



ADMINISTRATIVE REPORT APRIL 22, 2021

COUNTY MANAGER

CPO Summer Schedule

In response to the capacity issues experienced last year at the Sunbreaker Cove boat launch and the Sandy Point beach and boat launch areas we have established a new shift schedule for our Community Peace Officers. One CPO will provide weekend patrols and enforcement in and around these two recreation areas from the May to September long weekends.

Director of Emergency Management (DEM) Services

The Summer Village of Gull Lake has inquired whether Lacombe County would be interested in providing contract DEM services to their municipalities. Due to staff workloads, we advised that we are not able to provide this service.

Lacombe & District Historical Society – Lease of Flat Iron Building

I met with representatives of the City of Lacombe and the Lacombe and District Historical Society (LDHS) to discuss challenges that the LDHS is experiencing with regards to the storage of archived materials. One suggested solution was the leasing of space in the Flat Iron Building. The LDHS Executive Director will be developing a business plan/proposal in this regard for City and County consideration.

Bentley Arena

I toured the Bentley arena with the Town of Bentley CAO and the Town's contract arena operators. A number of lighting, cosmetic and functionality improvements have been made to the arena recently. The Town is currently investigating options for:

1. the repair or replacement of the ice slab, which is experiencing severe sloughing and cracking problems, and
2. the eventual replacement of the ice plant.

The Town will keep us updated on any plans for addressing these issues.

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 1st – June 30th.

Communications

Media Releases/Online Promotion

- Lead Testing Launch
- Rain Barrel Sales



- Fire Restriction in Effect
- Ongoing promotion of 2021 Election
- Weed Inspector Promo

Communications Action Plan

- Website Revamp Update – Most content has been reviewed. In the next week or two staff will start laying out a few of the sections, and then will work on a training plan to bring in the other departments.
- Social media continues to grow (Facebook - 1,656 followers (increase of 150 since January), Twitter is holding steady at 2,500 followers and Instagram is up to 100 followers).

Other

- Completed design of 2021 Agriculture Guide
- Finished Windmill photo display and thank you gifts sent to those who submitted content
- Video for Community Planning conference
- Designed Wild About Bees handbook for upcoming workshop

Human Resources

- Implemented the revised County Vehicle policy.
- Currently recruiting (conducting interviews and references, creating offer letters, scheduling pre-employment drug tests, etc.) for various positions for the County including:
 - Summer Labourer
 - Sandy Point Labourer
 - I.T. Summer Student
 - Equipment Operators
 - Seasonal Low Boy Operator
 - Fencing Labourer

CORPORATE SERVICES

General

- 2021 Municipal Election
 - Work has now begun on preparing for the 2021 election with the County's returning officer Michelle Eadie.
 - May 1st starts the period when 3rd party advertisers can begin advertising on matters related to the 2021 municipal election.
- Financial Reserve Review
 - The Consultant presented the findings of the report to Senior Administration at its April 9th meeting.



- Staff will be presenting a summary of the findings as well as an implementation plan based on the recommendations from the report. This report should be before Council at the 1st meeting in June.
- Assessment Management Project
 - With the Reserve report now complete staff will focus on completing the Asset Management Project.
 - Staff are also working to developing a term of reference for a consultant to carry out the project objectives included in the grant submission.
 - The deadline for project completion is December 31st.
- FCSS Review
 - Staff are currently working on the review of the County's FCSS program.
 - The results of this review will be presented at the June Committee of the Whole meeting.

Assessment

- 2021 Tax Notices
 - Staff are working to update tax records in anticipation of generating the 2021 Tax/Assessment Notices.
 - Staff have noticed an increase in real estate transactions over the past couple of months.
- 2021 Assessment Roll
 - The year-end process is now complete, and all records have been filed.
 - Updates for DIP (designated industrial properties) are continuing as the County receives updates from the Province.
- 2022 Assessment Roll
 - With work on the 2021 roll now complete, staff have begun the reinspection process. Staff are relying on Requests for Information (RFIs) already submitted by property owners.
 - Residential inspections have been suspended for the time being. In the interim, additional RFIs are being mailed to property owners in Range 03 and 04.
 - Staff will begin oilfield and industrial site inspections later this month.

Finance

- Payroll
 - Staff are finalizing documentation to provide to auditors for the triannual Local Authorities Pension Plan audit.
 - Payroll is processing firefighter payroll for two of the County's partnering urban municipalities.



- Reception Area Staff
 - Recruitment for the temporary receptionist (maternity leave replacement) is complete.
 - Cross-training continues for AP/AR, and cross-training will commence for property taxes.
- Finance
 - Year-end work is complete, and presentation of the Financial Statements for the Commissions will occur at their next board meetings.
 - Staff are commencing work on the budget amendment for presentation at the next meeting.

Information Technology

- A/V Project in Joffre Room
 - The County has signed off on a project with TBD Enterprises to do an entire overhaul of the 20-year-old A/V hardware, software, and accessories in the Joffre Room. The equipment has been ordered and the anticipated project completion date is the end of June.
- Website Project
 - Staff have been working on the new County website. They continue to make good progress on the new templates and back-end configurations that will provide visitors to the website with a more modern look and feel.
 - Communications is working on layout and the content for the new site.
 - There will be some significant improvements for people accessing our website via mobile devices due to advances in the mobile device templates.
- Field Staff Connectivity
 - Staff have completed the required configurations to allow all County field staff (including summer staff) to access the County's new self-serve Intranet site either in the field with their mobile devices or at home on their personal computers. Additionally, they will now have their own County email address to receive information in this format.
- IT Summer Student
 - The Department is currently interviewing for the IT Summer Student position to help the IT group with a wide variety of projects that will provide some valuable, real-world IT experience to the successful student.

OPERATIONS

Public Works Shop

- Scheduled monthly services and commercial vehicle inspections were completed on heavy equipment and light/heavy duty trucks.



- Staff are currently working on the new winch and gravel trucks which will be put into service shortly.
- Shop staff continue to cycle through fire trucks and fire equipment from all departments for repairs and service.
- Repairs and maintenance to all road construction equipment has been completed and such equipment is slated to roll out of the yard the end of April.

Maintenance Crews

- 2021 gravel crushing has started. We will be crushing approximately 95,000 tonne of product from the Crooker West and Murphy pits.
- Sweeping of roads is nearing completion with only subdivisions outstanding.
- Gravel hauling has started with 23 kms completed of the 477 kms scheduled.
- Graders have been working in their respective divisions trying to tune up the roads. With the dry conditions we are experiencing higher than usual wash board and dust concerns.
- We are receiving calls regarding sod, gravel and other debris left in ditches from snow plowing this past winter. We are addressing these on a case-by-case basis and will be cleaning them up if warranted.
- Crews were dispatched to clean up ditches in a couple locations after the last major wind event. Topsoil from adjacent fields drifted into ditches and if not properly cleaned up will cause future drainage concerns.
- Advertisements for the dust control program have been placed in the County News and the website. The main program is slated to begin after the May long weekend, but some areas will be completed mid-May, weather dependent.

Construction

- Construction is complete on C2552 and C3944 (MEGlobal) with reclamation and fencing to be complete in the spring of 2021.
- Construction is complete on C2211 (Buffalo Lake) with reclamation and fencing to be complete in the spring of 2021.
- Fencing crews have started on C2352 and C3841 (East end by Red Deer River) and the construction crew is slated to begin moving dirt by the end of April.

Parks

- Weekly/monthly playground inspections are complete with all sites in good repair.
- The Great Trail has been swept and repairs were made to the gates along its length.
- Interviews for seasonal staff have begun in preparation for work to begin in early May.
- Porta-potties will be installed at various locations across the County prior to the end of this month. Locations include Kuhnen Natural Area, Kuusamo Krest and Mary and Cliff Soper Natural Area.



Health and Safety

- Monthly safety meetings were held for all Operations staff. To reduce the risks related to COVID, safety talk worksheets were distributed.
- The *Not Myself Program* was recently rolled out with over 50% of staff already signing up through the web portal.
- Fire extinguisher annual inspections will be completed at the end of April.
- Many training sessions have been scheduled over the next while and include first aid, H₂S, fall protection and incident investigation.
- The Health and Safety Coordinator is reviewing all Hazard Assessments and Safe Work Procedures documents and updating as needed for COVID-19.

Additional Information

- Construction of the three culvert bridge files (214, 1436, 13454) is slated to begin mid-May weather dependent.
- Precast concrete bridge project BF9405 (Meston's Road) has an anticipated start date of mid-August. This will hopefully coincide with our road construction program.
- The 2021 Paving Contract has an anticipated start date now of August moved from end of May.
- Planning and Development seems to have ramped up and Operations staff has spent much time reviewing various proposals, permits and applications.
- Staff are busy working with Community Services on water and wastewater projects as well as the solar project at the Public Works Shop.
- Requests for pricing are being prepared for our 2021 culvert requirements.
- 2021 fencing materials quotation has been received and reviewed. UFA was awarded the fencing materials with Rite-Way Fencing awarded the barbed wire.

COMMUNITY SERVICES

AGRICULTURE

Agricultural Plastics Recycling Program

Collection since the beginning of October 2020 to date:

Grain Bags

Red Deer County = 99.5 rolls

Ponoka County = 11 rolls

Lacombe County = 83.5 rolls

Total = 194 rolls

Twine

4.35 metric tonnes



2% Liquid Strychnine Sales

Agriculture Services ordered and took delivery of 30 cases of 2% Liquid Strychnine Concentrate (2% LSC) in February 2021. Sales of 2% LSC began mid-March with 27 cases sold to date and approximately 3 ½ cases left in inventory.

Lacombe County Agricultural Guide

Agricultural Services has completed the first revision of the Lacombe County Agricultural Guide. The original document was approved by Council in 2016. The goal of the revision was to update relative information, improve readability and web-based compatibility. The revised Agricultural Guide was a collaborative effort between Jalene Makus - Agriculture Coordinator, Nicole Plewis - Communication Coordinator, and Krista Parent – Community Services Administrative Assistant.

ENVIRONMENT

The installation of the PV Solar System on the Operations Shop roof began on April 6th. The project is partially funded through the Alberta Municipal Solar Program Grant. Sky Fire Energy is installing a 115.2 kWh solar system, that includes 288 solar panels. The system is anticipated to produce 122,100 kWh/year and offset our annual electricity usage on the shop and administration buildings by 17.5%.

PROTECTIVE SERVICES

Occurrence Reports	Road Use Agreements 2	Community Hours Required	Lacombe County Citations Issued	Communities Citations Issued
County 16	Travis MJ Permits 114	99	21	11
Comm. 19	Planning & Development Occurrences	Community Hours Completed	Written Warnings	Written Warnings
SRO 11	1	118.5	24	38

Peace Officer Highlights:

Fire Season began March 1st, and our Peace Officers have been out monitoring compliance with burn permits.

With spring upon us, our roads are at their most sensitive point. Operations have several road bans in place and CPO Services conducts regular patrols on these roadways to ensure their protection. Officers carry specialized scales capable of weighing large commercial trucks and are specifically trained in weights and measures.



Our School Resource Officer (SRO) has been busy this past month with a total of 10 presentations being delivered to staff and students including Drug Awareness, Bike Safety, Safe Driving, and Impaired Driving. Our SRO has been an invaluable resource for our schools and on March 2nd assisted school officials and the RCMP with a suspicious person complaint where a male was observed in the tree line of one of our elementary schools watching students.

FIRE

Incidents

ALIX (Medical)		BENTLEY		BLACKFALDS	CLIVE		ECKVILLE		LACOMBE		TOTAL	
Village	County	Town	County	County	Village	County	Town	County	City	County	Muni	County
5(5)	3(5)	1	6	2	1	4	1	4	12	7	25	31
18		7			5		5		19		56	
Largest Type Alarms Ringing		Largest Type Outside Fire		Largest Type Vehicle Accident	Largest Type Alarms Ringing		Largest Type Vehicle Accident		Largest Type Alarms Ringing		Largest Type Alarms Ringing	
Fire Permits		Current Month		271			Fireworks Permit		Current Month		0	
		Year to Date		271					Year to Date		3	
Monthly Invoice Total		15		New Policy Invoices	6		Total Invoice Amount		\$49,057.50			

Activities

In March crews responded to six outside fires, not uncommon for this time of year but a clear sign of the dry spring conditions.

NFPA 1001 program for 2021 kicked off this month with 13 students from Alix, Bentley, and Clive participating in this year's program. A combination of in-person and virtual training will be used with instructors from across the County, a first in Lacombe County for this type of delivery.

Emergency Management Activities

Along with COVID activities staff participated in one day fully virtual emergency management exercise. This exercise was the first of its kind in Alberta and had participants from across Central Region and is part of a large project supported by AEMA that Red Deer County and Lacombe County are leading.

UTILITIES

Mirror

The back-ordered electric motor for the fire pump arrived this week and was installed in the pumphouse. The wiring to the VFD and generator will be completed next week when PLC programming can be done by Camenex controls.

The strong winds at the beginning of April damaged the north side shingles on the lift station. The roof was temporarily patched. A tin overlay for the roof will be budgeted for in 2022.



Wild Rose Business Park

The batteries inside the generator cabinet froze at the end of March even with the charger and battery warmers on them. Timcon is addressing the issue and will be installing new batteries and cases to keep the warmth around the batteries.

DIRECTOR

The Highway 12/21 Water and Sylvan Lake Regional Wastewater Regional Commissions have both closed tenders for their respective projects. Included in this work were proposals for construction management of the three projects. This has taken a considerable amount of time but should progress faster from this stage forward. All three projects, two water lines, sewage line, and lift station are to be completed by the end of October 2021.

PLANNING

The Slopes

Discussions have been taking place with the developer of the Slopes regarding the construction of the water treatment plant. Once approval has been given for the updated design of the system, the developer has indicated he will start construction on it in May. They are timing the system to be completed prior to the completion of the first homes going in the development. It should be noted that the water treatment plant is designed to be scaled up and used as a regional plant if more development comes on-stream in the area.

Sandy Point

Delta Land Co. Inc. has applied to start construction of Phase 3B of the RV Resort. Phase 3B includes 68 lots and will bring the total number of lots in the RV Resort to 239. Construction will start this summer with the new lots anticipated to be completed by 2022.

Delta Land Co. Inc. has requested to rezone approximately 10 acres west of the existing recreation equipment storage compound to accommodate expansion of the storage compound. This will be presented to Council on May 13, 2021 for consideration.

Delta Land Co. Inc. has also been working through the preliminary stages of drafting a development permit application to expand the existing seasonal campground, to add an additional 275-stalls, for a total of 550-stalls. This would encompass the entirety of Stage 2 of the original concept plan. A major campground application requires pre-circulation to adjacent landowners within a half (0.5) mile radius of the proposed development location. The developer's pre-circulation is anticipated to be completed by May 2021, prior to the County formally accepting the application.

Greenway Pharma

One of the County's cannabis production facilities has received their Licensed Producer (LP) permit from Health Canada. Greenway Pharma, located in the Aspelund Industrial Park in the former Strata Services building, was granted their permit on April 1, 2021. This is the first Health



Canada approved facility in the County for personal use, not including ACMPR Approvals (Access to Cannabis for Medical Purposes Regulations), to date.

Hamlet of Tees Cleanup

Staff are sending out a general spring cleanup newsletter to the residents of the Hamlet of Tees. These spring cleanup initiatives have been quite successful over the years. The last such cleanup was done in the Hamlet of Mirror and included a partnership with Popows Towing in which the company would provide free removal of unwanted vehicles. This option will be made available to residents of Tees as well.

Xtreme and Tail Creek Raceways

Xtreme Raceways has provided information regarding their upcoming season barring any health restrictions. They have scheduled their race weekends for May 15th & 16th, May 29th & 30th, June 13th, July 24th & 25th and September 4th & 5th. Information has been mailed to affected landowners within two miles of the site, as per their development permit and has been posted on the County website and published in the County News. The current permit is in effect until May 23, 2024.

In addition, Tail Creek Raceways is in the process of pre-circulation for the renewal of their permit for the upcoming season. Their current permit expires on June 28, 2021.

Bill 48 Update

Bill 48 is now in effect as of March 31. The Province has not created the regulations for the legislation yet, but the changes are now in force under the MGA as follows:

Development Appeals

- **MGA Section 685(2.1)**, certain Development Authority decisions can now be appealed to the Land and Property Rights Tribunal (LPRT). For Lacombe County this can change appeals for discretionary applications or Stop Orders on lands beside a body of water or highway etc., or where subject to other approvals like NRCB, AER, AEUB, AUC, or is the subject of a license, permit, approval or other authorization granted by the Minister of Environment and Parks.

Subdivision Appeals

- **MGA Section 678(2), new (C) and (D)** Expanded to allow subdivision appeals to LPRT where the application is the subject of a license, permit, approval or other authorization granted by the NRCB, AER, AEUB, AUC, or is the subject of a license, permit, approval or other authorization granted by the Minister of Environment and Parks.

Land and Property Rights Tribunal Act – assented but not in force yet

- Appeals that previously would be heard by the MGB will now be heard by the LPRT. The LPRT has an expanded role in subdivision and development appeals. The Land Compensation Board, MGB, the New Homebuyers Protection Board and the Surface Rights Board have been amalgamated into the newly established LPRT.



Without the regulations staff will be taking it on a case-by-case basis. It is hard to imagine the regulations will require all appeals to go to the MGB that they have identified because the LPRT (once established) will be overloaded with appeals that have very little provincial interest. Once the regulations are in place staff will further update Council.