

# CAO QUARTERLY DEPARTMENT HIGHLIGHTS

## JULY 1 - SEPTEMBER 30, 2018

Lac La Biche County publishes quarterly annual reports to provide a summary of the County's high-profile operations to the public.

### CHIEF ADMINISTRATIVE OFFICER

- Attended an Affordable Housing Meeting on July 16, 2018.
- Coordinated a County Tour for Members of Council and Senior Administration on July 9, 2018.
- Organized and hosted a Visioning Session discussion facilitated by Maurice Frittz on July 17, 2018.
- Hosted the AUMA President, Barry Morishita for a meeting with Mayor and Council on August 2, 2018.
- Celebrated Lac La Biche County's Top Employer designation with a staff barbeque on August 23, 2018.
- Hosted Minister Shaye Anderson's visit to Lac La Biche County on August 27, 2018.
- Attended the Rural Intermunicipal Collaboration Framework (ICF) Evaluation and short-listing meeting in St. Paul on August 31, 2018.
- Attended the Rural ICF Consultant interviews in St. Paul on September 21, 2018.
- Attended the Municipal District of Opportunity ICF Workshop in Slave Lake on September 24, 2018.
- Joined County Council at the Alberta Urban Municipalities Association (AUMA) Convention from September 25, 2018 until September 27, 2018.
- Organized meetings with Ministers on September 27, 2018 during the AUMA Convention, and further a meeting with the RCMP Senior Officers and Justice Solicitor General.



### Economic Development

- Tourism Strategy project awarded and commenced. The stakeholder cafés will be held on October 11, 2018 and October 12, 2018.
- On September 21, 2018, a Hemp Decortication Investors Site Tour was conducted with Mayor Moghrabi and Councillor L'Heureux.
- Engaged with community members regarding tourism events and development.
- Attended several related Economic Development meetings, including:
  - Lac La Biche Chamber of Commerce – 4Board Meeting;
  - Chamber Markets;
  - Special Chamber Meeting regarding resignation of ED and board members;
  - Community Futures – Partnering on Travel Alberta Workshops, bringing ATBooster to Lac La Biche County, social media, and website training for local businesses and organizations;
  - Participated in the CF Economic Summit initiative with McSweeney and Associates; and
  - Tourism Accommodation investor regarding the setting up in Lac La Biche County of Alberta Provincial Parks within the County.
- The Visitor Friendly Working Group is in progress of strategizing a plan and developing a budget to accomplish the action items recommended by the Visitor Friendly Assessment and Action Plan.
- Established an internal process to input events into a Community Event Calendar. The form for community groups to submit events is complete, the next step is to put it out to the public.
- Developed Retail Gap Analysis Request for Proposals and preparing to be awarded by October 17, 2018.



## Communications

- Began work on a Corporate Communications Planning Policy.
- Started work on a public participation toolkit for employees seeking public input through surveys, open houses, etc.
- Started drafting content for the Lac La Biche Region's 2019 Visitor Guide, in collaboration with Tourism and Economic Development.
- Helped plan and execute the Mission Beach Open House, providing printed materials and communications support.
- Wrote a communications plan for the Crime Reduction Committee.
- Created a look and feel for the new Council Highlights ad, and began publishing highlights for each Regular Council Meeting in the Lac La Biche Post.
- Revamped advertising and sponsorship materials for Community Partnerships at the Bold Center.
- Produced advertising materials for Lac La Biche County summer programs, including Circus Camp, Mad About Science, Leadership Courses at Portage Pool, and more. Also produced advertising materials for 20 FCSS/Bold Center programs and classes beginning in the fall, including Alberta Culture Days.
- Completed the Fall 2018/Winter 2019 Community Activity Guide.
- Created branding for two new County services: the Community Access Bus and the Aquatrack at Portage Pool.
- Wrote several speeches and letters for Council Members.
- Bold Center website request for proposal process is underway.



## Human Resources

- Rolled out the Internal Employee Satisfaction Survey.
- Organized Professional Development Training through Portage College, including:
  - Effective Communication
  - Conflict Resolution
  - Managing Challenging Situations
- Began implementation of Application Tracking System (ATS) software.
- Simply Safety Data Program training was provided for Aquatic Services Staff.
- Action Plan was developed for the 2017 COR Internal Audit. A Retention Schedule was developed for the Health and Safety documents.
- Fit tests were conducted for firefighters.
- The 12-week Pedometer Challenge was organized for employees to encourage a wellness initiative.
- Training sessions provided within the third quarter include:
  - Mental Health
  - First Aid
  - Flagger Training



## Protective Services

- Fire Services apparatus have responded to 228 incidents thus far in 2018. There have been 145 recorded attendances in various firefighting courses. The Lac La Biche County Fire Rescue Services staffing for paid-on-call firefighters is 70 members.
- Fire Smart assessment/wood chipping services has been offered to 77 Lac La Biche County residents up to September 17, 2018.
  - Fire Smart Assessments: 35
  - Wood chipping services: 46
  - The department also provided 14 Fire Smart information sessions at County events.
- The department currently has 3 Safety Codes Officers that have a designation for Lac La Biche County. There are 4 additional Fire Services members that are enrolled in the Safety Codes Fire Discipline Course.
  - Inspections have commenced based on complaint/discretion.
  - 7 inspections and 4 occupancy loads completed.
- Emergency Management has training for BEM and ICS 100 for County Staff. The ICS 200 Course will be scheduled in December 2018 for supervisory positions.
- Equipment for an additional sprinkler trailer has been ordered for a 30-50 structure capacity.
- Provided stand-by assistance for the Pincher Creek Wildfire. The Province of Alberta Officer of the Fire Commissioner are to be invoiced \$24,341 for the County's services.
- In 2018, Enforcement Services has responded to 1,486 complaints. Within the third quarter alone, the department has responded to 703 complaints.
- The Peace Officers took part in educational events including the "Back to School Education Campaign," where they interacted with approximately 2,800 motorists. They provided educational brochures and window decals in relation to school zone times.

## FINANCE AND GRANTS



## Finance

- To date, the percentage of current taxes collected is 97.6%. This number should surge upwards at the next penalty deadline of November 15, 2018.
- All assessment complaints were resolved and there will be no sessions of assessment review board required in 2018.
- The County's auditors, Metrix Group, were in the office during the first week of September to work on the 2018 interim audit.
- The County's attempt to secure federal Investing in Canada funding for the proposed aquatic centre moved one step forward, with the acceptance of the application by Alberta Municipal Affairs. The next step is waiting for Alberta Infrastructure to support the expression of interest by directing the County to submit an application to the federal government.
- The department worked with Utilities to initiate a local improvement for water and sewer in Mission Phase 2 and 3 by sending out the local improvement plan to affected residents, and further hosting an open house for the project on August 18, 2018.
- All properties subject to this fall's public auction had resolved their tax arrear issues, and therefore the public auction was cancelled.
- Conducted a successful Mission Local Improvement Open House on August 18, 2018.

## LEGISLATIVE & INFORMATION SERVICES



### Legislative Services

- Completed the new legislated requirements for clerks to the Subdivision and Development Appeal Board (SDAB).
- Continued work to implement the meeting management software. Escribe will be the County's new meeting management system.
- During the third quarter, Council's Code of Conduct Bylaw, Council's Procedure Bylaw, and the revised Community Standards Bylaw were completed.
- The department received a petition against the Mission Local Improvement and is in the process of verifying its sufficiency.



### Information Technology

- Disaster recovery site construction is complete and the department is starting to migrate services.
- Surveillance cameras at 101 Avenue and 103 Street are now recording.
- Production servers were upgraded and the old ones are being installed in the disaster recovery site.



### Records Management

- The department has been going through agreements, and completed the following actions related to them:
  - Provided 44 expiration notices.
  - Continuing centralization of Land Use and Planning and Development agreements.
  - Ongoing scanning of current and past agreements in accordance with Digitization Standards.
- Inactive records have been reviewed, and staff completed the following actions:
  - Reviewed and updated the Finance Vault Bonds Index.
  - Ongoing records inventory updates.
  - Ongoing centralization of records to land files.
- Lifecycle Analysis is ongoing related to, contracts, agreements, project management, invoices, centralization of Bold Center physical records, and electronic review.
- The department has a draft framework for the Retention Bylaw, Retention Schedule, Strategic Approach, and Digitization Standards.
- The following documents are under development:
  - Records Management Terms of Reference, Policies, Procedures, Guidelines and Best Practices
  - Records Management Manual
  - Electronic Document and Record Management System/Email Management
  - Records Management/FOIP Training
  - Email Management Proposal
  - HR/Orientation: records management training on hire

## RECREATION & COMMUNITY ENHANCEMENT



### Aquatic Services

- There were 186 participants in swimming lessons and programs over the summer months.
- Aquatrack was implemented weekly over the summer and began monthly in September 2018.
- There were 3,000 swimmers in public programs from July to August 2018.
- The annual shut down from September 2, 2018 until September 16, 2018, included recoating floors, repairing lights, grouting, thorough cleaning, and other maintenance items.
- This fall has additional scheduled programming with an early bird swim, more daytime lessons, and additional night lane swim.



### FCSS

- Summer camps for preteens and teens were well attended, with waiting lists for the Teen and Circus Camps.
- The CARE Event was successful on September 6, 2018.
- The department hosted Carnival Night in McArthur Park on July 12, 2018.
- The Toy Lending Library has been implemented and is off to a great start.
- Summer Parent Link programs were well attended.
- Community Access Bus over the summer months provided services to special events. The bus services to areas within the community started in September 2018, and the County is receiving positive feedback.



### Parks & Facilities

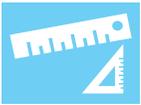
- The new Rotary Club Gazebo in McArthur Park opened and was used over the summer months.
- The County's beach volleyball court was completed, and diamond #3 infield was reclaimed as green space.
- Canada Day and Pow Wow Fireworks were a success.
- Canada Cultural Spaces Grant and Jubilee Hall Renovation started for the Museum relocation.
- Lac La Biche Region RV Extravaganza held in the arena was successful.
- The County organized the Trooper Concert on Saturday, July 14, 2018.
- The Bullarama was successful on Saturday, July 28, 2018.
- The County helped provide services for Mid Summer Sports Days from August 3, 2018 until August 5, 2018.
- Metis Nation of Alberta General Assembly was organized for August 9, 2018 through August 12, 2018.
- Plamondon Arena upgrades are completed.
- The Spray Park opened from the May long weekend until September long weekend.
- The Canoe Fest with Honeymoon Suite/Prizm/Lee Aaron Concert was hosted on Saturday, September 22, 2018.



## Recreation

- Laser Tag saw 24 group bookings and drop-in use over the summer.
- Introduction of Summer Sunzone on the road over 9 weeks in 7 different locations across the County.
- The Volleyball Camp in July had 23 youth participants.
- The department organized 3 movie events in September.
- The adult slo-pitch tournament was a success in September.
- Culture Days was a success on September 28, 2018 and September 29, 2018.
- The Bold Center had 667 active memberships and 2,115 daily drop-ins over summer.
- Member Appreciation Week was from September 10, 2018 until September 14, 2018.
- The Rotary Club Gazebo Grand Opening was held on Saturday, September 14, 2018.
- Recreation and Parks Master Plan Agreement is completed and the consultation process has begun.
- The vending services request for proposals is completed.

# PLANNING & DEVELOPMENT



## Planning & Development

- The Community Survey was completed with respect to the sale, processing and public consumption of recreational cannabis. The feedback was used to draft amending bylaws for the Land Use Bylaw and Community Standards Bylaw. First reading to the Land Use Bylaw amendment was given by Council on September 4, 2018.
- The first draft of new bylaw to deal with encroachments on the Environmental Reserve (ER) lands is complete. The new bylaw will include options for an enforcement plan of action. A Special Council Meeting will be scheduled for review of the draft bylaw within the fourth quarter of 2018.
- The department is working on an implementation plan to amend Land Use Bylaw 17-004 to reflect changes in the modernized Municipal Government Act.
- Administrative Land Use Bylaw Amendment to redistrict the golf course to a single land use Parks and Recreation District (PR) was passed August 28, 2018.
- Worked with the Recreation and Community Enhancement department to redistrict the Gun Range to facilitate improvements to the site for the Archery Club. This included creating a new Direct Control District to properly manage development of this unique site.

## PUBLIC WORKS



### Environmental Services

- The mowers completed a single pass on 1,400 kilometres of roadside by early August. Since then, they have completed 700 kilometres of second-cut of double pass mowing as of September 7, 2018. Mowing is on schedule with a pace to be completed by mid-October.
- Acquired 2 new trailer sprayer units to expand roadside spraying capabilities.
- Hosted Lakeland Agricultural Research Association (LARA) Canadian Agriculture Partnership (CAP) program seminar on July 4, 2018. The seminar discussed environmental grants for producers.
- Performed judging of rural yard beautification sites.
- Ordered and planted 7 larger fruit / berry trees at the Lacalta Seniors Lodge via partnership project.
- Performed 90 canola clubroot site inspections.
- Performed grasshopper surveys at 14 locations with results submitted to Alberta Agriculture.
- Performed canola bertha armyworm trap monitoring at one site with results submitted to Alberta Agriculture.
- ASB staff performed 300 weed site inspections.
- Performed 4 contracted weed control applications, including on for Alberta Transportation on the primary highways.
- Performed 4 vegetation spraying control applications for Parks and Open Spaces and one at the County's airport.
- Public survey for days and hours of operations for landfills and transfer stations was conducted.
- A new Volvo EC350EL Excavator was delivered to Beaver Lake Landfill.
- Annual watershed sampling completed which includes lake sampling, beach sampling and inflow/outflow sampling.
- Completion of Guide for Asbestos Removal.
- The annual Mad About Science day camps summer program is completed.
- Hosted the Municipalities and Wetlands Management course instructed via Ducks Unlimited on September 10, 2018.



### Equipment Maintenance

- Equipment Services received 27 new units and is waiting for 11 more to be delivered.
- Technicians have been occupied with repairing and maintaining the summer construction and maintenance equipment, along with fleet vehicles and fire apparatus.
- Technicians have managed to repair and inspect some of our winter equipment when the time permits.
- The department has had a number of companies bring in demonstration equipment such as street sweepers, lawn mowers and flusher truck to view and test in preparation for the 2019 Capital Equipment Budget.
- The 2019 Capital Equipment and Operations Budgets are underway and due to the head start on the budget for 2019, the department will be ordering and receiving vehicles and equipment for the start of the summer season in 2019.



## Project Coordination Team

There are 12 completed and 26 active projects. 16 are projected for completion this year.

Twelve construction projects have been completed in 2018:

1. 101 Avenue Main Street Water and Sewer Replacement with Paving
2. County Shop Expansion - Phase 1
3. Water Treatment Plant - Phase 2
4. Lakeview Estates - Base and Pave
5. Beaver River Bridge
6. Mission Subdivision Water & Sewer - Phase I - 72 hook ups
7. Sidewalk Replacement Program
8. Hamlet Entrance Signs
9. McArthur Place Gazebo
10. North Shore Boat Launch
11. Highway 881 and Beaverhill Road Intersection
12. 91 Avenue and Highway 881 Intersection

Three engineering projects are in progress:

1. 95 Street Water Distribution & Storm Sewer Engineering - 750 metres
2. Feasibility Study of First Nations Waterline Extension
3. 101 Avenue Lac La Biche Revitalization

Five engineering projects are ready for construction:

1. Lakeview Cres. Water & Sewer - 610 metres
2. Cast Iron Water Replacements
3. Craigend Grader Shop
4. Township Road 682A - Mystic Beach Base & Pave - 1.9 kilometres
5. Tarrabain Drive Engineering & Paving - 0.8 kilometres

Seventeen construction projects in progress:

1. Elinor Lake Paving (Township Road 652) - 11.5 kilometres
2. Plamondon - Caslan Connector (Range Road 162) Base & Pave - 15 kilometres
3. Highway 663 and Range Road 162 Intersection Improvement
4. Highway 858 Water and Sewer Replacement - Plamondon (Phase 1, 2 and 3), Phase 4 and 5 will be completed in 2019
5. Highway 858 Water and Sewer Extension - Plamondon
6. Airport Improvements
7. Old Trail Walking Trail
8. 90A Avenue extension - Points West
9. 91 Avenue West extension - Points West
10. Dumasfield Storm Water Pond
11. Storm Water Outfalls/Improvements for McArthur Beach,
12. 101 Street and 104 Street
13. 101 Avenue Street Lights
14. Old Trail Gap - 700m
15. Nashim Drive Engineering & Paving 2.0km
16. Township Road 674 - Old 46
17. Plamondon 2" Barrel Fill

Two construction projects pending:

1. County Shop Expansion Phase 2 - On hold
2. Mission Subdivision Phase 2 & 3 - 94 hook-ups - On hold



## Transportation Services

- The following oiling projects have been completed:
  - Resurfacing of Deer Ridge Park Subdivision - 1 kilometre
  - Deer Meadows - 0.6 kilometres
  - Martushev Subdivision for base and pave - 1.3 kilometres
  - Campsite Road Selective Repairs - 4.3 kilometres
  - Plamondon - Caslan Connector (selective repairs)
  - Rendez-vous Road - 1.6 kilometres
  - Beaver Lake Access - 1.6 kilometres
- The regravelling program is 80% complete. In addition, the department placed 2,200 tonnes on Highway 858 for Alberta Transportation. This is a recoverable expense of \$78,000. Haul also includes supporting capital projects: Summit Heights, Old Trail, Airport Improvements and potentially boat launch improvements.
- This season the department has hauled and placed 14,000 tonnes of recycled concrete that was crushed to an 80 millimetres as top size. There was a substantial quantity utilized for the conditioning of our road network this spring and throughout the summer. The following locations were stabilized:
  - Range Road 170 off Township Road 684 - 0.5 kilometres
  - Township 684 - 1.0 kilometres
  - Martushev Subdivision - 3,160 tonnes applied - 1.3 kilometres
  - Golden Sands
  - Imperial Mills
  - Fork Lake
  - Range Road 132
  - Pavement failures on Range Road 115 Township Road 653
  - Township Road 680 - 200 tonnes
  - Range Road 144 and Range Road 143 - 3,000 tonnes - 4 kilometres
- Drainage improvements were completed at Fork Lake and Lakeview Estates.
- The Sidewalk Replacement Program is complete.
- Began the installation of Environmental and Municipal Reserve signage at Blais Resort, Mystic Beach and Fork Lake subdivisions.
- Completed the sidewalk surface improvements at Lakeview Crescent.
- The approach construction is completed with 16 to date.
- Bridge File 9445 construction has been completed.



## Utilities

- Weekly and monthly maintenance are being completed in a timely manner at all water and sewer facilities.
- Preventive maintenance of water distribution and wastewater collection systems is in progress.
- Repaired water main breaks at four locations.
- Repair distribution pump motors are completed at the Airport and Summit heights reservoirs.
- Enhancements made at the Water Treatment Centre to reach optimal levels.
- First of two annual preventative maintenance flushing on the main sewer lines complete.
- Maintenance at the water treatment plant on particle counters, CL2 analyzers and particle counters are complete.
- Highway 858 Plamondon watermain replacement Phase 1 and 2 are complete.
- Installation of water and sewer services at Mission Beach Phase 1 is complete.
- Capital renewal work at the BNR Plant is in progress.
- Pressure Factor Metering annual checks and rotary meter inspections have been completed for the year.
- Monthly station inspections and cathodic protection checks are being completed monthly on a regular basis.
- Alberta one call locates are completed and up to date.
- Leaking gas valve in the back alley behind the Lac La Biche County Fire Hall is repaired.
- Cut and cap natural gas service line to the day care in Vera M. Welsh School and old A & T batch plant.
- Removed old odorant pipe at the 09-05 RMO station.
- Rerouted gas services for the chemical shed at County Centre.
- Installed new natural gas services at Goodfish Lake Dry Cleaners and Humane Society.
- Upgraded gas services at old Acklands building to 3 inch line.