

CAO Update: May 14, 2019

Safety:

- Health and safety met with NLAC staff on May 13th. Topics discussed included proper incident reporting procedures, and emergency response for various scenarios.
- The *Workplace Harassment and Discrimination* policy draft is complete and is currently being reviewed before presenting it to the M10.
- Following up on the completion of corrective actions arising from formal workplace inspections and incident reports.

Administration:

- The Engineer for our DRP claims was here on Monday to visit all of the sites.
- The Alberta Environment people for the flood mitigation plan were here last week to tour the creek berms and trash racks. Surveying will start in a few weeks.

Finance:

- We have been getting lots of questions on the taxes and especially on the Utility bills. For taxes a common question is why their assessment went down but the taxes didn't. Utility bills are usually with regard to increased rates.
- A "Utility Receivable's" report is being prepared for next week.
- Transferring information over to Qwestica which will be used for cost tracking and the 2020 budget.
- There are about 450 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

- A water line break on 8th St NE will be repaired this week. There is another in front of Ford that needs to be repaired.
- Flushing hydrants continues.
- Cleaning the Sawridge lift station in preparation for the Capital work.
- Sweeping is underway with both sweepers. Boulevard sweeping is ongoing.
- Pothole repairs continue.

Planning and Development

- Reviewed all of the regulations for signs within the Land Use Bylaw (i.e. Part 9) and have prepared a report with suggested changes to improve clarity and interpretation in areas identified.
- Prepared a Power Point and information package for the Sign Steering Committee meeting which will be held this week. This is the final meeting with the Committee and provides the

proposed Land Use Bylaw amendments required to allow the types of signs the Committee was suggesting. The Planning Department will then prepare a Bylaw and Reports to Council to put the regulations in place.

- Been working on a Stakeholder list for the FireSmart LUB Project.
- Been working on a Food Truck Policy which will be presented to Council in the next few weeks. Once the Policy has been adopted, communication will go out to the public.
- Prepared a Special Event Policy which will be presented to Council in the next week or so. Again, once that Policy is in place, communication will go out to the public. It should also be noted a page has been established within the Planning Section of the Town's website for Special Events.
- Been actively working on several enforcement files ensuring we are moving things along.
- Has issued six development permits in the last week for Special Events, Occupying Space/Change in Use and minor structures such as decks, etc.
- Has resumed inspections related to development and lot grading.

Fire Department:

The open house at the Fire Hall in Disaster Village on Saturday May 11 was a big success.

The Fire Smart crew was deployed to Northern Lights County to help with the fire near Manning.

5-Duty Officer calls- 704 12 AVE SW/6 AVE SE x3/1500 Holmes Trail SE

1-Fire Vehicle- RD 12A/115 RD 11A-Fire Vehicle Smith

1-Fire Wildland-Beside Hospital

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 started working on the final connection at the Water Treatment Plant and they discovered they had misjudged the size of the existing intake line, so they are on hold for a couple of weeks while they wait on the delivery of some adapter couplers. 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** – The tie-in connection at The Point is completed. All customer along Tamarack Road are now connected to the new line as well. The remaining tie-in is 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 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** – 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 now in place, 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 have been located and tested to confirm 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** – Contractor is mobilizing to site tomorrow to begin the cleaning of the wet well side and prepare for the start of the bypass pumping next week to install the new pumps. 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** – Provided contractor with a notice to proceed with the summer pumping activities on site. We determined that we will require another year of pumping with two pumps and also extending the weeping tile trench 30 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 off 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. The DRP field engineer is coming out this week to review all the projects with us and take the claim to the next step in the process.
- **Barton Park and Walking Trail Repairs** – Project has been awarded and a project kickoff meeting was held with the contractor last week. Contractor is currently working on a detailed construction schedule, which they will present to us this week. The project consists of 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.

- **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:**
 - A few unsightly premises complaints have been received.
 - Increase in tickets for unregistered & uninsured vehicles and suspended drivers.
- **FCSS & Parent Link:**
 - Final income tax numbers are in, volunteers completed 401 returns, up from the approx. 320 last year. There is still a date set for June 21st for anyone who missed the clinic
 - Seniors week is coming up June 2nd – 8th. Schedule will be coming out within the week of all the events happening.
 - FCSS Coordinator will be attending the NW Regional meeting and ESS meeting in St. Isadore this week.
 - Parent Link is participating in Community Clean up on Friday. We will be doing the section between the Centre and Schurter Park. After the cleanup we will provide a pizza lunch for all participants.
- **Aquatics:**
 - The pool was closed Monday & Tuesday (until 4 pm) for emergent waterline repairs.
 - We are having a colouring contest/draw for National Lifejacket Day. Grizzly Ridge Honda has agreed to donate a family set of lifejackets as a prize. Children are entered into the draw by colouring our life jacket colouring page. We will also be having a lifejacket demonstration on National Lifejacket Day on May 16 during the evening public swim.
 - Applications for summer swimming lessons will be available starting Tuesday, May 14.
 - We sent a staff member to Westlock last week to take their Water Art (aqua-fitness) certification.
- **Parks & Facilities:**
 - New trail & park garbage cans were put into service and old ones re-distributed.
 - Furniture removed from Citizen's Park.
 - Seasonal work starting on sport fields.
 - Plan to put up flower hanging baskets on May 22, with the Kinette's

- Graffiti removed from the Hilda Eben Park.
- Much preventative maintenance occurring in facilities. This week focus is on HVAC.
- **Recreation & Programming:**
 - Hosted Leadercast at Legacy Centre with 44 people in attendance.
 - Interviews were done for the Summer Splash Counsellors, we will be checking references and putting out offers this week.
 - Community Clean Up is going well, we had a number of groups go out over the weekend and still have groups signing up to go out this week.
 - We have been working to get the Visitor Info Centre up and running to open our summer hours this week. We have already had an inquiry from a family in Illinois and had visitors from Germany. Our hours for May and June will be
 - Monday to Friday – 10am-6pm
 - Saturday – 10am-5pm
 - Sunday – 12-5pm
 - Holidays – 12-4pm
 - Met with Alberta Parks to discuss Beach Clean Up, we will have posters and promo out this week.
 - Summer Splash registration opens this Wednesday, May 15th.
- **Upcoming Events:**
 - May 11 – 18: Community Clean-up
 - May 15: Summer Splash Registration Opens (MRC)
 - May 16 & 17: Piano Six (Legacy)
 - May 26: Dance Recital (Legacy)
 - May 29 – Jun 2: Huntmania Trade Show (MRC)
 - Jun 1: Beach Clean-up (Devonshire Beach)
 - Jun 2 – 8: Senior's Week