

CAO QUARTERLY DEPARTMENT HIGHLIGHTS

APRIL 1 - JUNE 30, 2019

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 the Alberta Counsel Meet the New Provincial Government Workshop on May 6 in Edmonton.
- Took part in a workshop on April 12 hosted by RMRF regarding Alberta's employment standards legislation.
- Attended the Community Resiliency and Responses to Hate Crimes and Incidents session at Portage College on April 18.
- Attended the Alberta Rural Municipal Administrators' Association Zone 5 Meeting in Vegreville on May 3.
- Took part in the Community Advisory Meeting with Portage College on May 22.
- Began work on the Corporate Business Plans for 2020. Core Function Lists for each department are complete and the department business plan are in progress.
- Attended the Summer 2019 Municipal Leaders' Caucus in Fort Saskatchewan on June 6.
- Took part in the Fire Services Report meetings.
- Participated in monthly joint health and safety meetings and quarterly Transportation Services department safety meeting.



Communications

- Assisted Planning & Development and Environmental Services with advertising and information-sharing related to the draft Environmental Reserve Bylaw.
- Designed, photographed, and completed the Agricultural Services Board Cookbook, which will be distributed at the upcoming Agricultural Appreciation Day event.
- With Portage Pool staff, created materials that promote lake safety in the region for the following programs and events: Lake Lessons, National Lifejacket Day, and World First Aid Day.
- Drafted a request for proposal for citizen reporting software. A proponent will be selected by early August.
- Worked with Bold Center and Portage Pool staff to create content for and launch a new Bold Center website.
- Worked with Legislative Services staff and the Grants & Community Funding Coordinator to produce the 2019 Municipal Census promotional materials.



Economic Development

- Opened Plamondon unmanned visitor information kiosk with help from the Communications department.
- Finished the tradeshow season with over 5,300 visitors stopping by the booth(s).
- Spearheaded a cooperative marketing campaign #TakeltToTheLake. This began June 16 with MD of Bonnyville, Vermillion, Athabasca, and Lac La Biche.
- Applied to host the 2021 Lieutenant Governor of Alberta Art Awards in partnership with Portage College.
- Attended the Economic Developers Association Conference.
- Hosted an Airbnb workshop with Community Futures.
- Working with Community Futures on Power up North for October 2019 and Youth Summit for Spring 2020.
- Continuing working with Portage College, Native Friendship Centre, Province and others to set up the north East Alberta Artisan Co-op.
- Completed the Retail Gap Analysis.
- Presented the Draft Tourism Strategic to Council and public for feedback.
- Finalized the priorities implementation plan with the Visitor Friendly Working Group.
- Completed the Business Capacity Survey.



Human Resources

- Completed the summer hiring process.
- Human Resource policy and procedure manual was updated and rolled out to staff.
- Weekly Human Resource emails are sent out to all staff.
- Supported employees and supervisors with the employee performance appraisal process.
- Provided supports regarding employee relations/employee performance and personnel matters, as needed.
- Conducted orientation for all summer/seasonal hires and continue to provide support to supervisors to ensure they are meeting all legislative requirements.
- Training was completed for:
 - Utility Vehicle
 - Defensive Driving
 - Leadership for Safety Excellence
 - Supervisor Role
 - Occupational Health 7 Safety Regulation & Code
 - Aerial Platform
 - Fall Protection
 - Musculoskeletal Disorder (Office Ergonomics)
 - Orientation Train the Trainer
 - Fire Extinguisher
 - Cargo Securement
 - Overhead Crane Training
 - Overview of Trucking Compliance
 - Working Alone & First Aid
- Smoking Cessation and Dental Hygiene workshops were organized for County staff as part of the Wellness initiatives.
- Staff participated in the six-week Team Pedometer Challenge.



Protective Services

FIRE SERVICES

- Apparatus had 141 call outs thus far in 2019.
- Trained 62 Firefighters in various courses.
- Lac La Biche Fire Rescue Services staffing for Paid on Call Firefighters currently resides at 62 members.
- Gave 27 fire prevention presentations.

FIRE SMART

- 54 fire smart assessments and woodchipping bookings completed.

SAFETY CODES

- Currently 4 Safety Codes Officers have designation for Lac La Biche County.
- 15 Safety Codes inspections have been completed thus far.

EMERGENCY MANAGEMENT

- Community Emergency Management Plan review has been completed for 2019.
- Currently 94 County Staff are trained to the level of ICS 200.

DISASTER SERVICES

- A total of five Lac La Biche County Fire Fighters assisted with High Level Fires for 12 days with a Structure Protection Unit Trailer and another Type #3 trailer currently under construction.

ENFORCEMENT SERVICES

- Enforcement Services has investigated 519 complaints in the second quarter of 2019.
- Conducted 19 school visits and presentations.
- Enforcement Services conducted training in mental health awareness, crowd awareness, pepper spray certification, training and railway emergencies.

FINANCE AND GRANTS



Finance

- Completed the work on the audited financial statements with Council's approval and forwarded them to Alberta Municipal Affairs and the public by May 1.
- Worked with the County Council to adopt the 2019 tax rate bylaw. Tax notices are circulated.
- Supported Council in meetings with federal government representatives regarding the Investing in Canada Infrastructure Program (ICIP), promoting both the County's proposed aquatic Centre and Portage college's indigenous arts museum.
- Census is winding up with the final calls in June. Final results will be submitted to Council and Alberta Municipal Affairs by September 1.

LEGISLATIVE & INFORMATION SERVICES



Legislative Services

- Municipal Census is underway; 98.4% completion as of June 12.
- Council parliamentary training was completed on April 29.
- Open house for Wards 5 & 7 was organized for May 1.
- Member at large recruitment for four internal committees was completed.
- One request under the Freedom of Information & Protection of Privacy Act was received.



Information Technology

- Telephone system reconfigured to provide increased redundancy in case of failures.
- IT and Facilities department implemented a new issue tracking system.
- Bold Center surveillance camera upgrade project was completed.
- Downtown surveillance camera installed, covering the alley between Subway and Lac La Biche Inn.



Records Management

- Securely shredded approximately 108 boxes for the community during the community shred event.
- Processed and analyzed 106 boxes of inactive records for storage in the records center.
- Collaborated with museum regarding access to historical county records under their custody.
- Developed Records & Information Management Program Implementation and Training Plan.
- Processed 60 Iworqs cases.
- Collaborated with the following business units to provide Records & Information Management Training: Recreation, Project Team, Transportation Services, Planning & Development, Environmental Services and Health & Safety.
- Securely shredded 74 boxes of records that have met retention, processed 70 file search requests and refiles, and gigitized 200 file folders of official records.

RECREATION & COMMUNITY ENHANCEMENT



Aquatic Services

- Water Safety Awareness was held Saturday, June 15.
- Aquatic Center will be receiving three awards from the Alberta Life Saving Society.
- Spring lessons ended June 16. Summer swimming lesson registration ended June 23.
- Wibit Aquatrack set up last Saturday of each Month from 2 pm to 4 pm.



FCSS & Community Development

FCSS

- Volunteer appreciation event was held on April 11 with 250 in attendance.
- FCSS/Parent Link all day conference was held May 28 by Dr. Lean Clinton with 200 in attendance.
- World Elder Abuse Awareness Day was held on June 13 as the Seniors Garden Social.

COMMUNITY ACCESS BUS

- April had 408 Community Access bus trips.
- May had 543 Community Access bus trips.



Parks & Facilities

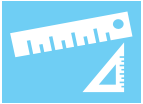
- New washrooms facility opened at the Paul Richard Memorial Spray Park.
- New addition to the Dumasfield playground is complete.
- Boat launches opened for the season.
- New playground at Golden Sands was installed.
- Museum renovation completed and opened. The grand opening is slated for August 15.



Recreation

- There have been 63 registrants for the People Prescription To Get Active since October 2018.
- Lac La Biche registered for the Community Better Challenge hosted by Participation.
- The Parks and Recreation Master Plan scheduled to be completed by the end of June.
- Staff attended the Sports Tourism Conference.
- New Bold Center website was launched on June 11.
- Partnerships with BCMI and Canalta to encourage hotel visitors to utilize the Bold Center and other recreational facilities is on going.
- Cenovus Energy partnered with Lac La Biche County Recreation to offer the Summer Shack recreation program at local parks throughout the summer.
- The Bold Center counters were installed and are averaging 6,927 patrons per week.

PLANNING & DEVELOPMENT



Planning & Development

- Approval of 29 development permits from April - June, 45 development permits issued this year.
- 6 subdivisions completed.
- 42 building permits from April - June, 62 building permits in this year.
- Hosted a Planning Café on April 16, the purpose was to educate the general public when permitting is required. The process of permits, subdivisions, and rezoning and the important of MR and ER were discussed.
- Land Use Bylaw amendments 17-004 were given 1st reading by Council on June 11. The purpose of the LUB amendment is to correct omissions and anomalies in new Land Use Bylaw 17-004.
- On-going actions with respect to Engagement Plan for the proposed Environmental Reserve Bylaw. Including, but not limited to April-May online survey and June 20th Open House.
- Presented Main Street Revitalization Project- Design Options to Council on April 23.
- Worked with the Transportation Service department for the installation of Environmental Reserve and Municipal Reserve signs in Holowachuck, Young's Beach, and Sunset Bay.

PUBLIC WORKS



Environmental Services

WASTE & RECYCLING

- Approximately 157.33 tonnes of waste disposed via curbside, from April 1 to June 11, 2019.
- Approximately 22.1 tonnes of recyclables collected via curbside, from April 1 to May 31, 2019.
- Approximately 1072.63 tonnes of waste disposed via landfills and transfer sites, from April 1 to June 11, 2019.
- Approximately 25.52 tonnes of recyclables were diverted from the landfills and transfer sites with an additional 117.58 tonnes of recyclables being held for transfer to an off-site recycling center, from April 1 to June 11.
- 690 lb of compost was diverted from the landfills through our CORE program.
- Commenced with new Landfill and Transfer Station Days and hours of operation on May 1 as approved by Council on April 23.
- Completed Owl River Landfill Capping project on May 25. Site seeding still to be scheduled upon seed delivery.
- Received shipment of two sea cans on May 23 for Styrofoam recycling, which were placed at both landfills.
- Received three new tanks for used oil recycling at Transfer Stations including Craigend, Hylo, and Owl River.
- Elinor Lake Landfill Capping project stalled due to discovery of ground nest during avian bird sweep on May 31.
- Beaver Lake Landfill reconfiguration continues to be stalled with Barred Owls occupying the site, during the nesting season.

ENVIRONMENT

- Completed the first draft of the updated Corporate Green Plan.
- Collaborated with Planning & Development on public engagement for the Environmental Reserve Bylaw.
- Large Item Pickup Program completed.

ENVIRONMENT CONTINUED

- Environment Week completed that included approximately 720 participants this year. The week included:
 - Launch Party;
 - CORE Workshop;
 - Bee Aware Night;
 - Movie Night;
 - Corporate Lunch & Learn (based on new Corporate Green Plan), and
 - Household Hazardous Waste Round-up and Shredding event.
- Collaborated with Lac La Biche Region Watershed Stewardship Society on a grant application for AB EcoTrust Community Grants as part of the Watershed Management Plan update.
- Hosted “Gardening 101: Romaine Calm and Carrot On” workshop with 22 participants.
- Participated and supported Boom’s Spring Cleanup in the hamlet of Lac La Biche.

AGRICULTURE

- Phase 2 vegetation mowing is completed and phase 1 has commenced
- About 100 kilometers of roadside vegetation management in Rich Lake, Hyllo and Plamondon area is weed wacked
- Weed control on Municipal reserve 2 is completed
- First pass of airport mowing project is completed.
- Weed inspectors have completed approximately 1500 km of weed inspection.
- Community garden is fully subscribed as of May.



Equipment Maintenance

- Spring and summer equipment have been flowing through the shop in record numbers, all the while keeping up with regular maintenance and repairs.
- 320 Repair Requests were completed for the first 5 months of 2019. 27 of these included Commercial Vehicle Inspection Certificates (CVIP).
- Received 78 fleet vehicle requests from January 1 to June 1.
- The annual overhead crane inspection was completed May 22.



Project Coordination Team

32 Public Works projects, including programs are active and in various stages.

10 construction projects:

1. Lakeview Crescent Water and Sewer Rehabilitation - 25%
2. Lakeview Crescent Gas Line Relocation - 75%
3. Highway 858 Water & Sewer Replacement (Plamondon) Phase 4 & 5 - 50%
4. Craigend Grader Building - pre-construction work is complete and building request for proposal currently in tender stage.
5. Mission Subdivision Phase 2 & 3 - 94 hook-ups - contract recently awarded to 640 Earthworks, construction expected to start July 2, 2019.
6. Cast Iron Water Replacements (104 Street) - contract recently awarded to E Construction, construction expected to start the first week of July.
7. Water and Sewer Services to Archery Building - paving contract recently awarded to Pipe Quest. Base work construction expected to start mid June with in-house sources.
8. Plamondon-Caslan Connector, Range Road 162 North, Base & Pave - pre-construction work is in progress.
9. Beaver Lake Site Servicing (AEP/V3 Collaboration) - 100%
10. Range Road 134, Holowachuk Estates Access Road, Boat Launch parking area and walking trail - contract recently awarded to Martushev Logging, estimated construction timeline is June 3 to August 31.

6 Carry Over Construction Projects:

1. Plamondon-Caslan Connector, Range Road 162 - Construction is 100% complete. Alberta Transportation requires additional signage.
2. Storm Water Outfalls/Improvements for McArthur Beach - 100%
3. Elinor Lake Paving (Twp. Rd 652) - Road construction is 100% complete.
4. Water Treatment Plant Phase 2 - 100%
5. Township Road 674 (Old 46) - Contract award recommendation going to Council June 18.
6. County Shop Expansion - utility site services for Phase 2 preparation. Contract awarded to Van Ross Contracting, estimated construction timeline is June 17 to July 19.

6 Engineering Projects:

1. Lakeland Water Transmission Line Feasibility Study
2. Sentinel Park Water and Sewer
3. 101 Avenue Water and Sewer Replacement, Lac La Biche
4. 100 Avenue Base and Pave, Lac La Biche
5. 95 Street Water Distribution and Storm Sewer Engineering
6. Campsite Road Base and Pave and culvert installation

Programs & Additional Project Work

- Highway 881 Pedestrian crossing
- Bridge Structure Replacement Program

Subdivision Road Network Upgrade

- Golden Sands, John Martin, Pleasant Acres, Sunset Bay and Youngs Beach Subdivisions were selected. Request for Proposals for engineering have been issued.
- Lakeview Estates Approaches - 100%
- Nashim Drive extra work - 98%



Transportation Services

- 450 Culverts have been opened this spring.
- Assisted the Project Team with drainage work in McGrane and Township Road 674.
- Dust abatement program is completed for this year.
- The regravelling program is approximately 40% completed.
- Line painting program to commence the third week of June.
- Commenced the Oiled Road Rehabilitation.
- Spring street sweeping program has been completed.
- Two Traffic Control Devices have been installed with the third one to be installed shortly.
- Assisted the project team with Craigen Grader Shop and Archery Building.
- Sidewalk program is on going with new sidewalks at approximately 50% and replacements are approximately 20%.
- Crack sealing on the rural County paved roads is ongoing and is approximately 60% completed.
- Brushing has been completed in some areas of the County.
- Pothole patching is ongoing throughout the County.
- Twenty-one culverts have been replaced this spring.
- Assisted the Project Team with the reclaiming of the oil on the boat launch road in Holowachuk Estates.
- Assisting in the construction of the 91 Avenue street section.
- Sign replacement and maintenance is ongoing throughout the County.



Utilities

- Routine maintenance is ongoing for:
 - Water distribution system;
 - Wastewater collection system;
 - Water treatment plant;
 - Truck fill stations;
 - Booster stations;
 - Lift stations, and
 - Regulator stations
- Routine operation and maintenance of natural gas distribution system is ongoing which includes:
 - Regulator station checks;
 - Ensures adequate natural gas pressure throughout the service area;
 - Regulator Metering and Odorant (RMO) maintenance;
 - Odorant checks;
 - Cathodic protection readings;
 - End of line pressures, and
 - Pressure Factor Metering (PFM) checks.
- Approximately 7,000 meters of sewer mainlines were flushed and CCTV inspected.
- Natural Gas Operation and Maintenance Audit was a success.
- 4-inch interconnect with LLB District Gas Co-op is currently under construction with approximately 85% complete.
- Annual draining and cleaning of both clarifiers at the Water Treatment Plant to ensure optimum water quality to meet or exceed drinking water standards.
- Servicing polymer line at the Water Treatment Plant.
- Natural gas infrastructure replacement as part of Capital project for Lakeview Crescent Phase II to be completed June 21.
- Attended 20 work orders and approximately 115 Alberta one line locate requests.
- Working on Emergency Response Plan for Fire Services.