



Town of High Level

Monthly report to Council

January 2021

Administration and Finance

CAO

General Administration

Worked with Boreal Housing on planning for the transfer of Heimstaed Lodge to La Crete Municipal Nursing Association.

Participated in safety inspection of Town Hall.

Signed-off on land titles documentation for final 'clean-up' of industrial subdivisions.

Worked with senior administrative team on asset management strategy.

Met with GSA regarding the submission for Social Housing's rezoning on 103 Street.

Developed strategies for funding of multipurpose facility and reviewed options for land exchange with the Fort Vermilion School Division.

Attended CEDI Working Group meetings.

Assisted Council during Regional Service Sharing Agreement negotiations with Mackenzie County.

COVID-19

Kept abreast of developments with COVID.

Assisted with planning related to the Province's Public Health Order and amendments and communications to the public.

Reviewed updated COVID Protocols based on changes to the Public Health Order

Finance

January 19, participated in a CEDI Workshop by Zoom - exciting communication and strategic planning sessions with Dene Tha' working towards a unified partnership.

2020 Red Tape Reduction Report filed, outlining actions taken in support of the following objectives:

- Make it easier to start up a new business in your community.
- Streamline processes and shorten timelines for development and subdivision permit approvals.
- Make your community a more attractive destination for new investment and/or tourism. (Thank You Hayley for your narratives on this.)

2020 GST filing is complete.

Linear Property Assessment Roll for 2021 Tax Year received - decrease of \$166,240 in assessment approx. \$1,900 based on 2020 Tax Rates.

Planning and Development

Land Use Bylaw #1018–21 received First Reading, and Administration completed the set-up of all online and hardcopy notifications (social media/newspaper), and letters were sent to all known landowners with existing residential uses within the industrial area.

Facilitated and participated in our Asset Management Strategy staff interviews, surveys and dataset/inventory sharing with the consultants.

Finalizing the three 2020 subdivision applications – ready for Land Titles submission, land ownership transfers and Utility Right-of-Way extension, consolidation and registration.

Land Use & Planning Assistant completed the Safety Codes Council permit issuers course for Electrical, Plumbing and Gas permitting.

Reconciliation of Town electronic devices has commenced.

Land Use & Planning Assistant participated in the quarterly civic centre facility inspection with the CAO, Maintenance Technician, and the Safety Coordinator.

IT

IT systems have been stable for the month of January with no critical disruptions to operations.

Several workstations have been replaced, however an unforeseen system incompatibility between Windows 10 and a critical financial system have delayed other planned replacements. An upgrade to the financial system is being worked on which will allow the replacements to be completed but a timeline for the upgrade is not yet firm and we do not wish to disrupt year end or audit processes.

A hardware upgrade to the existing Axia service is being planned for late April 2021. This will involve the replacement of some older Axia owned equipment that may disrupt the Town Hall internet connection for a short period. We are coordinating with Axia to limit the disruption.

HR

There are no new vacancies. The two vacant Sports Complex Operator positions have been filled and we welcome Brittoni Pelletier and Russell Shiell to the team.

There is currently one protected position being covered by acting staff but are pleased that Dana Olfert will be returning on Feb. 2 after her leave of absence.

Communication

An emergency landing at the airport at the end of the month garnered a significant amount of attention on social media as well as some out-of-region media attention. Because the event was ultimately “good

news” in that nobody was hurt, it was an opportunity to work with the Airport Manager to get him experience speaking to media and working through the communications process. For the record, he did an excellent job.

The Comms desk is working on a series of videos to promote the election later this year, including information on how to run. The videos were scripted and voiced by the Communications Assistant, giving her an opportunity to put her media skills to good use.

Health and Safety

In January there were four reported incidents: one damage, one injury (no WCB), and no close calls. Training is ongoing – all training is expected to be completed by the end of February. Observational competencies are nearing completion and should be ready for review by the end of February.

Operations

The Director of Operations continued to work on 2020 -2021 Capital Projects and started the summer work plans for Operations.

Airport

The Accountable Executive, Operations Director, and Safety Coordinator performed an Annual Safety Management System review.

The Airports Manager completed the Corrective Action Plans (CAPs) from the non-compliance items in the initial inspection. The next step will be working towards the implementation of the CAPs.

On January 27th, emergency personnel and airport authority responded to an emergency call regarding an aircraft having issues getting the landing gear down. The landing (belly landing) was successful, and no injuries occurred. All parties attended a zoom debriefing of the event. The debriefing group recommended a review of the Airport Emergency Response Plan and local contacts.

Public Works

Winter operations continued for January, with snow removal consuming a majority of our time. The average truckload count per day was 225, with the number increasing to 300+ with a contracted truck.

Both snow dump areas were leveled with a Cat, and the third tier was watered down and prepared for the next snow event.

The Christmas Lights and Tree were put in storage the week after Ukrainian Christmas.

One of the downtown garbage cans was driven into by a public member; the can was removed and will be replaced this spring.

The Snowblower broke after picking up a large metal object during snow loading operations. The main snow chute drive change broke, and the mechanics added a temporary brace to continue snow removal till parts arrived.

Mechanics inspected and completed repairs to the COP Tahoe vehicle. Repairs included replacing the struts, shocks, brakes, and minor trim and body components.

Utilities

A water service line under a modular home in the Deerglen trailer part blow off its connection in the early hours on a Sunday morning. The CC valve was located under the building and required steaming and gravel removal to shut off. The Town is working with the Park Owners to establish the main valves' location to shut down the park sections if a major water leak or a CC will not function.

The staff removed and inspected the main filter backwash pump from the Clearwell. The condition was good. All the pump bowl bolts that are submerged were replaced with stainless steel.

One VFD drive was replaced, and new programming of the drive was completed. These drives are 20+ years old and needed to be replaced with a different model because they are now unavailable.

Protective Services

Community Policing

In January 2021 Peace Officers received 21 calls for service resulting in eight completed investigation and one arrest.

Peace Officers conducted investigations under the Public Health Act and assisted Alberta Environmental & Public Health with conducting investigations into the Chief Medical Officer of Health Orders, including one investigation that resulted in a charges being laid and a warrant for arrest being issued by the Peace Officer under the Public Health Act.

Enforcement Services implemented the infrastructure and completed training for the transition to E-Ticketing in January 2021 as required by the new Alberta Provincial Administrative Procedure Act.

Peace Officers were working at a reduced capacity in January 2021 due to injuries and holiday times.

Emergency Management

No Activations.

Phase 3 of Regional Plan underway with ICS 100 training for TOHL and DTFN staff.

Phase 4 ACP application complete.

Fire Department

There were 27 calls for service in January. Calls of note:

- Double Fatal Structure Fire in Paddle Prairie
- Aircraft Emergency at High Level Airport
- Eight Motor Vehicle Collisions
- Two Fire Calls for Furnace fires/Faults with smoke in home.

Zoom Training throughout January due to COVID Restrictions.

Positive contact from outside workplace into the station resulted in 3 people isolating with no further positive cases.

Worked with AFCA to underscore need for equal access to Vaccine to Fire Service personnel as they did for EMS as Fire Service responds to same calls. – no response from the province.