

CAO Update: July 2, 2019

Canada Day celebrations were held yesterday. Due to the wet weather they were held indoors, but were a huge success.

Finance:

- **All Front Staff** - We have been trying to promote business and Tourism in the Town of Slave Lake. The brochures and Town map are available, as well as a business license information package with required permits for various types of business. Also we are promoting customer service and help direct calls about any inquires that are not related to the Town. Examples include Riverboat Daze information or questions about Alberta Works or Health services. Phone calls do come in about non related Town questions and we are trying our best to accommodate them and find out what information they require and redirect them to the correct place.
- **Payroll** - Finishing up payroll reports reconciliation of Lapp, deductions, etc. Working on benefit reconciliation. Setting up summer students in the payroll system. Continue to add employees to HRISmyway (electronic timesheets) and training.
- **Utilities** - Working on utility billing and investigations. Disconnections for 4 accounts are scheduled for July 2nd if payment is not received. These are grandfathered renters that we cannot transfer to taxes.
There are about 110 meters left to change. Of these 17 are not giving us a reading. Bookings have slowed down to a trickle and the employee hired to change the meters has left.
- **Cash Receipting** - Very busy upfront with tax payments and EFT's. WE should be this way until after July 2nd when taxes are due and the 1st penalty goes out.
- **Taxes** - Taxes are due by July 2nd and the penalty will be applied after July 2nd. Last day for assessment complaints to be submitted is July 2nd. Tax Certificate requests have increased with homes selling. Updating of assessment changes and supplemental will coming soon. Prepping tax contracts and TIPP payment arrangements for taxes for tax arrears. Notifications have been updated.
- **AR** – Airport and Fire Services have been very busy, with lots of invoicing. It is much busier this time of year with the fires. We are trying to put more people on bulk water accounts, and are looking at prepaid accounts.
- **AP** - Cheques have been done for the end of the month.

Operations and Utilities

- The water treatment plant is down today for the final tie in for the raw water line.
- Road graveling is underway.
- Cutting grass in drainage ditches
- Ready for the Midway and the block party next week.

Planning and Development

- Filed and were granted two court injunctions to clean-up the two hotel sites in Town. The Courts gave the landowners until August 1, 2019 to clean-up the sites themselves. If they do not do that work, the Town can then enter onto the lands and conduct the demolition. We hope to have them both cleaned by the end of the year.

- Working with the Project Manager and the Slave Lake Housing Authority on an affordable housing project. Have preliminary Plans that we are reviewing.
- Working with the landowners on land acquisition for Lift Station D.
- Preparing for monthly MPC meeting.
- Preparing a Powerpoint on Boulevards in preparation for a review of the bylaw.
- Conducting inspections and follow-up on open development permit files.

Fire Department:

We had 8 Calls last week.

4-MVA's –HWY 2 & RD 250A/690022 HWY 44/HWY 44 & TWP RD 661/HWY 88 & HWY 754

1-Wildland 723046 Eating Creek

3-Duty Officer- 23 Springwood NE/21 AVE Flatbush/309 6 ST NE

MVA's being our top call at 4, bringing our total call volume to date to 201

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 contractor is currently working on the final connection at the Water Treatment Plant and should be complete by the end of this week. After the tie-in is complete, the section of line running under the airport needs to be pressure tested to the WTP to complete the project. Once the tie-in is complete and the last section of line pressure tested, we will move into the 30 day performance test phase.
- **Main Street North Water Line Replacement Project** – All customers, both TOSL and MDLSR along Main Street and along Tamarack Road have been connected to the new line. The remaining major tie-in at the corner of Tamarack Road and Balsam Road is complete and the leak is now repaired. We have completely shut in the old 1960's carbon steel line and have started the cleanup and final grading work along the line to close out the project.
- **5 Ave NW between 5 St and 8 St NW Road Rehabilitation Project** – The completion of the paving, concrete and landscaping will proceed now through to completion. The LSLRHA has determined their project may not be ready to kick off for a few months yet, so we have worked with them to come up with an alternate solution for water and sewer service connections off 6 Ave NW. We are having a kickoff meeting with our contractor tomorrow and they will mobilize back to site next week. Weather permitting, the road should be completely finished with asphalt by mid-July.
- **Sewage Lagoon Upgrade Project** – The project has been progressing very well. The 3 new SAGR beds have all been lined and the piping is well under way with 2 of the 3 being filled with gravel. The work on transforming the existing Cell 2 from a drying cell to an active treatment cell is also progressing well and the new liner installation should begin this week. The new blower building is now in place, which will be followed by the mechanical and electrical work to connect the 5 new blowers inside the building. The next critical step is to put Cell 2 into service, then empty, clean and line Cell 1.

- **Hilltop Reservoir Piping Replacement Project** – The project is in the detailed design phase with engineering and design currently in progress (currently at 60%) with the tender package going out in August and construction scheduled to start in September. 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. Control system testing at the WTP is also being performed in preparation for the isolation of the hilltop reservoir during construction
- **Lift Station C - New Forcemain Project** - Engineering and design is in progress and once complete, the tender package will be prepared in 2019 but will not be sent out for RFP until the 2020 budget is approved.
- **Sawridge Lift Station Modifications** – Contractor has completed the cleaning and valve replacement and installation of the 2 circulation motors in the wet well side with the equipment now in service. The dry well side discharge piping replacement is complete and back in service. There are a few minor deficiencies that the contractor should have cleaned up by the end of the week to complete the project.
- **Town Shop Yard – Salt Water Remediation Work** – Contractor has installed the 2 well pumps and we have now commenced 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 have extended the trench using our equipment and materials.
- **LSL Regional Housing Authority** – Holding bi-weekly project design meetings with GOA, Stuart Olsen Construction and LSLRHA and we are working on the conceptual design phase of the project. The conceptual design phase is scheduled for completion by August 10 at which time, the GOA will determine if the project will proceed to the detailed design and construction phases. If the project is approved, on site construction should start in Q4 of 2019 with a projected completion date of Q4, 2020.
- **2019 Capital Projects Budget** – Started reviewing the 10 Year Capital Project Plan with Council and have scheduled a few meetings to work through all items on the plan.
- **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 came out in May to review all the projects with us and basically told us that we are to proceed with the work we have proposed in our claims and submit the invoices for payment and at this time the DRP will determine how much they will pay out for each claim. We will be submitting a claim this month once the walking trail repairs are complete.
- **Barton Park and Walking Trail Repairs** – Contractor started work on the Barton Park parking lot and trail system and are making very good progress and nearing completion. The parking lot surface is complete and all sections of walking trails are paved, but the landscaping work to finish the project has been delayed due to the wet weather. 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 in April and have started evaluating the site options and piping routing. Scoping and engineering is now in progress and will be completed in 2019 with construction planned for 2020 if approved in the budget for next year.

Community Services:

- **Enforcement:**
 - Peace Officers have done some extended foot patrols in the public spaces, patrolling all areas, even getting on the less traveled paths.
- **FCSS & Parent Link:**
 - FCSS & Parent Link attended the Indigenous Peoples Day celebrations.
 - Assisted where needed with the Mackenzie County evacuees in town, bringing updates about the fire to the hotels and checking on numbers to provide to the county.
 - ESS online training for the provincial registration system for TOSL staff.
 - FCSS grants were due on Friday. We received 8 applications and a report will be coming to Council with recommendations.
 - The last evening program until fall was last week.
 - Had a beach day at Devonshire beach.
 - Funding proposal submitted to ARDN for Homelessness Funding (federal “Reaching Home” grant). This would see the Town and Slave Lake Native Friendship Centre partner for funding for a Homeless Program Coordinator, incl. an operating budget for this position, and operational funding for the mat program. Proposed funding would start Oct 1, 2019 and run until Feb 29, 2024.
- **Aquatics:**
 - Summer swim lessons are all set-up.
 - The last couple weeks have been very busy with school fun swims.
 - Inflatable public swim planned for July 13.
 - Planning for shutdown (Sept 3 – 30).
- **Parks & Facilities:**
 - With events at the MRC (RMSS Grad and Canada Day), a lot of resources were shifted to set-up and take down for those events.
 - Additional summer seasonal staff started working today in Parks.
 - Preparations are being made to host provincial ball games this weekend.
 - Trails were closed near the train bridge last week as CN carried out an emergency repair on the bridge.
 - We are already thinking about ice season, the first sheet of ice will be in by August 19th and the second sheet will be ready for mid-September.
 - Barton Park project is nearing completion. Trail repairs (behind RMSS & NLC) are also nearing completion.
- **Recreation & Programming:**
 - Canada Day celebration was held at the MRC, yesterday.
 - Summer Splash start up this morning.
 - We will be putting together the float for the Riverboat Daze parade this week.
 - Summer Splash and VIC staff are partnering to have a booth and activities at Riverboat Daze.
 - The Visitor Info Centre has been busy, we’ve had 220 people come in between June 5 and 24. We’ve had visitors to the area from Wisconsin, Wyoming, Australia, China, and Poland as well as areas across Canada
 - Ice Users meeting was held last week.

- Planning is underway for another Beach Clean-up date.
- **Upcoming Events:**
 - July 5 & 6 – Riverboat Daze
 - July 13 – Emes Lukan Golf Tournament and Banquet (MRC)
 - July 17 – Mary Lambert Concert – Summer Splash (Legacy Centre)