



ADMINISTRATIVE REPORT MARCH 25, 2021

COUNTY MANAGER

Xplornet Ground Site Agreement

Discussions with Xplornet over the past number of weeks has resulted in the development of a draft ground site agreement which provides for the placement and operation of an Xplornet Communications Inc. tower at the Mirror Public Works property. This tower will replace the existing tower which was leased by CCI Wireless who has recently been purchased by Xplornet. Improved internet equipment will be located on the new tower. The agreement is being presented for Council's consideration at this meeting.

Burbank Campground

At the last meeting (March 3rd) between Burbank residential subdivision property owner Clint Shopland, Greg Lunn of the Lacombe Fish and Game Association, and myself, a number of action items addressing the concerns with the operation of the group camping area at the Burbank campground were agreed to. No further meetings between the parties are planned.

Community Peace Officers – Enforcement of Public Health Orders

Through Ministerial Order Level 1 Community Peace Officers have again been granted the authority to enforce the Chief Medical Officers of Health's orders. Lacombe County has opted to not have its CPO's enforce these orders.

Lacombe Chamber of Commerce – Lease of County Office Space

The Lacombe Chamber of Commerce has requested an extension of their lease of County office space for an additional one-year term, commencing on May 1st. We have agreed to this extension request. The lease rate for 145 square feet of office space is \$260 per month.

Assessment Review Board Services Agreement – Village of Alix

We have agreed to provide Assessment Review Board services to the Village of Alix. The agreement is identical to the ones we have executed with the Village of Clive and the Town of Bentley. Fees include a \$1,000 annual base rate and board member services actual costs. The Village is responsible for Assessment Review Board Clerk services.

Communications

Media Releases/Online Promotion

- Unpaid Oil and Gas taxes
- Fire Permit Season
- Strychnine Program
- Rain Barrels
- Joint Economic Area Agreement (Joint Release with the City of Lacombe)



Communications Action Plan

- Website revamp underway – Met with department content leads (April 30 deadline for content changes). IT staff have started the set up of the new site so that it is organized and ready for information to be added as it comes in.

Other

- Working on 2nd draft of Agricultural Guide
- Learning County Connection (Intranet) and starting to add information on there.
- Working on Weed Inspector promotion
- Attended Crisis Communications Plan training (will be updating the County's in the next few weeks).
- Completed Assertiveness training pilot project

Human Resources

- Organized an Assertiveness Training course for a variety of staff to participate in virtually. During three sessions, over a three-week period, staff learned about: physiological responses to conflict; the differences between assertion, aggression and passivity, and strategies on how to cope with irrational people.
- Continued work on our seasonal recruitment for 2021 – various job postings are currently on the website.
- Reviewing resumes for the temporary Receptionist position (to be filled near the end of April).
- Currently recruiting for a Facility Manager for LRWSC.
- Working through an audit from WCB on the annual returns for Lacombe County and LRWSC.
- Participated in a webinar facilitated by Hillcrest on the *Impacts from the COVID-19 Pandemic on Drug and Extended Health Benefits*.
- Completed the 2021 Alberta Wage and Salary Survey through the Government of Alberta.

CORPORATE SERVICES

General

- 2021 Municipal Election
 - Staff continue with election training. Training has been rolled out as the manual and rules are released.
 - Administration has also retained a returning officer to carry out the election and provincial senate and referendum voting.
- Financial Reserve Review
 - This project is complete.
 - The Consultant will be presenting the findings of the report to Senior Administration in mid April.
 - Staff will be developing an implementation plan based on the recommendations from the report.



- Assessment Management Project
 - The County has been approved for an FCM Asset Management Program Grant.
 - As part of the project, several staff will be working towards their Certificate in Asset Management Planning.
 - Staff are also developing a terms of reference for a consultant to carry out the project objectives in the grant submission.
 - The deadline for project completion is December 31st.

Assessment

- 2021 Tax Notification
 - Out of 78 properties originally on the 2021 notification list, 59 properties remain. Of this group properties, 20 are related to one development.
 - The deadline for property owners to avoid having a tax notification registered on title is March 26, 2021.
 - Staff are also doing the initial work for the 2021 tax sale auction. There are currently 20 properties on this list.
- 2021 Assessment Roll
 - The current year assessments have passed the Provincial annual audit.
 - Staff can now complete data entry in preparation of annual assessment and tax notices.
- 2022 Assessment Roll
 - Once it is safe to do so, staff can start residential inspections in Ranges 22 and 23 with oilfield inspections to begin in April.

Finance

- Payroll
 - All year-end reporting is complete.
 - Staff are preparing documentation for the triannual LAPP audit.
- Reception Area Staff
 - Cross-training continues for AP/AR for the upcoming maternity leave. This position will be filled internally.
 - Recruitment is underway for a temporary receptionist and a two-month summer student.
- Audit/Year-end
 - Our auditors will be onsite the week of March 22nd to perform audit work.
 - Staff have completed year-end work for Highway 12/21, have substantially completed Lacombe County year-end work, and will commence on year-end preparation for the Sylvan Lake Commissions.



Information Technology

- Cyber Security
 - Earlier this month, Russian hackers attempted a cyber attack on the County's server systems using a variety of attack methodologies (Denial of Service (DoS) attack, brute force password attack, SQL injection attack and malware attack).
 - The County's SonicWall, which is basically the "front door" of the County's server house, performed flawlessly and successfully shut down this attack without any County server being accessed, compromised, or impacted.
 - Staff were able to learn about this attack through the logs and reports that the SonicWall provides to our IT staff.
 - The County employs a two-level security profile, with the SonicWall being our first level of defense and our anti-virus security platform being the second level of defense that provides additional server security along with email security and workstation protection.
- Ellis Bird Farm
 - IT has spoken with Sandy from the Ellis Bird Farm and staff will be looking to provide her with GPS equipment that will allow her to collect locations of 500 nest boxes.
- A/V Project in Joffre Room
 - After reviewing three different quotes to revamp the A/V equipment in the Joffre Room, the County has selected a vendor for the equipment and provide the installation/programming of the new components.
 - Equipment will be purchased before the end of March and the installation/programming dates will be based on the delivery dates of the equipment.

OPERATIONS

Public Works Shop

- Scheduled monthly services and commercial vehicle inspections were completed on heavy equipment and light/heavy duty trucks.
- All Council approved 2021 replacement capital equipment has been ordered. It is anticipated that some of the new equipment will be delayed due to Covid related issues.
- Shop staff continue to cycle through fire trucks and fire equipment from all departments for repairs and service.
- Road construction equipment continues to be cycled through the shop preparing them for spring roll out.

Maintenance Crews

- Staff are completing the yearly railway crossing inspections and will be updating information and developing the list of required maintenance work.
- Crews removed select spruce trees along the Prentiss Road adjacent to the Ellis Bird Farm.
- Gravel testing occurred at one location during the reporting period with no positive results.



- Crews removed the brush required to facilitate a fence that borders the newly acquired property for the Tees Cemetery expansion. Fencing will be completed late this spring when time and weather permits.
- Spring run-off has been earlier than usual this year with minimal issues identified.
- Gravel stockpiling has been completed.
- With the recent warm weather graders have been working their divisions, pulling in gravel shoulders, touching up calcium spots and working of frost boils.
- Advertisements for the dust control program have been placed in the County News and the website.

Construction

- Construction is complete on C2552 and C3944 (MEGlobal), with reclamation and fencing to be completed in the spring of 2021.
- Construction is complete on C2211 (Buffalo Lake), with reclamation and fencing to be completed in the spring of 2021.
- Staff are finalizing designs of the 2021 road projects and a good portion of landowners have been signed up.

Parks

- Weekly/monthly playground inspections are complete with all sites in good repair.
- Minor general upkeep will continue throughout the off-season.
- All outdoor rinks are closed for the season.
- Advertisement for seasonal staff have been placed.
- Lindsay is back from her maternity leave and is preparing for the upcoming parks season. She is currently finishing up with two courses towards her certificate in Prairie Horticulture.

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 this month and is a yearlong initiative to support staff regarding mental health issues.
- Onsite hearing tests have been scheduled for relevant staff in the month of May.
- The Health and Safety Coordinator is reviewing all Hazard Assessments and Safe Work Procedures documents and updating as needed for COVID-19.

Additional Information

- Three culvert bridge files (214, 1436, 13454), to be constructed in 2021, have completed tendering and the projects awarded to Martushev Logging Ltd. The tender amounts came in under budget. We are still hopeful that we may receive STIP funding for these projects.
- BF 9405 (Meston's Road) tender closed March 4th. Formula Alberta Ltd. was the low bidder, and a contract is currently out for signing. Anticipated start date is mid-August.



- The 2021 paving contract has been awarded to Border Paving, with an anticipated start date of mid-May.
- Spring items for the Centreview West (changing seed mix, fixing a ponding issue) are starting to come back on the radar to be done as soon as weather allows.
- A request for pricing for the 2021 line painting work is out and we should be hearing back in the next couple of weeks. Once received, and if approved, we will be talking with our neighboring small municipalities to see if they would like to participate in our contract.
- Operations staff met with the consultant (WSP) that is looking after the roundabout project at the intersection of Hwy 12 and 20. Final designs and tenders are scheduled to be completed in the fall of 2021 with possible construction slated for 2022.
- The Functional Planning Study for the Highway 2/12 interchange is ongoing and the draft report should be completed by the end of March.
- Requests for pricing are being prepared for our 2021 culvert and fencing materials.

COMMUNITY SERVICES

AGRICULTURE

Agricultural Plastics Recycling Program

Collection since the beginning of October 2020 to date:

Red Deer County = 43.5 rolls

Ponoka County = 11 rolls

Lacombe County = 78.5 rolls

Total = 133 rolls

Agricultural Service Board Grant

Alberta Agriculture and Forestry has reinstated the Resource Management Funding Stream portion of the annual Agricultural Service Board Grant. Under the signed five-year grant agreement, Lacombe County is scheduled to receive \$123,907 annually for Legislative Activities and \$60,000 annually for Resource Management Activities.

Agriculture Extension Activities

On March 11, 2021, Lacombe County and Red Deer County collaborated to host a webinar about Tree Care, facilitated by Toso Bozic. Toso Bozic is an ISA Certified Arborist and tree expert from Yard Whispers. The event had 72 participants. Topics discussed included tree diversity, insects, disease, environmental issues, and pruning tips.

ENVIRONMENT

Environmental Services took delivery of 96 rain barrels as part of the Environmental Community Engagement Program. Barrel sales will begin April 1st and subsequent Thursdays from 8 am-10 am on a first-come-first-serve basis to County residents. The purchase price is \$24 plus GST. The barrels were purchased from an Alberta-based company and are recycled food-grade barrels.



PROTECTIVE SERVICES

Occurrence Reports	Road Use Agreements 2	Community Hours Required 99	Lacombe County	Communities
	Travis MJ Permits 119		Citations Issued 17	Citations Issued 17
County 9	Planning & Development Occurrences	Community Hours Completed 111.5	Written Warnings 62	Written Warnings 9
Comm. 8				
SRO 5	1			

PEACE OFFICER HIGHLIGHTS:

- Officers have been focused on ensuring sidewalks remain cleared within the Hamlet of Mirror and communities serviced under agreements with Lacombe County. A total of 54 warnings and 23 charges were issued in February for snow removal.
- On February 1st, Officers assisted with a cattle move along the Lakeside Sergeant road. Occasionally Officers will assist with traffic control for local farms while they move cattle between fields and along or across busy County roadways.
- On February 18th, Officers were first on the scene of a tractor fire located near Clive. The landowner was notified, and fire was dispatched.
- With a change in caretakers at the Burbank Campground, CPO Services was requested to provide additional patrols through the area, including the day use. Several outbuildings were broken into and the property owner was notified.
- Vehicles left stationary for greater than 72 hours are considered abandoned under the Alberta Traffic Safety Act. Officers continue to deal with vehicles parked over this limit, reminding owners to ensure that roadways do not become a storage lot for unused vehicles.

FIRE

Incidents

ALIX (First Response)		BENTLEY		BLACKFALDS	CLIVE		ECKVILLE		LACOMBE		TOTAL	
Village	County	Town	County	County	Village	County	Town	County	City	County	Muni	County
2(5)	2(1)	1	4	4	0	2	2	4	15	3	25	20
4(6)		5			2		6		18		45	
Largest Type Vehicle Accident		Largest Type Vehicle Accident		Largest Type	Largest Type		Largest Type Vehicle Accident		Largest Type Alarms		Largest Type Alarms	
Fire Permits		Current Month		N/A			Fireworks Permit		Current Month		0	
		Year to Date		N/A					Year to Date		3	



Activities

The Lacombe County F(1) Policy is in its third month now. In January and February, a total of 12 incidents have been invoiced for, 6 of which would not have been invoiced under the old policy totaling \$35,720 in revenue.

EMERGENCY MANAGEMENT

Lacombe County and our Regional Emergency Management Partners participated in our annual Community Emergency Management Plan review with AEMA in February and remain compliant with provincial regulations.

UTILITIES

Mirror

Xplornet will be erecting a new internet tower in the back of the Mirror shop, this will replace the old CDI tower. The south compound area has been cleared and Xplornet has done their core samples for ground conditions. The tower will be replaced this spring/summer.

Sylvan Lake Communal

The annual request for quotes for septic hauling from the Sylvan Communal Subdivisions of Blissful Beach, Palm Bay, Westside Country Estates/Yuill, and Kuusamo Krest has been awarded to Sierra Septic again this year at \$140.00/load.

General

This summer Lacombe County will be launching the residential lead testing program for Alberta Environment and Parks (AEP). Testing will only be in the subdivisions that are under the jurisdiction of AEP including Mirror, Lakeview Estates, and Aspelund Industrial Business Parks. Information will be submitted to Nicole Plewis for the newspaper in April.

DIRECTOR

Work with the Regional Service Commissions has been steady over the last two months. Tenders will be out for the approved projects at the time of this meeting. Tender closing will occur in Mid-April with construction set to happen in May on all three lines.

All Regional Service Commissions were to review their respective bylaws as per the changes made as of September 1, 2020, to the MGA. This has been complete and will be presented to the three Commissions we manage in April.

The Highway 12/21 Commission was required to complete Indigenous consultation for their projects, this is now complete and did not delay the project.



PLANNING

Eagles Quay

There was some interest in this property in 2020 when it hit the market again under new management. Unfortunately, a couple sales did not materialize as the realtor was unable to connect with the company in charge of the developments architectural controls to gain approval for the new houses. This has been resolved as a new firm to manage the architectural controls will be in place shortly. The realtor has indicated that there is significant interest in this development and there will likely be new residential construction underway by the summer.

Sandy Point

Sandy Point has applied to the County for a Gas Bar and Boat Repair Business at the marina. The business will also include a convenience store and some food and beverage sales. It will all be run out of a sea-can building designed for the business. The area where the business will be located is within the Sandy Point Direct Control District and the proposed businesses are listed as a discretionary use. What is unique about this application is that since it is within the Direct Control District the decision on it must be made by Council and not the MPC. This will be the County's first application for a use in a Direct Control District. It is proposed to be presented to Council at the first meeting in April.

Buffalo Lake South Shore Area Structure Plan

The County of Stettler and the Summer Villages of Rochon Sands and White Sands continue to work through their dispute resolution process. One of the outcomes has been a draft South Shore Area Structure Plan (SSASP) to guide the future of development along the south shore of Buffalo Lake in Stettler County's lands within the South Shore Growth Node. If adopted, this plan would replace the Buffalo Lake South Shore IDP (BLSSIDP), and the Paradise Shores Area Structure Plan (PSASP).

The County of Stettler has asked for feedback on their proposed public engagement strategy which includes a survey of how key stakeholders would like to be consulted and an overview of the consultation process in general. The referral letter stated that they were not looking for comments on the draft plan itself (which was attached for reference). Staff have provided a letter indicating that the County is supportive of their intended method of consultation. The draft plan will be circulated to the public as well as the member municipalities of the Buffalo Lake Intermunicipal Development Plan at a later date.

Summer Village of Gull Lake MDP

The Summer Village of Gull Lake recently prepared a new Municipal Development Plan (MDP) for the long-term future of the community, as required by the revised *Municipal Government Act*. As a municipality that could be impacted by long term growth of the Summer Village, Lacombe County was referred the MDP for review. Lacombe County had no objections or concerns with the proposed MDP.



Chain Lakes Multi-Lot Subdivision Referral from Ponoka County

Ponoka County recently notified Lacombe County of a proposed multi-lot subdivision on Chain Lakes (Magee lake) on the NE 06-42-24-W4M. The subdivision is located within the plan area of the Ponoka County/Lacombe County Intermunicipal Development Plan (IDP) which is why this was circulated to us for comment. The proposed six lot subdivision would create lots of 10.18 acres in size. The lands are zoned "Chain Lakes Special Area" District which allows for lots of 10 acres in size. The District aims to protect Chain Lakes by encouraging the retention and regeneration of tree cover adjacent to the lakes and discourages uses which would lead to nutrient rich runoff entering the lake. Ponoka County intends to take Environmental Reserve Easement (ERE) instead of dedication of Environmental Reserve (ER). Staff have provided a letter to Ponoka County advising them that the County has no objection to the proposal; however, encourage them to consider requiring the developer to conduct a biophysical assessment for the lands. The decision to require this study is ultimately left with the governing municipality but is encouraged within the IDP.

Olds College

Cajun has been invited by Olds College to participate as a member of the Industry Advisory Committee in the review of the Land & Water Resources Program. The Industry Advisory Committee's role is to give industry advice regarding the skills and knowledge graduates must demonstrate for successful employment and reflect on designing programs in alignment with student experience. Cajun is a graduate of this program.