

CAO Update: July 9, 2019

Riverboat Daze was a tremendous success. Town staff helped out the Chamber of Commerce extensively with Riverboat Daze this weekend including barricading Main Street, blocking the parade route and fireworks area, prepping the Midway site and helping ensure it was ready for setup, etc. By all reports the new Midway site worked out very well. There were also events at ball diamonds and at the MRC. Main Street looked very good with the efforts from our Parks staff. The float was very good and as usual we gave out an incredible amount of candy. I appreciate the effort that staff put in that made this an excellent community event.

Finance:

- **Staff Projects** - In contact with Moneris regarding a mobile device for FCSS so seniors can make payment while staff are at their premises. Would help eliminate the need to send out small dollar amount invoicing later on. Looking at implementing the Credit card function on our debit machine. Will be gathering information and comparison of information to see if this would benefit in collections and recovery, as well as being able to offer more options for payment. Training to be able to update our own reports and back screens. There have been some webinars that we have been attending. Reviewing our EFT Process and procedures. Working on a consolidated Water and Waste Water rates and procedures bylaw.

Inter-municipal & Fire Services Prorate for QTR 1 & QTR 2 have been invoiced and communicated with MD, so far no questions on invoicing.

- **Payroll** – Continuing to add employees to HRISmyway and training. 50% of employees are now using HRISmyway. Assisting the HR department with benefits and other duties. Monthly reconciliation and file clean up.
- **Utilities** - 111 meters to change, notice sent out on June invoice that if it is not changed by July 31 2019, the charge for the meter will not be refunded. Extended the meter warranty deadline to July 31 2019. This is last extension and we may be required to pay for the meters that we cannot return. Utilities staff are now taking care of meter changes and investigations. Arrears letters have gone out to delinquent accounts who have until July 22 to pay or it will be transferred to taxes. Any renters who cannot be transferred to taxes, will be given door knockers for disconnection. Working with the MD closely regarding utilities and Master Meter, assisting their utilities on a process and procedure and information.
- **Cash Receipting** – PAP (Pre-authorized payment) setups are extremely busy. A lot of people are signing up for TIPP for their tax payment installments. Tax season is in full swing, receiving lots of Direct Deposits, Cheques, EFT's and direct payments in the office.
- **Taxes** - Busy taking payments for taxes and setting up TIPP and Contracts. Penalty was applied July 3rd. Title changes have increased this month.

- **AR** - Working with Ken Cassie on Bulk water accounts and exploring expanding prepaid account process to assist in collections instead of sending invoices. Airport has been extremely busy, they have made excellent revenue this month.
- **Business Licenses update for 2019**
5 businesses closed, 7 new business applications. We currently have 443 active business licenses.

Operations and Utilities

- Staff had a busy weekend helping with Riverboat Daze, including setting up down town, manning the parade and fireworks routes, and prepping and helping with setup for the Midway.
- The raw water line is tied in and the final section has passed its pressure test. Commissioning of the whole system will take place over the next few weeks.
- Road graveling is complete and dust control will be applied.
- Cutting grass in drainage ditches
- Sweeping streets is ongoing and line painting will be completed as weather allows.

Planning and Development

- Held the monthly MPC meeting last night.
- Met with two landowners regarding the acquisition of land for Lift Station D.
- Working with the Slave Lake Housing Authority and Doug Baird on a housing development. Completed review of draft drawings.
- Received and approved the Big Fish Bay High Water Mark Report. Will form the basis for delineation of the ER boundary along the lake.
- Continue to work through several enforcement files.
- Conducting follow-up telephone calls with developers regarding open development permit files from 2014, 2015, 2016 and 2017. Obtaining commitments for completion of these open files.
- Conducting site inspections for enforcement, lot grading and open development permits.
- Working with a local developer on two lots in Fournier Place.

Fire Department:

Calls

- 7-MVC-HWY 2 10 KM East of WW/10 KM N Flatbush/HWY 88 2 KM N/10 KM N SL/2 KM West of Mooney Creek/HWY 88 13 KM N/Sawridge Truck Stop
- 2-Other- Electrical Down Lines-Old Smith HWY & Athabasca River
- 1-Medical Co-Response- 115 11 AVE SW

Maintenance

- Repairs made to Unit 251
- Returned Unit 511 to Mitsue
- Repaired oxygen bottle valve assembly
- Repaired BBQ Truck

- Went to FB to check into pump concern
- Went to WW to inspect tank repairs
- Annual pump inspections and services performed
- Unit 451 picked up parts for pump assembly
- Picked up totes for Unit 131
- Assisted with Fair Inspection
- Weekly Building inspection and Hall clean up

Operations

- Duty Officer for the week
- Update 1001 schedule and prep for upcoming weekend
- Hazmat Suit testing
- Assist with deployment time sheets
- Hall tour with Firefighter from New Brunswick
- Meeting with GP dispatch regarding AFRCs
- Hall and truck clean up
- Pre-inspection of fair grounds and cooking areas
- Repair Hall 2 SCBA
- Riverboat Days Parade prep

Training & Administration

- Hall 4 practice, Pumping/Drafting
- Hall 1 Practice, Canada Day No Practice
- Hall 2 Practice, Canada Parade Canyon Creek
- SAR-1 member training Team Lead Course GP

FireSmart Crew

- -Wildland Urban interface plans on going for Bayer Road & Gloryland
- -Assisted with Fair inspection
- -Assisted with Rural Hall checks
- -Crew on scheduled days off.

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 has completed the final connection at the Water Treatment Plant and should be completely backfilled to surface by the end of this week, weather permitting of course. The section of line under the airport passed the pressure test and the line has now been 100% pressure tested. We have provided notice to our contractors to move into the 30 day performance test phase and they are currently working on a schedule.
- **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 this week 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. 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 in Cell 2 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. In order to reduce the costs of this work, we will be monitoring the pump flows ourselves and our contractor will only be making monthly trips rather than the weekly trips they have been doing in the past years.
- **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** – 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 Allarie Trail repairs are complete.

- **Barton Park and Walking Trail Repairs** – Contractor started work on the Barton Park parking lot and trail system and is 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.
- **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 it was not approved for 2019 construction, so we requested they re-submit the application for 2020 construction.

Community Services:

- **Enforcement:**
 - Peace officers worked on Saturday. Two check stops were set up. Various violations include everything from cannabis violations to people driving without a license.
 - Several unsightly properties were reported last week. Peace officers are currently investigating.
 - Working on a positive reinforcement program for youth in relation to bicycle, pedestrian and overall safety.
 - RCMP dropped off two dogs last week.
- **FCSS & Parent Link:**
 - Seniors Coordinator is on holidays for the next two weeks
 - Hosted the training for the Online Registration System for Reception Centers last week
 - We are looking into hosting in person sessions of ICS 100 and 200 for Town staff this fall
 - Parentlink is going to Canyon Creek for Park Play this Wednesday
 - Finished the year end reporting for Parentlink's 2018/2019 year and are working on first quarter reporting for 2019/2020
- **Aquatics:**
 - The first set of summer lessons is finishing up this week. The next set will start next Monday, July 15th
 - There will be another Wibit Swim on Saturday, July 13th from 1-3pm
- **Parks & Facilities:**
 - Spent time cutting and picking up garbage downtown last week to prepare for Riverboat Daze.
 - Both Sinclair and Charity Ball Diamonds were prepared for Provincial Tournaments that took place last weekend
 - Cimco is here and will start the header replacement project today
 - Lifts at the MRC will be getting repaired this week
 - Our facility workers assisted with the downtown events at the ball hockey tournament this weekend

- Sprinkler inspection was completed at the Legacy Centre
- All HVAC units have been cleaned for the Spring/Summer
- A faulty computer board was repaired in the Town's alarm monitoring system
- **Recreation & Programming:**
 - We participated in the parade and the Block Party over the weekend, both were a success. Thank you to everyone who came out and helped with the float and walked in the parade
 - Summer Splash is off to a strong start, we are full 3 days this week
 - We were home to the Ball Hockey Tournament that happened over the weekend. The organizers did a great job and things ran smoothly
 - We are still working with Alberta Parks to find a date for Beach Clean Up
 - We've seen another 248 visitors at the VIC between June 25th and July 7th. We continue to be complimented on the facility and how friendly and helpful our staff are
- **Upcoming Events:**
 - July 13 – Lukan Emes Banquet
 - July 17 – Mary Lambert @ Legacy
 - July 18 – Comedy Guys Show @ Legacy