

CAO Update: April 16, 2019

Safety:

- We have received confirmation of compliance from OHS for one of the orders received during their visit to the MRC. The other orders are currently being worked on, and should be complete by the end of April.
- Joint Health and Safety Committee members will be participating in a training course delivered by AMHSA on June 11, which is hosted by the M.D. of Lesser Slave River.
- AMHSA has confirmed that our external audit will be taking place in September. Our auditors will be conducting an external audit of another municipality to be announced at a later date.
- Town staff are being signed up for online training on dealing with workplace violence and harassment. A new policy related to this topic is currently being drafted and will be out for review and approval within the next couple of weeks.

Administration:

- Advertising for Program Coordinator, Casual Recreation Assistant I (lost a few staff to other summer positions), Summer Day Camp Counsellor and Seasonal MRC Janitorial.
- Two salary surveys being completed, one is for Alberta Labour which is very time consuming, all positions with description and wage need to be entered.
- Updating AMSC benefits with employee's COLA.

Finance:

- The Director of Finance has put in an amazing effort to get the year end done for tonight's meeting.
- We have had great response to our insert in last month's bills and are fully booked for meter changes for the next few weeks. We are doing about 15 per day. Anyone who has a booking by May 1 will not be charged the core charge. Those who do not have their meter changed or at least a booking will be charged \$300, although for the first month we will reverse this if they make an appointment.

Operations and Utilities

- Sweeping is underway with 2 sweepers. Boulevard sweeping will start this week.
- Cemetery top ups being done
- Miscellaneous repairs at the water treatment plant including rebuilding the caustic skid and replacing the chlorine scale.

Planning and Development

- Developing a Special Events Policy to separate the issuance of these permits from other Land Use Bylaw permits. Also updating the Special Events Guidelines and adding some new forms to assist those planning an event. Will present this information to the Management Team first for review and comment.
- Will meet with the Chamber of Commerce for our 2019 Riverboat Daze planning session.

- Holding our kick-off meeting for the FireSmart LUB regulations.
- Sending referrals for the re-districting Bylaw #09-2019 i.e. C1A to C1 as result of the new updated Downtown and Main Street Area Plan.
- Processing our first subdivision application received this year.
- Working with Communications Coordinator to create webpage information on Lot Grading and Flood Prevention.

Fire Department:

Hazard reduction burning has been taking place in the region.

- 1 Tractor/trailer fire
- 1 Smoke investigation/ burnt fan belt Thompson Landing
- 2 Alarms Duty Officer
- 1 Medical call Smith
- 1 Other Elevator Rescue Holiday Inn

Projects:

- **Regional Waterline Intake and Pumping Station** - The intake station construction is complete and the commissioning activities have been taken as far as they can at this point. The 30 day acceptance test is waiting for the completion of the pipeline commissioning.
- **Regional Waterline Pipeline Project** - The pigging of the line continues and while they are having some issues with the pigging, they are making progress and have had pigs through the entire pipe length now, so the intent is to keep running pigs through until the remaining debris is out of the pipe and the water coming out ahead of the pigs is clear. When the line has had one final end to end pressure test after the pigging is completed, the final connection to the WTP will take place to complete the project and move us into the 30 day performance test phase.
- **Main Street North Water Line Replacement Project** – We developed a plan for the tie-in connection at The Point and are hoping to complete that work soon. The costs for this work were presented to the MDLSR and we are currently discussing the options with the MDLSR. All other customers, both TOSL and MDLSR along Main Street have been connected to the new line, except the connection to The Point at the end of the Main Street line. All customers along Tamarack Road are now connected to the new line as well. The remaining tie-ins are: one at The Point entrance, one at the corner of Tamarack Road and Balsam Road to loop the existing line and complete the project. We have completely shut in the old 1960's carbon steel line now.
- **5 Ave NW between 5 St and 8 St NW Road Rehabilitation Project** – The spring thaw has created some large potholes in the gravel surface along this road, so we requested the contractor to repair these on a weekly basis until the paving can take place next month and they are doing a good job of keeping this road relatively smooth for the residents. Our contractor told us we will be the first paving project on their list in the spring. We are currently monitoring the road during the spring runoff to ensure the proper grading has been established and watching for signs of settling.
- **Sewage Lagoon Upgrade Project** – The general contractor has resumed the earth works and have been working on installing the new outfall line to the Sawridge Creek from the new SAGR bed and have started installing the piping between the new SAGR Bed header enclosures. They will also continue working on other preparation tasks such as stockpiling clay and gravel for the

SAGR beds, building the SAGR bed forms, installing the perimeter fencing, fabricating new blower building and associated process piping.

- **Hilltop Reservoir Piping Replacement Project** – The project is in the detailed design phase with engineering and design currently in progress and the tender package going out in Q2, 2019 with construction scheduled to start in September this year.
- **Lift Station C - New Forcemain Project** - Is in the detailed design stage. Engineering and design to take place in 2019 and preparing the tender package that will be held until the 2020 budget is approved.
- **Sawridge Lift Station Modifications** – We are having a project kickoff meeting with the contractor on April 16 and site work will start around May 1. Contractual completion date is June 1. This work includes installing a rail track system on the stairs to easily remove the “Muffin Monster” grinder pump for servicing as well as installing a new recirculation pump system to reduce the frequency of cleaning the cells. The scope of work also includes repairing and putting back into service the second discharge line to the sewage lagoon as it has been out of service for a while.
- **Town Shop Yard – Salt Water Remediation Work** – Met with the contractor last week to determine what activities will take place at site this summer. We determined that we will require another year of pumping, but with only one pump instead of two and extending the weeping tile trench 20 meters into the remaining “Red Zone” of underground salt deposits. To reduce costs, the Town crews will extend the trench using our equipment and materials.
- **LSL Regional Housing Authority** – Holding weekly project design meetings with Stuart Olsen Construction and we are working on the conceptual design phase of the project. It appears the project funding has been secured now as well and the location has been determined. On site construction should start in Q4 of 2019 with a projected completion date of Q4, 2020.
- **2019 Capital Projects Budget** – Working on the 10 Year Capital Project Plan to have it ready for review with Council during the May 14 Committee of the Whole Council Meeting.
- **DRP Claim for the 2018 Flood and Wind Event** – Submitted the detailed application forms and sent them to the DRP group of the Alberta Government on Friday last week so our full claim can be processed. The DRP has already sent us a cheque for \$125K for advance payment on our initial claim for the flood control and cleanup work that was done during and immediately after the flood event.
- **Barton Park and Walking Trail Repairs** – RFP was sent out for the re-construction of the Barton Park parking lot, new walking trails in the park and also including the repair/replacement of the 2 sections of trails (one behind RMHS and the other behind the College) along the Sawridge Creek that were compromised during the 2018 floods. RFP close date is April 18 with bid award soon after.
- **Lift Station D Replacement** – Held a project scoping and preliminary engineering kickoff meeting on April 4 and have started evaluating the site options and piping routing. Scoping and engineering to take place in 2019 with construction planned for 2020.
- **CN Rail Crossing Lights at Caribou Trail** – This project is to install rail crossing lights at the Caribou Trail crossing. Contacted CN Rail to see if this project was approved for 2019 construction, but they do not know yet.
- **TOSL Drainage Master Plan Review** – Meeting planned for April 18 to do an internal review of the Drainage Master Plan that was developed in 2010 to ensure we are familiar with the report’s recommendations prior to starting the Alberta Environment and Parks sponsored “Slave Lake Flood Hazard Study”. The first meeting with AEP is scheduled for April 25.

Community Services:

- **Enforcement:**
 - The AB Solicitor General's Office will be carrying out a compliance review of the Peace Officer program on May 7th.
 - Speed display signs have been ordered and we are working with AB Transportation for permits for Hwys. 2 & 88. AT does recommend that we move the signs around from time to time.
 - On April 10th, Peace Officers joined Commercial Vehicle Enforcement, Conservation Officers, and the MD's Peace Officer for a Joint Forces Operation (vehicle check). Resulted in charges for illegal transportation of cannabis, an unregistered vehicle (which was also towed), an unsecured load, and several written warnings for equipment violations.
- **FCSS & Parent Link:**
 - Volunteer Dinner was Friday, the evening was well attended - approx. 120 people came.
 - Offering Anger Ed in RMSS this week for the grade 8 students.
 - Income tax clinic has still been steady, will be running for the next two weeks.
 - Offer has gone out to our part time Outreach worker for Parent Link (grant funded).
 - Attending Preschool plunge on Thursday.
 - Closed Friday and Monday for the Easter weekend.
- **Aquatics:**
 - The movie swim went well- we showed Finding Nemo, and had 60 people in attendance.
 - Plumbing leak in the hot tub – will be repaired by the college.
 - The pool will be open modified hours this weekend and closed on Monday.
- **Parks & Facilities:**
 - Started sweeping the trails - will complete this week.
 - Finishing up with the MRC arenas and field house from winter season.
 - Preparing equipment for mowing season.
 - Had a water leak in janitor room that leaked to Probation offices in the GOA. Worked on cleanup and repairs with contractor. All costs are to be paid for by our janitorial contractor.
 - Have started the spring clean-up on the outside of the Town office and GOA.
 - Working on filling summer seasonal positions (Parks Crew & MRC Janitorial).
 - OH&S Inspection of the MRC and the Ice Plant ammonia room resulted in some orders being issued. Working on resolving those within given timelines.
 - Continued to monitor the sports fields for start of season work, still frozen.
 - Attended the closeout meeting with Auditor on the H&S qualification audit of the MRC. The MRC passed this audit.
 - Electrical maintenance at the MRC, with a complete power shut down, until 4 pm today – hope is that this will resolve some of the issues of power bumps.
 - Administration is working on a grant application for an energy “scoping audit” at the MRC.
- **Recreation & Programming:**
 - Working with Elections Alberta for polls at Legacy Centre.
 - The Elks have kindly donated the funds to purchase a podium at the Legacy Centre.
 - We are working with the Chamber to prepare for the upcoming trade show (“Lake Life Expo”).
 - We have had 2 of the Travel Counsellors accept positions for the summer, we are still waiting on the 3rd position. The 2 positions will start at the beginning of May and attend Spring Training in Edmonton on May 7th and 8th.
 - Community Clean Up will be held May 11th to 18th, promo will be out later this week.

- Unfortunately our Program Coordinator, Stacey, has accepted a position in Beaumont, we wish her all the best. Her last day is April 20th. The Program Coordination position is currently posted.
- MRC will be closed on Friday and Monday, and open on Saturday (10 am – 4 pm) and Sunday (noon – 4 pm).
- **Upcoming Events:**
 - April 16th – Election Polls (Legacy)
 - April 17th – Last day of Powerwalking (CJ Shurter School)
 - April 20th – All Seasons Market (MRC)
 - April 24 – 26th – Private rental (Legacy)
 - May 3 & 4th – Dance Creations Recital (Legacy)
 - May 4 & 5th – Lake Life Expo (MRC)
 - May 10th – Leadercast (Legacy)
 - May 11th – Elks’ Mother’s Day Dinner (Legacy)
 - May 11th to 18th – Community Clean-up.