



- Staff will also be providing Council with enlarged Land Ownership Maps of their respective electoral divisions.
- This will allow labelling of smaller parcels of land and acreages that cannot be shown on the standard sized Land Ownership Map.

- Upgrade to our Virtual Server Environment
 - IT is currently working with technology service company from Edmonton on a project to upgrade the County's Virtual Server environment.
 - The project work will focus on migrating the County's VMWare operating system to the current version.
 - The VMWare environment allows IT to essentially run a platform where the components of a single physical server – processors, memory, storage and more – can be divided into multiple “virtual servers”.
 - Each virtual server runs its own operating system (OS) and behaves like an independent server, even though it is running on a portion of the single physical server. VMWare allows staff to run more applications with more efficient utilization of system resources while using fewer physical servers.

- 2021 Census Data
 - Staff attended a virtual session with Statistics Canada regarding the release of population and dwelling count information from the 2021 census.
 - The County's population decreased from 10,343 to 10,283, a decrease of 60.
 - IT is currently working on processing this new batch of census information so it can be used within the County's Geographical Information System (GIS) platform.
 - This data allows staff to make more informed geographic decisions regarding population/dwelling counts and distributions throughout the County.
 - With the addition of the 2021 dataset, the County's GIS platform will have Census data from 2006, 2008 (County Census), 2011, 2016 and 2021.

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 pickups have been ordered.
- All gravel trucks have been inspected and repairs to hoses, hose clamps and electrical wiring has been completed resulting from the fire investigation on truck 580.
- The replacement truck for the one lost in the fire is now operational.
- The main shop salt shed tarp had an 8-foot rip from the recent windstorms. Whiteline Shelters has since put a patch on which we hope will work.
- Work continues on the road construction equipment in preparation for the upcoming season.



Maintenance Crews

- The brushing program is making good progress for general safety spots as well as 2022 road construction projects.
- The gravel stockpiling program is complete and other materials are being stockpiled in preparation for this year's projects.
- Springs and culverts have required more attention with the warm and fluctuating weather.

Construction

- Planning, design, and landowner discussions are underway for the 2022 construction program.
- Construction is complete on C2352, just waiting on power pole moves. C3841 (off Highway 11 near Red Deer River) is complete.
- 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 are checked and maintained weekly.
- Annual audit playground inspections have also been completed for 2022 with all sites in good repair and safe for use.
- Preparations have begun to implement paid parking at Sandy Point and Sunbreaker Cove this season.

Health and Safety

- Monthly safety meetings were held for all Operations staff. Safety meetings are virtual due to covid restrictions.
- Two new members have joined the Joint Worksite Health and Safety Committee, Bryce Maschio and Peter Duke, replacing Brandon Maier and Nicole Plewis.
- Orientations for new staff, first aid training and WHMIS refreshers have been undertaken.

Additional Information

- Preparation for the widening and paving of the Lockhart Road is continuing, with landowner meetings ongoing.
- Bridge designs for 2022 construction are being finalized with tenders to follow shortly.



- The contract gravel haul is complete from the Smith Pit (Clearwater County) to the McDonald Stockpile south of Eckville. The haul was delayed by bad weather on occasion but overall, the project went well and on budget.
- Development has been busy with much of the work relating to Lincoln Ranch and Sandy Point.

COMMUNITY SERVICES

AGRICULTURE

Clive Seed Cleaning Co-op

The seed plant board met on February 8th, at the County Office. The board is currently exploring opportunities for expansion of the current seed plant or the construction of a new seed cleaning facility. In addition, the board discussed adjustments to the plant's seed cleaning rates and liability mitigation as it relates to the *Plant Breeders Rights Act*. The board will meet again on March 22nd at the County Office.

Agricultural Plastics Program

Requests for grain bag rolling have been slow due to market conditions and producers moving grain instead of storing it. To date, 29.5 grain bag rolls have been wrapped and delivered to the Prentiss Waste Transfer Site for delivery to Agriculture Plastic Recycling Center. Grain bag rolling services begin in October and are completed the following March. Grain bag rolling services are provided free of charge to agriculture producers in Lacombe, Ponoka, and Red Deer Counties.

Extension

National Invasive Species Week is running from February 28th to March 4th. The County will communicate a different invasive species daily during this week and support invasive species awareness in the community. This information will be communicated through the County's social media feeds and the County news.

Upcoming Extension Activities

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

April 1, 2022: Spring Tune-Up – Lacombe Memorial Center: The Farm Safety Center will be in attendance promoting their "Sustainable Farm Families Initiative". Also in attendance will be the Wolf Creek PCN, Lacombe FCSS, Just Safety PPE, Ag Safe Alberta, and Alberta Mental Health. The Man Van has canceled, as they have been mandated not to attend events until June.

June 16, 2022: Children's Farm Safety Day – five schools tentatively booked. No BBQ lunch.



ENVIRONMENTAL SERVICES

The Municipal Climate Change Action Center (MCCAC) hosted a project kickoff meeting on February 3rd for the Municipal Energy Champion program. Participating municipalities were provided with updates to project timelines as well as details for each step of the process. The next phase is to complete a baseline assessment. This assessment will narrow the scope of the project and highlight potential energy management options to focus on during the remainder of the project. This is to be completed by the end of February.

CPO SERVICES

Occurrence Reports	Road Use Agreements 6	Community Hours Required	Lacombe County Citations Issued	Communities Citations Issued
County 11	Travis MJ Permits 129	98	6	7
Comm.16	Planning & Development Occurrences	Community Hours Completed	Written Warnings	Written Warnings
SRO 10	1	67	18	99

Peace Officer Highlights

Officers conducted snow removal compliance within contracted communities and Mirror in January accounting for 94 written warnings.

Officers continue to monitor speed and other traffic-related complaints and direct patrols into areas of concern. CPO Services currently has 4 radar speed signs deployed throughout the County as identified in our three-year traffic safety plan; a fifth speed sign was ordered in January and will be deployed later this year.

CPO Services hired Darcy Allison as a temporary full-time Peace Officer in January to fill a temporary vacancy within the department. Defensive Tactics Training, Traffic Stop Safety Training, and orientation have been ongoing throughout the month and Darcy was sworn in on February 1st.

Our School Resource Officer (SRO) provided several presentations in January, focusing mainly on online internet safety. As part of the SRO program, safety concerns are sometimes brought forward by staff in relation to the schools, and recommendations are provided to help mitigate associated risks. In January our SRO also assisted with an investigation under the Child, Youth, and Family Enhancement Act ending in the removal of students from an unsafe situation; Social Services and a number of other law enforcement agencies are now investigating this matter further.



FIRE

Incidents

ALIX		BENTLEY		BLACKFALDS	CLIVE		ECKVILLE		LACOMBE		TOTAL	
Village	County	Town	County	County	Village	County	Town	County	City	County	Muni	County
4	6	0	3	2	1	2	5	2	17	7	27	22
10		3		2	3		7		24		49	
Largest Type Alarms Ringing		Largest Type		Largest Type	Largest Type		Largest Type Alarms Ringing		Largest Type Alarms Ringing		Largest Type Alarms Ringing	
Fire Permits		Current Month		N/A				Fireworks Permit		Current Month		0
		Year to Date								Year to Date		0
Monthly Invoice Total		6		New Policy Invoices		0		Total Invoice Amount		\$21,360.00		

Activities

January started our annual bunker gear purchasing program, gear was sized and ordered early this year to avoid expected shipping and productions delays, as well as price increases.

Call volumes were down across the County in January with crews attending a total of 22 County incidents, compared to 46 in December.

EMERGENCY MANAGEMENT ACTIVITIES

For the last couple of years, Lacombe County has been partnering with students from NAIT who are completing a capstone project for their Emergency Management Diploma. This year, Lacombe County has secured another student who will be reviewing past Hazard Identification Risk Assessments (HIRA) with the intent of identifying budget-friendly mitigation strategies.

These partnerships allow Lacombe County to receive excellent, cost-effective reviews of our programming while helping a student to complete their schooling and gain some valuable experience.



Lakeview Estates

Alberta Environment & Parks (AEP) will be proposing changes to the Code of Practice for Waterworks Systems Using High-Quality Groundwater to the Minister of Environment this year. If approved, systems with a population of <300, (i.e. Lakeview Estates) would be defined as "Micro Waterworks Systems" with a new code of practice. The new Code would also see the removal of the AEP allowance of 2.4 mg/L fluoride down to our Federal Environment Canada Standard of 1.5 mg/L MAC (maximum acceptable concentration). Systems Like Lakeview Estates with an exceedance of 2.09 mg/L fluoride would become non-compliant and would have to be corrected through regionalization, treatment upgrades, or another water source. The County has been in discussions with Terence Ko (AEP project lead) and the possible financial implications of these code changes to County residents. The County's recommendations to AEP have been a minimum six-month assessment (instead of 90 days) and 24-month implementation (instead of 180 days). More information to follow if the proposal makes it past the Minister.

Mirror

Extreme temperatures caused two of the overflow valves at the Mirror lagoons to freeze. Daily inspections caught this and had the frozen lines steamed and thawed before there was a high-level issue.

Wildrose

The system is operational with two completed connections, Schippers and Penners. Fraserway is in progress and should have their connection completed by the week of Feb 21st. The Track On 2 is currently in excavation. All businesses have been in contact with the County regarding their connection progress which is being tracked weekly. Cold weather slowed down excavation at the beginning of the year but with the warmer weather, the underground work has resumed. Thompson's Ditching has been contracted to perform many of the connections, so progress has been slower as these are completed one at a time. Staff has not received any negative feedback and one of the businesses indicated how much better the water tasted.

DIRECTOR

Originally scheduled to be completed in early January 2022, the Sylvan Lake Regional Water and Wastewater Commission Phase 4 North Shore line commission date has been scheduled for mid-March. Project delays are attributed to supply chain issues for key electrical components. Project completion delay has impacted administration and operation of the County's Sylvan Lake Communal System.

Representatives of the Shores Development recently met with County Administration to discuss the scheduling of wastewater service hook up. The Shores has requested a connection date of May 1, 2022, to County wastewater infrastructure.

Water and wastewater connections to the Lacombe County West Area Servicing Project are proceeding. The Track on 2 completed water and wastewater tie-ins the week of February 14th to 18th.