

CAO QUARTERLY DEPARTMENT HIGHLIGHTS

JULY 1 - SEPTEMBER 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

- Held a staff summer barbeque on July 24 with the partnership of Rural Municipalities of Alberta (RMA).
- Organized two road tours for Mayor and Council on July 29 and 30 to view requested areas within the County and discuss potential 2020 budget items.
- Continued work on the Corporate Business Plan for 2020. Department Business Plans completed. A facilitated workshop with the Management Team was conducted on August 20 to discuss business planning next steps.
- Took part in various internal meetings such as the Policy Manual Update Committee, Health and Safety Committee Meetings, and budget planning meetings with staff.
- Attended the Grand Opening of the Museum and the Sculpture Unveiling at the Bold Center on August 15.
- Attended the Plamondon Festival Centre event of "Burning the Mortgage Papers" on August 23.
- Took part in a Bear Aware Session through the Health and Safety Department.
- Continued quarterly meetings with Portage College. Met on September 6 to discuss ongoing and future items between the College and Lac La Biche.
- Attended FOIP Training on September 23.
- Attended the AUMA Convention in September. While at the convention, meetings were organized with Ministries and the RCMP Commanding Officer.
- Took part in the RMA District 5 Meeting in Smoky Lake on September 27.



Human Resources

- Implemented a new weekly email digest that informs all staff about new hires, departures, and upcoming training.
- Continue to support employees and supervisors with the employee performance appraisal process.
- Provided support regarding employee relations/employee performance and personnel matters, as needed.
- Three training sessions were offered: Conflict Resolution Training, Bear Aware, and First Aid Recertification.
- The Awards of Excellence Program was launched, which recognizes staff who exemplify the County's guiding principles.
- Held a Safety Open House for staff at the Bold Center in July.
- Wellness gift baskets were delivered to all County worksites in August for Self Care Day.
- Set up an Occupational Injury Service partnership with Lac La Biche Associated Medical Clinic.

FINANCE AND GRANTS



Finance

- Attended the Inter-Municipal Development Plan/ Inter-Municipal Collaboration Framework meeting with Athabasca County and RMWB on September 20 to initiate discussions.
- Supported County Council, Facilities, and Fire Services in presenting the County's offer to purchase the old La Biche Ford building for acceptance by the Court. Now working on satisfying conditions of the sale.
- Met with Plamondon District Community Development Society (PDCDS) on ongoing funding matters on September 6.
- Finance had a GST recovery auditor visit - did recover some money in obscure areas but relatively small for the size of our operation.
- Finance is working on the annual tax recovery auction in December - 8 properties remain and hopefully they will pay or sign collection agreements before sale date.
- Annual 20% property re-inspections by the County's assessor have begun.



Protective Services

FIRE SERVICES

- Apparatus had 199 call outs thus far in 2019.
- 63 Fires, 46 Motor Vehicle Collisions, 40 false alarms, 50 other emergency incidents.
- Conducted 200 training sessions in various courses.
- Staffing for Paid on Call Firefighters currently sits at 68 members.

PUBLIC EDUCATION

- Delivered 31 fire prevention presentations.

FIRE SMART

- Complete 70 Fire Smart assessments and wood chipping bookings, along with 9 public education events.

SAFETY CODES

- Currently 4 Safety Codes officers have designation for Lac La Biche County - 22 Safety Codes inspections have been completed thus far.

EMERGENCY MANAGEMENT

- Community Emergency Management Plan (CEMP) review has been completed for 2019. Currently 108 County Staff are trained to the Level of ICS 200 or higher. One County employee is a member of NE Alberta All Hazards Incident Management Team and the Alberta - Saskatchewan Incident Support Team.

DISASTER SERVICES

- Total of 10 firefighters assisted with the High Level Fires for 28 days.
- Acquired a Structure Protection Unit trailer.

LEGISLATIVE & INFORMATION SERVICES



Legislative Services

- Completed 6 access to information requests received under the Freedom of Information and Protection of Privacy (FOIP) Act.
- Completed Quality Assurance on the Municipal Census results and provided preliminary reporting to Council.
- Established the administrative Policy Manual Update Committee, implemented updated policy/procedure templates and naming conventions.
- Brought forward revised Municipal Planning Commission Bylaw and Councillor Code of Conduct Bylaw for Council's adoption.
- Updated Council's Conference Attendance Policy.



Information Technology

- Storage system upgrade project was completed.
- Yearly computer refresh project was completed.
- All computer workstations have been successfully upgraded to Windows 10 from Windows 7, finishing a 2-year migration project.
- Firewall upgrade project was completed, which also included switching to a new internet provider.



Records Management

- Bylaw 19-021 (Records Retention and Disposition) was approved by Council.
- Assisted Finance in GST Audit Search - retrieved approximately 100 invoices.
- Performed 135 corporate records searches.
- Digitized 16 boxes of permanent Council Agendas to be transferred to off- site storage.
- Digitized all permanent historical bylaws prepared for transfer to off-site storage.
- Completed 49 customer information and service requests from iWorqs.



Communications

- Designed and printed the 2019 Fall/Winter Community Activity Guide in collaboration with Recreation & Community Enhancement. It has been distributed to patrons and the community.
- Completed the 2019 Green Initiatives Calendar with the Environmental Services department. The calendar will be available in October.
- Began work on the 2020 Visitor Guide, which is expected to be complete next quarter.
- Currently overseeing the 2019 Citizen Satisfaction Survey in collaboration with Marcomm Works and Trend Research Inc. A summary of the findings will be prepared in the near future.
- Established a committee to consider proposals for citizen reporting software. Proponents will be interviewed soon, and the successful candidate should be selected by early October.

RECREATION & COMMUNITY ENHANCEMENT



Aquatic Services

- Received three awards from the Lifesaving Society for program service delivery which include:
 - Lifesaving Program;
 - Swim to Survive Program; and
 - First Aid Programs.
- Lake lessons were unable to run due to water quality. However, Red Cross swim lessons were successful.
- Coordinated with the Red Cross Indigenous Swim Program to offer swimming lessons at the pool.



FCSS & Community Development

COMMUNITY ACCESS BUS

- Paratransit usage increased over summer months, with highest monthly usage of 477 riders in August.
- Switched to a request-a-ride service model in June, where citizens call in for a ride. This change is showing an increase of users, with 116 monthly users accessing the service in August.

PROGRAMMING/CAMPS/EVENTS:

- Circus Camp had 42 participants this year.
- Approximately 900 people attended Carnival Night.
- 68 participants attended Junior Teen Camp and Teen Leadership Camp.
- Connect for Mental Health Lunch at McArthur Place had approximately 120 people in attendance.
- Unity Day hosted at the Bold Center saw 150 people in attendance.
- 22 seniors attended the Alberta Museum/Old Spaghetti Factory Staycation.
- 20 seniors attended the Ukrainian Village/Wine Tasting Staycation.
- Child Mind Kids Camp saw 300 children and staff received positive feedback.
- Parent Link completed 262 Ages and Stages Questionnaires and Ages and Stages Questionnaires - Social and Emotional Health forms this summer.

COMMUNITY OUTREACH WORKER, SOCIAL RESPONSIVITY:

- Presented to Council regarding the newly developed Transitional Housing framework.
- Partnered with the Community Advisory Committee on Sexual Violence Prevention for Lac La Biche and Region to plan the 2019 Community Strong Empowering Together Conference. 300 attendees are expected to attend the conference at Portage College, which will be held on October 16 and 17, 2019.
- Worked on Qualitative Research Project on the lived experiences and personal narratives of citizens living homeless within Lac La Biche County.
- Began developing a workshop which aims to explain and bring understanding to the complexities of homelessness. The program will be a one-day workshop, and participants will qualify for a participation certificate.



Parks & Facilities

- Prepared for the Bold Center Sculpture Unveiling on August 15, 2019.
- Assisted with the RCMP Musical Ride August 13, 2019.
- Installed a new LED screen on the corner of Beaver Hill Road and 91 ave for the Bold Center.
- Assisted with the Roots & Boots Concert on August 16, 2019.
- Obtained sponsorship from four companies for public skate times this winter, creating opportunities for residents to skate for free.
- Staff assisted with the World Archery 3D Championships.
- Assisted with Pow Wow Days and Mid-Summer Sports Days.
- Resurfaced the Owl River and Rich Lake outdoor rinks.



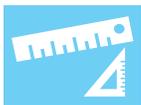
Recreation

- Summer Shack Recreation program saw 1,420 participants at 4 sites throughout the summer.
- Park & Play Fun Van supported 10 community events as well as programming throughout the County all summer.
- 20 teams registered for the slo-pitch adult league.
- Summer Fitness Classes offered saw 126 drop-ins, with the lunch-time classes being the most attended.
- Free outdoor circuit training was offered at the Rotary Fitness Park.
- Offered three adult fitness workshops and seven youth access fitness workshops.
- 78 Prescription to Get Active (RxTGA) have been filled.
- Free track usage had 334 users in July and 310 in August.
- Fall fitness classes, leagues and programs started in September.
- Hosted cultural events and entertainment for World Archery 3D Championships.

Enforcement Services

- The department received 737 Calls for Assistance.
- Completed several back to school campaign check stops, in which motorists were provided with school and playground zone speed limits and times.
- Conducted a “Freeze Out Impaired Driving” campaign where information and freezies were handed out in August to the public to reduce impaired driving collisions.

PLANNING & ECONOMIC DEVELOPMENT



Planning & Development

- Approved 26 Development Permits in this quarter, with a total of 106 this year. Approved three subdivisions with 12 in total this year, and 16 building permits with 124 this year.
- On July 9, housekeeping Land Use Bylaw amendments were completed and approved by Council. Amendments included new definitions, corrections, and newly regulated changes from the *Municipal Government Act*.
- Land Use Bylaw amended and approved by Council to include cannabis production and distribution as a discretionary use in Agriculture District.
- Land Sale Policy and Procedure amended and approved by Council. The amendment provides clearer direction and guidance for County-owned land sales in accordance with the *Municipal Government Act*.
- Land Use Bylaw amendments approved by Council. Amendments include housekeeping changes that clarify Development Authority variances, the roles of the Development Authority and Subdivision Authority.
- Worked with Transportation Department to install Environmental and Municipal Reserve signs. Installation has been completed in Sunset Bay and Young’s Beach. Fork Lake Estate will be completed by the end of September.
- Completed Public Engagement for proposed Environmental Reserve Bylaw.



Economic Development

- Met regarding a regional Hemp Strategy.
- Participated in Open Farm Days.
- Welcomed Hide-a-Way Adventure to the region’s tourism assets.
- Met with regional partners to discuss opportunities for destination development of northeast Alberta. Attendees include: Tourism Edmonton, Edmonton International Airport, Smoky Lake, MD Bonnyville, Government of Alberta Economic Development Trade and Tourism, Cold Lake First Nations, Beaver Lake Cree Nation, Buffalo Lake Metis Settlement, Vegreville, St. Paul, Wood Buffalo, Athabasca, Iron Horse Trail, Metis Crossing, etc.
- Lac La Biche Museum and Visitor Information Centre held its Grand Opening.
- Developed three marketing videos to utilize in the #TakeltToTheLake marketing and advertising campaign.
- Conversation was initiated to determine potential of a Lac La Biche Arts and Music Festival.
- Appeared on Global Edmonton to talk about #TakeltToTheLake marketing campaign.

PUBLIC WORKS



Environmental Services

AGRICULTURE

- Completed Dumasfield vegetation control.
- Mowing completed at the County's landfills and transfer stations.
- Removed 28 beaver dams and trapped 59 beavers in this quarter (July-August 30th).
- Completed grasshopper survey for Alberta Agriculture & Forestry.
- Completed canola blackleg survey for Alberta Agriculture & Forestry and have initiated canola clubroot survey.
- Started provincial clubroot research project, with six other counties. A site in Plamondon is selected for the installation of the canola spores trapping equipment.
- Mowed and trimmed approximately 300 km of vegetation.
- Participated in the Open Farm Days program organized by Community Futures.

ENVIRONMENT

- 1280 lb of compost was diverted from the landfills through our CORE program.
- Hosted "Harvesting 101: Turnip the Beet" workshop.
- Mad About Science was held each Friday in July and August in collaboration with the Summer Shack program.
- Annual water quality sampling program ongoing through July and August with inflow sampling, beach sampling and lake sampling.
- Hosted "Shoreline Management Workshop" in partnership with AWES (Agroforestry Woodlot Extension Society).
- Participated in the Lac La Biche Annual Community Awareness Evening (educational table).

WASTE & RECYCLING

- Approximately 181.8 tonnes of waste disposed via curbside, from July 1 to September 9, 2019.
- Approximately 22.98 tonnes of recyclables collected via curbside, from July 1 to August 31, 2019.
- Approximately 1258.54 tonnes of waste disposed via landfills and transfer sites, from July 1 to September 9, 2019.
- Approximately 295.56 tonnes of recyclables were diverted from the landfills and transfer sites.
- Owl River landfill closure project completed with final seeding.
- Elinor Lake landfill closure project commenced.



Equipment Maintenance

- An audit of the shop was conducted by Alberta Transportation for the Commercial Vehicle Inspection Program (CVIP). There were no corrective actions arising from the audit.
- 235 repair requests were completed from June to August. Of these 15 included CVIP Certificates.
- Received 37 Fleet Vehicle Requests from June 2 to August 31.
- Kova Inspections conducted inspections on the following County equipment:
 - Working Platforms
 - Vehicle Mounted
 - Boom Supported
 - Scissor Lifts
 - Ladders
 - Aerial Devices



Project Coordination Team

Eleven construction projects are ongoing:

1. Lakeview Crescent Water and Sewer Rehabilitation - 60%
2. Lakeview Crescent Gas Line Relocation - 95%
3. Highway 858 Water and Sewer Replacement (Plamondon) Phase 4 & 5 - 99%
4. Craigend Grader Building - 10%
5. Mission Subdivision Phase 2 & 3 - 94 hook-ups - 80%
6. Cast Iron Water Replacements (104 Street) - 95%
7. 100 Avenue Base and Pave, Lac La Biche - 70%
8. Plamondon-Caslan Connector (Range Rd. 162 North) Base and Pave - 45%
9. County Shop Expansion - utility site services for Phase 2 complete. Project 70% complete.
10. 2019 Sidewalk Replacement Program, new sidewalks are completed, replacement sidewalks are 75% complete.
11. 2019 Hamlet Resurfacing Program is 35% complete.

Seven projects are complete:

1. Twp. Rd. 674 (Old 46) - 100%
2. Water and Sewer Services to Archery Building - 100% complete road, water, sewer and natural gas services.
3. Range Rd.134 (Holowachuk Estates Access Road) and walking trail - 100%
4. Nashim Drive extra work - 100%
5. Elinor Lake Paving (Twp. Rd. 652) - 100%
6. 104 Street Gas Line Relocation - 100%
7. Lakeview Estates Approaches - 100%

Six Engineering Projects:

1. Campsite Road Base and Pave and culvert replacement (2)
2. Sentinel Park Water and Sewer Distribution line and upgrades - separated into two different projects
3. 101 Avenue Water and Sewer Replacement, Lac La Biche
4. Base and Pave of Golden Sands, John Martin, Pleasant Acres, Sunset Bay and Youngs Beach Subdivisions
5. 95 Street Water Distribution and Storm Sewer Engineering
6. Old Trail Walking Trail erosion control

Programs & Additional Project Work

- Hwy 881 pedestrian crossing.
- Bridge Structure Replacement Program identified several bridges requiring repair and replacement.
- Elinor Lake landfill road and approaches.



Transportation Services

- Regravelling program is complete for the season. Approximately 280 kilometres of roads were gravelled.
- Line painting program, both contracted and in-house, is completed.
- Assisted the project team with the base work on Township Road 674 (Old 46).
- Based and oiled Range Road 142 for the Archery competition.
- Reoiled the access road into the Lac La Biche Airport.
- Completed the installation of the third traffic control device.
- Brushing has been completed in some areas of the County.
- Pothole patching is ongoing throughout the County.
- Construction of the continuation of 91 Avenue is completed.
- Sign replacement and maintenance is ongoing throughout the County.
- Bridge deck cleaning has been completed with 12 plank/plate bridges done.
- Assisted with landscaping work at the new Archery building site.
- Assisted with the pad and site preparation at the new Craigend Grader shop.
- The Request for Proposal for the Airport Approach lighting has closed.
- Cracksealing program is complete for the year.
- Beaver dam and drainage maintenance is being completed when required.



Utilities

- Routine maintenance of water distribution system, wastewater collection system, water treatment plant, truckfill stations, booster stations, lift stations, and regulator stations is ongoing.
- Routine operation and maintenance of natural gas distribution system is ongoing, including:
 - Regulator station checks;
 - Ensuring 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 checks.
- Annual preventive maintenance - Manhole inspections are 100% completed.
- 4-inch interconnect with LLB District Gas Co-op is 100% complete and operational.
- Completed a total of 201 Alberta One Calls, 186 completed work orders, and approximately 36 call outs after hours.
- Adjusted curb cocks to ground level completed to avoid tripping hazards and ensure access and visibility. Locating curb cocks to ground level prior to asphalt paving in selected alleyways and on Highway 36 prior to new sidewalk and curb installation.
- Powder Activated Carbon injection started in the water treatment process to mitigate the effects of blue-green algae.
- Increased pumping capacity at Hylo pump station for faster emergency filling.
- Natural gas infrastructure replacement as part of capital project for Lakeview Crescent phase II is completed. Phase III is on track to be completed and operational by September 30.