



## ADMINISTRATIVE REPORT JANUARY 31, 2022

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### **COUNTY MANAGER**

#### **Environmental Reserve Damage – Gull Lake**

The property owner who cleared vegetation from a Lacombe County Environmental Reserve parcel adjacent to Gull Lake has provided us with a plan to reclaim the subject parcel to its natural condition. The reclamation work is to be completed by June 30, 2022.

#### **Speed Limit Reduction – Highway 12 and 601**

In response to a request to review the existing speed limit on Highway 601 southbound from the intersection of Highway 601 and Highway 12 (east of Alix), Alberta Transportation (A/T) is proposing to reduce the speed limit on a 500-metre section of Highway 601 immediately south of the intersection. The proposed speed limit reduction is intended to improve traffic operations at the intersection and reduce collision severity. We have advised AT that we support this proposed speed limit reduction.

#### **Wolf Creek Public Schools – Boundary & Grade Configuration**

Wolf Creek Public Schools (Wolf Creek) has engaged a team to lead a consultation process for the review of boundaries and grade configurations as they plan for the integration of a new high school in Blackfalds, scheduled to open in 2024. The addition of this new high school will require Wolf Creek to assess the current boundaries and grade configuration of all schools in Blackfalds and Lacombe.

The County Manager was appointed by Council as the County's representative on the Advisory Committee which is guiding the development of the consultation plan and options to share with the community. At the Advisory Committee's January 11<sup>th</sup> meeting committee members learned that the first public engagement, which will commence in early February, will be an on-line survey. Lacombe County will promote this engagement process through the County News and our social media.

Based on public feedback, boundaries and grade configuration options will be developed and in May, 2022 an in-person public engagement will take place to seek feedback on the options.

#### **Discontinuance of Claim**

In 2014 Dane Skinner filed a \$14,500,000 claim against Lacombe County for damages for (alleged) breach of duty, negligence, intentional interference in contractual, or in the alternative economic, interests (trespass) defamation, and breach of privacy relative to the manner in which the County administered a development permit application for his business. On January 11, 2022 Mr. Skinner filed a discontinuance of claim against.



## **Acting County Manager Schedule**

In my absence all department heads will serve as acting County Manager on a rotational basis as follows:

January 1<sup>st</sup> – March 31<sup>st</sup> – Bill Cade  
April 1<sup>st</sup> to June 30<sup>th</sup> – Dale Freitag  
July 1<sup>st</sup> to September 30<sup>th</sup> – Michael Minchin  
October 1<sup>st</sup> – December 31<sup>st</sup> – Dion Burlock

## **Summer Village of Gull Lake Chief Administrative Officer**

Therese Kleeberger has recently retired from her CAO position with the Summer Village of Gull Lake. Cyril Fortney, CAO with the Summer Village of Parkland Beach, will also take on the CAO position for Gull Lake.

## **Communications**

Media Releases/Online Promotion

- Economic Development Strategy Request for Proposal
- Developer Meeting Promotion
- Budget Media Release
- Ice Fishing Hut Reminders
- 2021 Year in Review
- Securing your Farm and Future workshop (promotion before and after)
- Wildlife Corridor Workshop Promotion
- Essentials of Marketing Workshop

## **Human Resources**

- Started the recruitment process for the Utility Operator position
- Started the recruitment process for our summer seasonal positions
- Started the recruitment process for a part-time Transfer Station Operator position with LRWSC
- Continue to update COVID-19 documents for the organization in accordance with Government of Alberta changes

## **PLANNING**

### **Alix IDP Discussion**

Staff have met with planning staff representing the Village of Alix in regard to some of the proposed changes to the Alix IDP. The Village is currently conducting a review of their Municipal Development Plan and as part of this process, looked to the IDP to ensure it was compatible with the vision of their new MDP. Proposed changes are currently in the process of being drafted by the Village of Alix planning consultants and are expected to be presented at a future IDP meeting.



### **Sandy Point Campground Expansion**

Administration is still working with the developer to tidy up a couple items in the pre-circulation package, prior to circulation to adjacent landowners. We anticipate having the circulation occur soon if all changes are made.

### **The Slopes**

Work on the Slopes water treatment plant is close to completion. The developer has indicated that the plant should be commissioned and up and running by February. This is well in advance of any homes being ready for occupancy as that is likely to start happening in May. The Slopes have also indicated that there is a renewed interest in the villa lots. They anticipate that there will be an application for a new villa duplex in the coming months.

### **Sylvan Lake Land Donation**

The donation agreement with the Burns for the donation of 19.5 acres of natural area adjacent to Sylvan Lake has been signed and the subdivision of the donated lands has been approved. Staff are currently working to finish the conditions of the subdivision approval to finalize the donation by spring of this year.

### **Enhance Energy, ORIGINS Project**

The team at Enhance Energy is completing their submission for the Government of Alberta's Request for Proposals (RFP) for Carbon Sequestration Hubs. After their presentation to Council on January 13<sup>th</sup>, Enhance Energy held a virtual event on January 19<sup>th</sup> hosted by CAEP to discuss the proposed project, 'Origins' with over 50 government officials and economic development professionals within the region. They have asked municipalities to submit letters to Minister Savage voicing support for the application. Reeve Shepherd has submitted a letter on behalf of Lacombe County for this purpose. The County's Economic Development Officer is also in communication with the team from Enhance to add support to the proposal in any way we can.

### **Business Resources**

With the help of the Communications Coordinator, a page was added to the website in December. It can be found under the 'DOING BUSINESS' tab. The page provides access to local, provincial, and federal programs as well as other resources/information that will benefit our Lacombe County businesses.

### **Local Advertising**

The first Economic Development ad to target existing Lacombe County businesses will be included in the January County News. It will also be used on our social media, with the option of doing a targeted Facebook ad which will provide maximum exposure for very little cost.



## **CORPORATE SERVICES**

### **General**

- Composite Assessment Review Board Appeals
  - Hearings were held on December 1<sup>st</sup> for two commercial/industrial property assessment complaints.
  - Decisions were issued on December 21 and a copy of each of the decisions is included in this meeting consent agenda.
  
- 2021 Municipal Elections
  - Staff are wrapping up the final administration responsibilities related to the 2021 municipal elections.
  - Final payables and invoicing to school divisions is complete.
  - Information on filing requirements for financial information for candidates will be mailed out next week to all candidates.
  
- 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
  - Commission administrative responsibilities transitioned from Keith Boras to Michael Minchin on December 31, 2021.
  - Effective January 13, 2022, the Regional Water Commission was merged with the Lacombe Regional Wastewater Commission. This is first time in Alberta that two commissions have merged.
  - The new Commission is now called the Sylvan Lake Regional Water/Wastewater Commission.
  - Work continues on the completion of the Stage 4 – North Shore Line to the SV of Sunbreaker Cove. Completion is expected in March.
  - The Board is also exploring options for the next and final stage. The Stage 5 line would run along the South Shore of Sylvan Lake and connect the SV of Half Moon Bay and parts of Lacombe County.

### **Assessment**

- 2021 Year End
  - Staff have been working on the year-end procedures for auditing purposes.
  
- 2022 Assessment Roll
  - Staff have created the new tax rolls for new subdivisions and developments that took place in 2021.



- Staff are continuing with the annual inspection process for the residential and non-residential properties with another week of work left. Data entry for information collected will take another two weeks.
- Staff have completed the annual inspection work for designated industrial property, including the data entry.
- Designated Industrial Property Appeals
  - The County's assessor has been seconded to the Province to assist in the current designated industrial property appeal.
  - Progress on this appeal inches forward. Staff will be meeting with the appeal board's case manager and the complainant to discuss information disclosed by the Provincial Assessor before Christmas.
  - Based on information to date, the earliest this would go before the Board is November 2022.

### **Finance**

- Front Counter Staff
  - Staff are retrieving documents to assist the County's auditors with the 2021 audit. Staff are also busy completing year end process including entering the balance of 2021 accounts payable and accounts receivable invoices
- Payroll
  - Payroll staff are busy preparing for annual pension reporting, which is due January 31st, and T4 reporting, which is due February 28th
  - Staff are also gathering information for the auditors
- Finance
  - Lacombe County auditors are onsite the week of January 24th to perform some interim audit work. The auditors review processes with staff and validate compliance with those processes
  - Finance staff are preparing supporting working papers and financial statements for Lacombe County, three Commissions and Shared Fire, and work is well underway
  - Staff have completed the 2021 Financial statements for the Sylvan Lake Regional Water Commission

### **Information Technology**

- Mobile GIS
  - IT has started implementing mobile GIS applications for staff in a few different departments within Lacombe County. The app being used for this mapping is ArcGIS Explorer and it allows the staff to develop mobile mapping projects containing various County GIS datasets that can be used on iPhones, iPads, and Android devices.



- These projects allow staff to easily navigate throughout the County and retrieve information on addressing, land ownership, roads assets and various areas of interest while out in the field.
- As time goes on, IT will look to add additional functionality such as real-time editing, markups, and other data editing features to these projects.
- Canon Multifunction Printer
  - The County received the first of two Canon Multifunction Printer replacements on January 20<sup>th</sup>. The second unit is set to be delivered the week of January 24<sup>th</sup>.
  - IT is appreciative of Council's endorsement to purchase the second unit back in December funded from the 2022 budget as the County is now facing potential supply issues with printer parts and supplies for some of the existing printers in the office.
  - IT has been advised from the County's print service company that some Lexmark parts and supplies will not to be available until 2023. The County has a number of Lexmark printers in the office and IT hopes they don't break down over the course of 2022.
- Cyber Security Training
  - IT will be providing a Cyber Security in-service training session for Council during the April 5<sup>th</sup> Committee of the Whole Meeting. During this 30–45-minute session, staff will educate Council on the various cyber threats faced by organizations, how to recognize them and how to proactively protect themselves from these increasingly sophisticated cyber threats.

## **OPERATIONS**

### **Public Works Shop**

- Scheduled monthly services and commercial vehicle inspections are complete on heavy equipment and light/heavy duty trucks.
- The backhoe truck has been rigged-up for plowing and is in service. The replacement backhoe truck rig-up is ongoing and should be completed by the end of February.
- County staff completed a number of equipment repairs for Lacombe Regional Waste Services Commission over the past month.
- Road construction equipment is being cycled through the shop for seasonal repairs and warranty work.
- The purchase of light duty trucks (half tons) will be deferred until later this year or 2023 due to supply issues and significant price increases. It was determined that it would be beneficial to delay these purchases until Governmental discounts return. The existing trucks that were to be replaced will be kept and should be serviceable for the extra time.



### **Maintenance Crews**

- Snow and wind have occupied much of the grader and trucks time.
- Some gravel stockpiling has been undertaken.
- The brushing program is underway for general safety spots as well as 2022 road construction projects.

### **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.
- Sandy Point is closed for the season; however, the washrooms are open to the public for ice fishing season.
- An additional garbage bin has been placed at Kuusamo to assist with the overwhelming garbage due to ice fishing traffic. This garbage bin will stay for the remainder of the winter until ice fishing season is over.

### **Health and Safety**

- Monthly safety meetings were held for all Operations staff. Safety meetings are virtual due to tighter covid restrictions.
- Action items identified in the 2021 COR Audit were submitted and assessed at 100% for the plan and quality assurance.
- The third quarter inspection of County building sites is complete, and a report is being prepared for Administration's review.
- Many training sessions are complete as well as catching up on items that were postponed due to COVID. These include first aid, defensive driving, skid steer, chainsaw safety and WHMIS.



### **Additional Information**

- Staff are preparing final designs, engaging in landowner discussions for the widening and overlay of the Lockhart Road. The tender for this project closed on January 18.
- CP has committed to fixing the crossing on Range Road 27-4 south of Highway 12 in the spring.
- Staff have been reviewing many plans as they relate to development which include Sandy Point, Palm Cove and Last Hill Golf Course as well as the wastewater treatment plant at Lincoln Ranch.
- The contract gravel haul is underway from the Smith Pit (Clearwater County) to the McDonald Stockpile south of Eckville. The start of this haul has been slow going due to weather delays.
- There was a break-in at the West Remote Shop on January 14. Some tools were stolen, and a main door and overhead door were damaged. The estimated value of replacement and repairs is \$8,000.
- A forensic investigation has been completed on Unit 581 (Plow Truck) by our insurance provider. The final report has not been made available, but we have been told that we likely will be contacted by Freightliner's insurance provider for a follow-up investigation to confirm or repudiate the findings.

## **COMMUNITY SERVICES**

### **AGRICULTURE**

The Manager of Agriculture and Environmental Services position has been filled. Mike Bates has accepted the position and is scheduled to begin on February 1, 2022.

Mike has been employed for the past 10+ years with Beaver County in the role of Agricultural Fieldman and brings with him multi-disciplinary experience in delivering Agriculture, Environmental, and Operational programs, and projects in rural Alberta.

### **Agricultural Plastics Program**

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. This service is provided free of charge to agricultural producers in the Counties of Lacombe, Ponoka, and Red Deer.

### **Extension**

Lacombe County, Red Deer County, and the MacDougall Wealth Management Group partnered to host a webinar, "Securing your Farm and Future" on January 12, 2022. There were 58 participants in this webinar. Topics included: Agriculture economics for 2022, farm transition options and land ownership, as well as farm estate planning concepts and considerations. The webinar was recorded and is available for viewing on Lacombe County's YouTube channel.



**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". The Man Van is returning for the fourth year. Over the past four events 219 men have received a PSA test for early detection of Prostate Cancer.

June 16, 2022 – Children’s Farm Safety Day – 5 schools tentatively booked. There will be no BBQ lunch.

**ENVIRONMENTAL SERVICES**

The Wetland Monitoring Report was completed for Crooker Wetland as part of the County's requirements for the Water Act approval for the wetland. Five years of monitoring was required, and 2021 is the final year that the County will have to submit monitoring reports for that wetland.

A Sustainable Purchasing Guide was developed and drafted by the Environmental Coordinator. Sustainable purchasing is the acquisition of goods that are made from recycled content; that is environmentally friendly, bio-based, energy or water efficient, or that use renewable energy. The next step with the Guide will be integrating into the different departments, so it can be implemented in all County purchases.

**CPO SERVICES**

**December**

Occurrence Reports	Road Use Agreements 7	Community Hours Required	Lacombe County Citations Issued	Communities Citations Issued
County 6	Travis MJ Permits 146	98	12	3
Comm.1	Planning & Development Occurrences	Community Hours Completed	Written Warnings	Written Warnings
SRO 9	1	33.5	20	5

**Peace Officer Highlights**

CPO Services underwent training on the Administrative Penalty Information System, APIS on December 14<sup>th</sup>. Starting February 1, 2022, the Province launches APIS which will divert some 2,000,000 tickets from courthouses province wide. This diversion from the courthouse will help reduce pressures within the criminal justice system, as these contraventions will now be heard by adjudicators under Alberta Transportation, Safe Roads.



Officers continue to focus their efforts on proactive patrols through the County and communities of Alix, Bentley, Clive, and Eckville. Studies have shown that a proactive officer presence reduces crime within a community and creates safer neighborhoods.

Over the Christmas holidays, our School Resource Officer (SRO) was able to take time to revamp presentations and undergo training specific to the SRO role within the schools. Before the Christmas break, presentations on Impaired Driving, Online Safety, Healthy Choices – Drug Awareness, and Bullying were delivered to students.

## FIRE

### Incidents

ALIX		BENTLEY		BLACKFALDS	CLIVE		ECKVILLE		LACOMBE		TOTAL	
Village	County	Town	County	County	Village	County	Town	County	City	County	Muni	County
2	16	1	8	4	2	2	4	6	20	12	29	46
18		9		4	4		10		32		75	
Largest Type EMS Assist		Largest Type Vehicle Accident		Largest Type Vehicle Accident	Largest Type Alarms Ringing		Largest Type EMS Assist		Largest Type Vehicle Accident		Largest Type Alarms Ringing	
Annual total responses: 817												
Fire Permits		Current Month		0			Fireworks Permit		Current Month		7	
		Year to Date		0					Year to Date		37	
Monthly Invoice Total		16		New Policy Invoices		3		Total Invoice Amount		\$54,152.50		

### Activities

November and December were busy months on the roadways with a total of 40 motor vehicle collision responses.

In November, the 2022 truck replacement projects were awarded to Rocky Mountain Phoenix, and work on getting these trucks built for 2022 was well underway in December. As of right now, these trucks will be in service in late 2022.

### **EMERGENCY MANAGEMENT ACTIVITIES**

Early in November, DEM Bussiere completed an ICS 300 Train the Trainer course. With this completed almost all ICS training required by Lacombe County staff can be delivered by an in-house instructor.



In December, Lacombe County staff attended an Emergency Management Media Training session and wrapped up 2021 preparations for the 2022 full-scale exercise which will move into the next stage of planning in early January.

## **UTILITIES**

### **Wildrose**

The Wildrose Business Park water and wastewater services were fully commissioned in the second week of December. This date was sooner than the January 1<sup>st</sup> deadline for businesses to be connected which provided Lacombe County operators time to work through new system “bugs” and have it running smoothly for the beginning of 2022.

The system is currently operational, and Alberta Health Services bacteriological samples have come back with no issues.

## **DIRECTOR**

Building owners in the Wildrose Business Park and owners of the Track on 2 have committed to completing outstanding water/wastewater connections in January. Final commissioning has been completed for the Track on 2 waste transfer station, Wildrose lift station, and all water and wastewater distribution lines.

The Highway 12/21 Phase 6 & 7 Water Line installation is continuing. This project has experienced several major delays due to supply chain issues with a number of key components. The ongoing issues sourcing programmable logic controllers (PLC'S) has pushed the scheduled construction completion date to early May 2022.