



## ADMINISTRATIVE REPORT MARCH 24, 2022

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### **COUNTY MANAGER**

#### **Innovation Initiative**

Our Innovation Committee, which is comprised of staff from all County departments, including: Nicole Plewis, Brandon Maier, Mark Sproule, Mike Foote, Peter Duke and myself, have finalized the development of our “Empowered by Innovation” initiative. This initiative will be formally launched next month through the distribution of electronic and hard copy information as well as presentations to staff and Council.

The focus of the “Empowered by Innovation” initiative is to generate ideas from our staff to:

- Improve work processes,
- Save money, and
- Improve customer service

A presentation regarding this initiative will be provided to Council at the April 28<sup>th</sup> or May 12<sup>th</sup> Council meeting.

#### **Staff – Remote Working Arrangements**

In spite of the provincial government “working from home” mandate being lifted we have decided to continue offering flexible work arrangements to our staff subject to a number of conditions, including approval from the respective department Director and the County Manager. We anticipate a few of our staff will participate in this program.

#### **Letters of Support**

I have provided letters in support of the following:

- City of Lacombe – Alberta Municipal Affairs Award of Excellence re: Lacombe CPO Monitoring Program
- Lacombe & District Historical Society – Various grant applications for their Michener House Museum Re-Imagination Project

#### **Sylvan Lake Subdivisions – Shallow Service Lines**

We have accepted a quote from a local excavation company to redrill and install the lines to the proper depth on the 14 properties within the Kuusamo Krest, Yuill and Blissful Beach subdivisions. We are in discussions with the contractor to determine when the work will be started. Notification letters will be going out to the affected property owners shortly.



### **Urban Dirtworks Inc. – Sylvan Lake**

Urban Dirtworks Inc. has not accepted the County's Offer to Settle and in the alternative have served us with their filed Statement of Defence. We continue to work with our legal counsel on this issue.

### **Acting County Manager**

Thanks to Bill Cade for serving as the Acting County Manager in my absence for the past quarter. Dale Freitag will be serving in this capacity for the period of April 1<sup>st</sup> – June 30<sup>th</sup>.

### **Communications**

#### **Media Releases/Online Promotion**

- Paid Parking (communication, Q&A, brochure, communications plan and online promotion) to come after March 24<sup>th</sup> meeting
- Farm Vehicle Safety Checks (media release, online promotion, radio ad creation)
- Fire Permit Season (media release, online promotion)
- Spring Tune Up - Health and Safety Fair (will do 2-week blitz before the event – possible radio along with social media and media release)
- Supporting our Planning department's upcoming public hearings
- Promotion - Employment opportunities
- Extensive campaign for Invasive Species Week (early March – online and in County News)

#### **Other Communications Items**

- Working with Council/Senior Management on upcoming ratepayer/trade show presentations
- Working with EDO on various promotional campaigns, including hand out for Trade Show
- Compiled all current documents and sending to FOIP/Records Management for creation of a Public Documents area. We hope to use this repository to store all the documents that will be on the public website, allowing for easier updates by staff (single location)

## **PLANNING**

### **Degraff's RV Resort – Phase 2B**

The developer has applied to the County for approval to commence construction on the next 23 units in the development along with the wastewater force main connection to the Lincoln Utility System. Staff are currently reviewing the design drawings.



### **Eagles Quay**

The realtor for this development has indicated that they have sold five of the lots, two others are conditional and only two remain for sale. He anticipates it to be sold out in the coming months. He also advised that he has received quite a bit of interest from buyers in Ontario and British Columbia looking to move to Alberta.

### **Sylvan Lake Land Donation**

The subdivision for the Burns donation of 19.5 acres of natural area adjacent to Sylvan Lake has been completed. Staff are working with the Burns to finalize the registration of the subdivision with Land Titles and anticipate the transfer to be complete in the next few months.

### **Silverwood Estates**

Gerald and Kellie Berg had applied to name their 5-lot country residential subdivision "Silverwood Estates". The subdivision is located in the Milton area (Pt. SE 15-41-26-W4M). The proposed name is consistent with the County's *Policy AD(20) Subdivision and Road Naming*. The proposed name was approved by the County Manager as it relates to the flora or fauna of the area, and there are no other developments with similar names that may be confused as a result of this naming application.

### **The Slopes**

The Slopes has advised staff that they will be consolidating four of their High-Density multifamily lots into two lots to meet the minimum lot size for the Country Residential Cluster District. They will make an application to rezone them shortly as they feel that they are better suited to single family homes, as they indicated to Council recently. To facilitate this, they will slightly adjust their future phases to ensure they pick up the two lots lost so that the overall lot count for the development remains the same at 49 lots as originally approved.

### **Rural Entrepreneur Stream Immigration Program**

The new Alberta Advantage Immigration Strategy was announced on February 16<sup>th</sup> during the Premier's Summit on Fairness for Newcomers. One of the new streams is designed for newcomer entrepreneurs who want to start a business or purchase an existing business – specifically in rural areas (those with fewer than 100,000 people). Lacombe County has enrolled in this program, with the EDO acting as the contact person. Our commitment is to work with newcomers throughout the process.

### **Alberta on the Plate**

This is a promotional program in collaboration with the Agricultural Department to feature County producers, growers, restaurants and everything related to food. As part of the program, a festival is scheduled for August 12-21. The exposure will be spread out through the rest of the year as well. Restaurants and producers from our area have participated in the past on a more informal



level. By becoming an official 'destination partner', this is a great opportunity to continue to tell the 'food story' of Lacombe County.

### **Land and Property Rights Tribunal (LPRT)**

The LPRT made a decision on the Jan Drost subdivision for a 4-acre first parcel out subdivision. The appellant sought a larger parcel than the 1.62 hectare (4.0 acre) maximum normally allowed under the MDP to preserve an existing tree stand. The LPRT allowed, in part, the appeal, and varied the Subdivision Authority's decision of conditional approval. The LPRT found the tree stand is not a fragmenting feature and does not justify a larger parcel given the directions in the land use planning documents and the County's consistent application of the maximum size restriction. However, Alberta Transportation requires a 20 metre service road caveat to be registered against the parcel's title. While the LPRT accepted this land should be dedicated by caveat to ensure long term safe access, this land should not count toward the maximum parcel area.

### **Compliance**

The unauthorized trailer signs along Highway 771 and Highway 20 have been removed.

## **CORPORATE SERVICES**

### **General**

- Sylvan Lake Regional Water/Wastewater Commission
  - Contractors for the Stage 4 North Shore Line completed the majority of work on the project on March 17<sup>th</sup> and the line started receiving sewage from Blissful Beach and Sunbreaker Cove on that day. Deficiency work remains however the Commission has taken ownership of the line.
  - Staff submitted 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 on March 15<sup>th</sup>.
- Sylvan Lake Regional Water Commission
  - Year end and audit work have been completed.
  - The Board approved the final set of financials statements for the Commission. Assets of the Commission will now be transferred to the newly named Sylvan Lake Regional Water/Wastewater Commission.

### **Assessment**

- 2022 Assessment Roll
  - Staff have been busy entering all of the data necessary to complete the 2022 assessment. Staff have received and entered all the DIP and linear assessments



- Staff have completed the audit checks with the Province with regard to assessment values for 2022. The assessment roll met all the quality standards, and the assessment roll has been declared by the County's assessor.
- Taxable assessments are 2.7% more than what was used in the budget estimates. The live assessment is up 2.5% from the 2021 tax year.
- Staff is also busy checking all annual additions (we do this every year) to ensure completeness and accuracy of the data. Any correction will be made as a section 305 change. Once complete staff will begin the reinspection cycle process.
- 2022 Tax Enforcement
  - Staff are now finalizing the Tax notifications to be registered on titles. The deadline to file is March 31<sup>st</sup>.
  - As of March 17, there are 46 properties (excluding non-DIP/Linear) with a total of \$278,000 taxes owing.
- Designated Industrial Property Appeals
  - The preparation work on this appeal continues. The Provincial Assessor, County staff and the complainant's representatives inspected the buildings under appeal. As a result of these inspections, 17 buildings have been or will be withdrawn from the appeal.
  - There are still some issues concerning Machinery and Equipment valuations to be resolved. These issues revolve around the original construction estimates and previous Court of Revision decisions which date back to the early 80's. Finding documentation on this history has been part of the challenge.

### **Information Technology**

- Virtual Server Upgrades & Migration / Switch Replacement Project
  - Work is well underway with the County's contractor ESTI to perform an array of upgrades to the County's Virtual Servers that will get their management software to the current version, tighten their overall security, simplify patching, and maximize their performance.
  - The other deliverable of the County's engagement with ESTI is to configure and deploy two new 10GB high speed switches to replace old switches that have reached end-of-life. Staff anticipate the project to be completed within the next two weeks.
- Microsoft Training
  - Microsoft has assigned a new Public Sector specialist to Lacombe County's account and IT had the opportunity to meet with the specialist to do an overview of our Microsoft software products and licensing.



- During this meeting, staff were advised that Microsoft has invested considerable time and resources to establish a new suite of group training programs that will be available to staff and Council at no additional cost to the County.
- As more information becomes available all staff and Council will be advised of the available training courses from which they can choose.
- Fire Permit System
  - The Fire Permit system has been activated on the County website since the beginning of March and will remain active until the end of October.
  - All of the data storage and automated processing of the permits is performed within the County's SharePoint Online platform.

## **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**

#### **Agricultural Plastics Program**

The amended agreement was received from CleanFarms to extend the Ag Plastics Recycling Program to August 2023. This season, 34-grain bag rolls and 18 twine bags have been collected and delivered to Prentiss Waste Transfer Site for delivery to the 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**

Soil Conservation Campaign through publications in County News articles for March, April, and May. As well as a series of webinars supporting soil conservation actions from August to November.

**Upcoming Extension Activities**

March 15<sup>th</sup>, 2022: Marketing your Product for the First Time – Virtual Workshop, 17 registered.

April 2022: Wild about Bees Program. New seed mix ordered with a change to the composition to include a higher percentage of wildflowers and a lower percentage of bunch grasses. Will be available for sale at the front desk.

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 – 6 schools booked. Will be hosting a BBQ.

**ENVIRONMENTAL SERVICES**

**Municipal Energy Champion Program**

A baseline assessment was completed for the Municipal Energy Champions program. This provides a local context of any existing energy management practices and begins to define the scope of energy analysis for each municipality.

**Wildlife Corridor Workshop**

Lacombe County hosted a Wildlife Corridor Workshop online in conjunction with Agroforestry and Woodlot Extension Society. Participants learned about the importance of establishing and maintaining wildlife corridors on the landscape. 30 individuals signed up for the workshop and nine attended.

**CPO SERVICES**

Occurrence Reports	Road Use Agreements 5	Community Hours Required 98	Lacombe County	Communities
	Travis MJ Permits 96		Citations Issued 21	Citations Issued 17
County 4	Planning & Development Occurrences 1	Community Hours Completed 103	Written Warnings 13	Written Warnings 22
Comm.10				
SRO 10				



**Peace Officer Highlights**

With increasing temperatures, we have seen an increase in speeding offenses throughout the County. Officers continue to conduct joint forces operations with our local partners to target problem areas and focus on key areas of concern as identified in our Traffic Safety Plan. CPO Services currently has 4 radar speed signs with a 5<sup>th</sup> speed sign being deployed within the next month.

In February our Officers saw members of the public at odds with both Provincial and Federal governments regarding COVID-19 restrictions. Several "Freedom Convoys" and even a planned student walkout took place. These events created a significant resource draw on CPO Services as officers were deployed to the affected areas for public safety and infrastructure protection. Fortunately, these events did not turn into blockades or cause serious safety concerns that were experienced throughout the province. CPO Services worked alongside the RCMP and Alberta Sheriff Traffic Operations in response to these events.

Our School Resource Officer (SRO) had another busy month and conducted 7 presentations, attended 2 special events, and conducted 1 investigation. With February highlighting anti-bullying and bullying awareness, our SRO donned a pink shirt and spoke to various grade 3, 4, and 9 classes.

**FIRE**

**Incidents**

ALIX		BENTLEY		BLACKFALDS	CLIVE		ECKVILLE		LACOMBE		TOTAL	
Village	County	Town	County	County	Village	County	Town	County	City	County	Muni	County
14	7	1	4	2	0	7	2	5	19	13	36	38
21		5		2	7		7		32		74	
Largest Type		Largest Type		Largest Type	Largest Type		Largest Type		Largest Type		Largest Type	
EMS Assist		Vehicle Accident			Mutual Aid		Vehicle Accident		Alarms Ringing		Vehicle Accident	
Fire Permits		Current Month		0			Fireworks Permit		Current Month		0	
		Year to Date		0					Year to Date		0	
Monthly Invoice Total		13		New Policy Invoices	4		Total Invoice Amount		\$10,890.00			



## **Activities**

In February crews from Alix and Clive responded to a significant total loss fire in the Village of Alix. Also, crews from Bentley and Eckville responded to a room and contents fire within the County. Both significant incidents contributed to a busy February compared to 2021 which had 45 responses.

## **EMERGENCY MANAGEMENT ACTIVITIES**

Three Lacombe County staff attended the NAIT All-Hazards Incident Management Academy. This consisted of two 4-day courses certifying staff in Incident Commander and Situation Unit Leader roles and one 2-day course certifying staff in the Liaison Officer role. All three courses add significant strength to Lacombe County's incident management capabilities.

## **UTILITIES**

### **Lakeview Estates**

Lakeview Estates' naturally occurring fluoride sample for 2022 came back from the lab at a concentration of 2.42 mg/L. Alberta Environment & Parks (AEP) maximum acceptable concentration (MAC) is 2.40 mg/L. This exceedance was reported as a contravention, with two more samples being taken and a letter being sent to AEP as per provincial chemical exceedance protocols. The provincial fluoride limit of 2.40 mg/L is currently under review and may align with Environment Canada's limit of 1.5 mg/L which would lead to an upgrade in water treatment for Lakeview Estates.

### **Wildrose**

The last two connections that Thompson's Ditching needs to make in this subdivision are KTM Sales and The Stretch Construction Condos. Thompson's is currently working on KTM Sales and will continue with the condos once completed.

## **DIRECTOR**

### **CPO Services**

The recruitment and selection for a replacement Community Peace Officer has been completed, barring any unforeseen circumstances, Community Peace Officer Services will be at a full complement of officers May 3rd.

### **Fire**

Based on discussions, which occurred during the Intermunicipal Collaboration Framework process, Administration from Lacombe County and the City of Lacombe continue to meet and explore a proposed Fire Services – Contract Services Delivery Model. This exercise explores the possibility of moving from the current Lacombe Fire Department Cost Share Model to a City of Lacombe Service Delivery Model.



### **Utilities**

Owen Pierson, current Utility Operator and long serving Lacombe County employee will be retiring, is April 14, 2022. Treston Van Petten joined Lacombe County in the role of Utility Operator on March 14th and is scheduled to train and job shadow Mr. Pierson until his retirement.

Highway 12/21 Regional Water Services Commission Phase 6 & 7 project, the installation of regional water distribution lines to the communities of Clive and Edberg, continues to experience project completion delays due to supply chain issues. Recent meetings involving the Commission, project management team, and project contractor, have identified a projected completion date of mid to late May, 2022.