

CAO Update: May 7, 2019

Safety:

- The draft version of the new “Substance Use and Fit for Duty” policy was prepared and is being reviewed.
- Orientations and training are currently being conducted for summer staff.
- OHS has approved 3 of the 5 corrective actions for their compliance orders. The remaining two have been given a deadline extension, in order to facilitate the search for an adequate contractor to perform the necessary work.

Administration:

- Summer students started this week.
- The Town will be operating the Visitor Greeting Services this summer. Two students started and are in tourism training this week. We still need to hire one more.

Finance:

- We have been getting lots of questions on the taxes and on the Utility bills.
- A “Utility Receivable’s” report is being prepared.
- Transferring information over to Questica which will be used for cost tracking and the 2020 budget.
- There are about 500 meters left to change. This is progressing very well. We 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 both sweepers. Boulevard sweeping is ongoing.
- Pothole repairs continue.
- Working on checking and repairing hydrants.

Planning and Development

- Prepared a Special Event Policy, updated the Special Event Guidelines and created new forms i.e. Special Event Checklist, Emergency Action Plan Guide and pre-application form, all designed to make the process easier for applicants. Also created separate procedures for the issuance of Special Event Permits.
- Will hold the final Sign Steering Committee meeting next week and present the draft Land Use Bylaw changes to facilitate the suggestions of the Committee. We will then prepare a Bylaw for Council’s consideration and take it through the required three readings.
- Have kicked off the FireSmart regulations for the LUB project with our consultant. We are now working on forming a Committee of stakeholders with respect to the project.

- Will prepare a Food Truck Policy for Councils consideration for food trucks that want to operate on public lands.
- Held our annual meeting with the Chamber of Commerce regarding Riverboat Daze planning for 2019.
- Working with the Project Manager and Operations on a potential site for Lift Station D.

Fire Department:

On call 122 which is up from last year's 115 calls for this time. Continuing with burns around the region. Lots of training still going on with 1001, Strike Team/Task Force Leader, and 1041 Instructor.

Emergency preparedness week starts today and goes through until Sunday May 12. The open house at the Fire Hall in Disaster Village is from 11-3 PM Saturday May 11. Come check out all interesting things including a BBQ. Always a really good time with lots of information, tips and cool draws on how to stay prepared in an emergency.

-4-Duty Officer-41 Christian Court NE/704 12 AVE SW/416 6 AVE NE/400 6 AVE NE

-1 MVA-HWY 88 & HWY 754

-1 MFR-404 6 AVE NW

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 project.
- **Regional Waterline Pipeline Project** - The pigging of the line is complete and the contractor is now working on the final connection at the Water Treatment Plant. Once the tie-in is complete in a few days we will perform a final end to end pressure test and when that test passes, we will move 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.
- **5 Ave NW between 5 St and 8 St NW Road Rehabilitation Project** – The paving of this road is on hold pending further development of the new LSLRHA housing complex project in this area. We know there will be some water and sewer line work to be done for this project, but their detailed design is not advanced enough yet to provide that information. We have notified the paving contractor that they are not to start work on the paving until the LSLRHA project provides us with a definite list of their water and sewer line requirements which should be forthcoming in the next month or so. We want to coordinate the two projects to prevent re-work on the new road. The LSLRHA project team has been advised that their project will be responsible for any work delay claims from our paving contractor. In the meantime, we

requested our paving contractor to provide maintenance on the gravel road surface to keep the road relatively smooth for the residents as it held up very well through the spring thaw.

- **Sewage Lagoon Upgrade Project** – Since resuming earth works a month or so ago, the project has been progressing very well. The new SAGR beds have been brought up to grade, the forms installed and the underground piping is currently being installed, followed by the cell liners and then the gravel bed. The work on transforming the existing Cell 2 from a drying cell to an active treatment cell is also progressing well. The new blower building is on site and is being placed this week, which will be followed by the mechanical and electrical work to install the 5 new blowers inside the building.
- **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 June, with construction scheduled to start in September this year. Existing hilltop reservoir isolation valves locating and testing was done last week and confirmed they are all functional in preparation for the isolation of the reservoir during construction.
- **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 held a project kickoff meeting with the contractor on April 16 and site work will start on May 13. Contractual completion date has been extended to June 15. 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 inlet 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 few years.
- **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 June 11 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 April 12 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 was April 18 and now seeking bid award from Council in tonight’s agenda.
- **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 and they said they have not heard from Transport Canada yet if this project has made the 2019 projects list.
- **TOSL Drainage Master Plan Review** – Meeting held on 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". Administration will provide a Drainage Master Plan "Refresher" to Council during the May 14 Council Meeting.

Community Services:

- **Enforcement:**
 - The AB Solicitor General's Office carried out a compliance review of the Peace Officer program today.
 - Speed display signs have arrived and permits approved to have signs on Hwys. 2 & 88. AB Transportation will require that the TOSL move the signs from time to time. This might enable us to use them in school zones and other areas of high concern.
 - Global Traffic Group worked with administration and the RCMP to review the "approved" locations for ATE deployment, with consideration to the provincial guidelines. Almost all of the sites still qualify for use of ATE.
- **FCSS & Parent Link:**
 - Tax clinic is done for the year, there will be one date for people who missed the clinic (June 21st 9:00-12:00 1:00-3:00 at the MRC). Completed approx. 300 returns this year.
 - Working with the FASD Network to help plan FASD Awareness Day for this fall.
 - FCSS yearend reports submitted to the GoA.
 - FCSS Coordinator away in Fort MacMurray for the Directors Network Conference from Wednesday to Friday.
 - Community Clean up starts next week.
 - Parent Link's Family Fitness is now outside, meeting weekly at Schurter Park.
 - Parent Link is hosting drop in at the fieldhouse on Friday for the PD Day.
 - Parent Link Program Lead away at supervisor training /directors meeting.
 - Parent Link has a new PT Indigenous Outreach Programmer (started last week).
 - Community Services staff did an Emergency Social Services Reception Centre "in-service" last week. A number of documents were updated as well.
- **Aquatics:**
 - College staff have discovered a broken flange on a water line for the pool. It will require an emergency shut down of the pool, for a day or two, later this week. Just waiting for parts and contractor arrangements to determine the exact day(s).
 - Trash pump was finally replaced last week (2018 Capital Project).
 - Busy with school lessons and groups this past few weeks.
- **Parks & Facilities:**
 - The Town has obtained the permit for the River Boat Daze Carnival to be held at the Phoenix Heights site. We'll need to re-evaluate after their event and make more permanent arrangements (such as a lease) for future years.

- 3 of the Parks Summer Crew have started this week. Focus is on orientation & training.
- Parks crew have cleaned up litter in the parks and downtown core.
- Lots of maintenance projects ramping up over the next few weeks.
- **Recreation & Programming:**
 - 2 Travel Counselors have started work (still trying to recruit another). They are receiving training from Travel Alberta this week in Edmonton.
 - Summer Splash Coordinator has started.
 - Job offer made for the Recreation Programmer position.
 - Admin. has met with all field user groups. Also planning an ice users meeting to debrief and start planning for next season.
 - Lake Life Expo trade show at the MRC went fairly well.
 - Legacy Centre was busy this past weekend with dance shows.
 - Leadercast event will be on Friday at the Legacy Centre.
 - Community Clean-up is next week: a number of groups have signed up.
 - We continue to work with AB Parks on Beach Clean-up.
- **Upcoming Events:**
 - May 10: Leadercast Live (Legacy)
 - May 11 – 18: Community Clean-up
 - May 15: Summer Splash Registration Opens (MRC)
 - May 26: Dance Recital (Legacy)
 - May 29 – Jun 2: Huntmania Trade Show (MRC)
 - Jun 1: Beach Clean-up (Devonshire Beach)