



TOWN OF HIGH LEVEL
DEPARTMENTAL REPORT
FINANCIAL SERVICES
January 2020

Accounts Receivable

Outstanding balance as at January 31, 2020: \$377,444.56

Greater than 91 days outstanding (included in total): \$218,079.13

Outstanding receivable balances are expected to be paid as they are the same customers that have been known to pay late in prior periods. The bulk of the total balance (\$268,773.97) is due to one customer. Of that balance, \$193,095.63 has been outstanding for greater than 91 days. Administration was in direct contact with the Director in December 2019 and had been promised payment at that time, but nothing has been received to date.

Taxation

Outstanding balance as at January 31, 2020: \$282,244.16

Arrears as at January 31, 2020: \$379,790.53 (current taxes receivable are negative – prepayments for 2020 taxation year)

Utilities

Outstanding balance as at January 31, 2020: \$201.298.41

Town of High Level
For the Month Ending January 31, 2020

	Revenue Actual A	Approved Budget	Working Budget (B)	Percentage of Budget Received (B/A)	Variance (B-A)	Expense Actual (C)	Approved Budget	Working Budget (D)	Percentage of Budget Used (C/D)	Variance (D-C)	Net Cost Actual (A-C)	Budget (B-D)
Council & Other Legislative												
General Administration	653.33	626,864.00	626,864.00	0.10%	626,210.67	\$22,530.72	\$397,511.95	\$397,511.95	5.67%	\$374,981.23	(\$22,530.72)	(\$397,511.95)
Health and Safety						180,872.83	1,643,932.95	1,643,932.95	11.00%	1,463,060.12	(180,219.50)	(1,017,066.95)
RCMP Services						6,195.31	137,875.87	137,875.87	4.49%	131,680.56	(6,195.31)	(137,875.87)
Fire Fighting & Preventive Services	6,765.00	655,809.00	655,809.00	1.03%	649,044.00	44,315.67	1,109,822.93	1,109,822.93	3.99%	1,065,507.26	(37,550.67)	(454,013.93)
Disaster Services & Emergency Measures		60,000.00	60,000.00		60,000.00	2,536.43	139,941.99	139,941.99	1.81%	137,405.56	(2,536.43)	(172,500.00)
Ambulance Service							12,500.00	12,500.00		12,500.00		(12,500.00)
Bylaw	3,389.12	42,000.00	42,000.00	8.07%	38,610.88	15,015.49	358,431.22	358,431.22	4.19%	343,415.73	(11,626.37)	(316,431.22)
Building Inspections		179,920.00	179,920.00		179,920.00		152,320.00	152,320.00		152,320.00		27,600.00
Common Services		17,926.00	17,926.00		17,926.00	21,216.33	673,592.01	673,592.01	3.15%	652,375.68	(21,216.33)	(655,666.01)
Roads, Streets, Walk & Lighting		32,500.00	32,500.00		32,500.00	42,148.40	1,299,776.57	1,299,776.57	3.24%	1,257,628.17	(42,148.40)	(1,287,276.57)
Alarms	63,114.73	571,000.00	571,000.00	11.05%	507,985.27	58,996.67	830,481.06	830,481.06	7.01%	772,284.39	4,918.06	(259,461.06)
Water Supply & Distribution	143,730.11	1,695,007.00	1,695,007.00	8.48%	1,551,275.89	1,695,006.45	1,695,006.45	2.79%	1,647,751.86	98,515.62	0.56	0.56
Sanitary Sewage Services	50,029.60	578,601.00	578,601.00	8.65%	528,572.40	10,900.46	578,600.86	578,600.86	1.07%	567,800.40	38,228.14	20,655.96
Garbage Collection	18,464.06	220,000.00	220,000.00	8.41%	201,565.94	201.28	199,344.02	199,344.02	0.10%	199,162.74	18,292.78	(46,510.27)
Family & Community Support Services	27,455.00	130,000.00	130,000.00	21.10%	102,565.00	8,050.15	175,510.27	175,510.27	4.59%	167,460.12	19,404.95	(20,613.79)
Centenaires	600.00	2,500.00	2,500.00	24.00%	1,900.00	530.65	23,113.79	23,113.79	2.30%	22,583.14	69.35	(105,506.42)
Planning, Zoning, Development		206,500.00	206,500.00		206,500.00	42,145.90	372,006.42	372,006.42	13.51%	269,860.52	(42,145.90)	(34,500.00)
Economic Development		40,000.00	40,000.00		40,000.00		74,500.00	74,500.00		74,500.00		(22,000.00)
Subdivision Land & Developments							22,000.00	22,000.00		22,000.00		(22,000.00)
Land, Housing and Building Rentals	16,143.76	39,500.00	39,500.00	40.87%	23,356.24	130.24	6,328.00	6,328.00	2.06%	6,197.76	16,013.52	33,172.00
Recreation Admin						1,951.86	71,590.31	71,590.31	2.73%	69,638.45	(1,951.86)	(71,590.31)
Special Programs	720.00	49,250.00	49,250.00	1.46%	48,530.00	7,387.20	147,644.18	147,644.18	5.00%	140,256.98	(6,667.20)	(96,394.18)
Pool	9,537.52	190,000.00	190,000.00	5.02%	180,462.48	14,974.93	499,977.01	499,977.01	3.00%	485,002.08	(5,437.41)	(309,977.01)
Pool Building						6,356.61	116,157.78	116,157.78	5.47%	109,801.17	(6,356.61)	(116,157.78)
Parks	3,424.59	5,500.00	5,500.00	2.06%	5,500.00	2,730.94	127,794.21	127,794.21	2.14%	125,063.27	(2,730.94)	(122,294.21)
Arena		166,100.00	166,100.00		162,875.41	13,908.36	334,671.94	334,671.94	4.16%	320,763.58	(10,483.77)	(166,571.94)
Arena Building						13,668.12	195,896.89	195,896.89	6.98%	182,228.77	(13,668.12)	(195,896.89)
Library	713.55	17,875.00	17,875.00	3.99%	17,161.45	11,215.09	197,447.00	197,447.00	5.68%	186,231.91	(10,501.54)	(179,572.00)
Museum	754.74	132,346.00	132,346.00	0.57%	131,591.26	12,000.50	272,546.59	272,546.59	4.40%	260,546.09	(11,245.76)	(140,200.59)
Museum Building						1,016.94	38,725.73	38,725.73	2.63%	37,708.79	(1,016.94)	(38,725.73)
Requisitions							1,305,075.00	1,305,075.00		1,305,075.00		(1,305,075.00)
Sub-Total	\$345,504.11	\$5,659,198.00	\$5,659,198.00	6.11%	\$5,313,693.89	\$587,291.57	\$13,315,123.00	\$13,315,123.00	4.41%	\$12,727,831.43	(\$241,787.46)	(\$7,655,925.00)
General Municipal Revenues												
Taxes and Grants-in-Place of Taxes	12,216.55	\$6,067,868.00	\$6,067,868.00	0.77%	\$6,067,868.00						12,216.55	6,067,868.00
Other Revenue from own Sources		1,578,057.00	1,578,057.00		1,565,840.45							1,578,057.00
Recovered Revenue		10,000.00	10,000.00		10,000.00							10,000.00
Total General Revenue	\$12,216.55	\$7,655,925.00	\$7,655,925.00	0.16%	\$7,643,708.45						\$12,216.55	\$7,655,925.00
Total	\$357,720.66	\$13,320,908.00	\$13,320,908.00	2.69%	\$12,963,187.34	\$587,291.57	\$13,315,123.00	\$13,315,123.00	4.41%	\$12,727,831.43	(\$229,570.91)	\$0.00

Council Resolutions that will affect the 2020 FINAL Budget (above is 2020 Interim Budget):
 Resolution #014-20: THAT Council amend the 2020 Operating Budget to add \$39,600 to Disaster Service & Emergency Measures Grant Revenue and \$39,600 to Disaster Service & Emergency Measures Contracted Services Expense.
 Resolution #037-20: THAT Council instruct Administration to include a \$2,000 increase to Program Supplies (00-2-12-21-511) into the final 2020 Operating Budget to be funded by municipal taxes.
 Resolution #030-20: THAT Council approve the memorandum of understanding and instruct Administration to proceed; and further that Administration amend the 2020 Operating budget to reflect the changes to the salary positions.



Monthly Administrative Report to Council

January and February 2020

Administration and Finance

CAO

Fieldhouse/Emergency Reception Centre

Met with Allied Health representatives (PT, OT) to discuss recreational access for children and adults with special requirements and with emergency service providers to garner input regarding requirements to utilize facility for emergencies. Input forwarded to architect. Met with Crestview Strategies to review ToHL activities to date and potential sources for facility funding. Also attended meetings with Crestview and Council.

Development and Planning

Reviewed agreement with NWSAR to increase ToHL share of Hayley Gavin's time. NWSAR has ratified Council's proposal for support to the committee. Enrolled in Safety Codes course on Quality Management Plan administration and attended webinar on municipal responsibility on the permitting of design-based development. Presented two LUB amendments to Council for adoption. Processed four development permits.

Misc.

Attended Boreal Housing meeting on January 30. Toured Mackenzie House on Feb. 5 with Director Schmidt. Attended Government budget breakfast On Feb. 28. Spoke with Minister of Municipal Affairs Madu. Attended Airport Users meeting on Feb. 25.

Finance

In February, extensive year-end work was performed in anticipation of the auditors arriving in the first week of March. Administration is anticipating the financial statements to be presented for Council's approval at the April 27 Council meeting.

Administration is continuing to communicate with Alberta Emergency Management Agency (AEMA) regarding the Disaster Recovery Program funding. To date, five projects have been submitted totalling \$3,836,785.61. This still does not exceed the Town's advance of \$4,150,044.50, so Administration has formally requested an additional advance as there are delays on submitting projects (projects cannot be

submitted until all invoices are received). The total costs to date are \$8,548,173, with an estimated \$3 million more expected.

Assessments have been provided to the Town and notices have been sent out to Town residents. The assessment deadline is set as May 6, 2019. The assessment presentation to Council has been set for April 14, 2020.

Upcoming Events

Assessment Open House – Town Office Room 150 – April 14, 2020 @ 7 PM.

Planning and Development

January

Developed and submitted a Community and Regional Economic Support (CARES) grant funding application for Town of High Level's 2020 Business Attraction Marketing Strategy. Commenced research on Bison Developments Inc. subdivision and closed landfill sites, regarding future opportunities and redevelopment. Commenced research and dialogue on existing Town of High Level asset management system for future full implementation. Open house presentations/working sessions and stakeholder engagement for Northwest Species at Risk Committee's (NWSAR) State of the Region Report.

February

Supporting Operations Department with planning for new aerial imagery and complying with NAV-Canada's approach and ground survey requirements for obstacle clearance. Attended Infrastructure Asset Management Alberta (IAMA) AGM and Workshop in Red Deer – useful presentations on common mistakes for municipalities to avoid making. Commenced making a plan for overhauling the Town of High Level's Land-use Bylaw, Municipal Development, and Community Sustainability Plans. Began seeking options for external Geographic Information System (GIS) data host and management.

IT

IT systems have been mostly stable for the months of January and February with no critical disruptions to operations. Requests for proposals are being developed for the server upgrades, internet connection speed upgrades, and workstation evergreening.

HR

The vacant Director of Community Services position has been filled by Ruth Rolfe, who started on Jan. 13, 2020. Significant work has gone into the development of the proposed Community Services structural changes as well as preparation for the advertising of the summer seasonal positions. There are currently two protected positions being covered by acting staff and two full-time vacancies (one at the Aquatic Centre and one at the Airport).

Communication

January

January public information campaigns included Capital Budget, new dispatch service for CPOs, ongoing snow clearing updates, and a safe driving extended social media campaign. Additionally, the Communications Coordinator did a line edit on the CPO Year-end report, Enforcement Plan, Annual Report, and Enhanced RFD. The CC worked with the Director of Community Services on a series of Kraft Hockeyville submissions in support of La Crete and attended a Tolko boards donation at the arena for messaging purposes.

February

February public information campaigns included a weeklong Frostival blitz culminating in Friday night coverage. Social media response was around 11,000 post views for five posts. Snow clearing information campaign continued. Attended Teen night for messaging purposes, Bully Awareness, emergency vehicle messaging, and several messages working with the Recreation Department. Attended Lobbying session and Airport Users meeting to generate notes for internal use. Continued work on Town Communications Policy. Developing social media reporting process for future Council updates.

Health and Safety

January

There were three reports of damage: a collision between a snow haul truck and car, a loader making contact with a parked vehicle at the airport, and damage to a car plug involving a Town van. One injury was reported due to an employee receiving a minor scratch while changing paper in the plotter. A Close Call was reported after an employee attempted to disconnect a pressurized hose. A damaged electrical outlet was identified and rectified.

The Joint Workplace Health and Safety Committee held its regular monthly meeting and conducted facility inspections. There were no findings of concern noted. All departments/facilities completed and submitted their respective safety meetings.

February

There were three reports of damage: a snow haul truck hit a snow blower, a closing overhead door struck a vehicle, and a loader damaged a sign in the arena parking lot. There were two injuries resulting in medical attention and WCB reports. One was related to poor PPE and snow depth while tagging a fire hydrant and the second involved a bodily fluid exposure to an employee during regular duties. One Close Call was reported: a sliding door to the Towns van was not properly closed after last use. Three hazards were reported: a bus that was parked in a driveway with the back end in the road, blocked emergency exits on both sides of Council Chambers due to snow accumulation, and a slip, trip and fall hazard near the West Public Entrance to the Town Office due to ice build-up. All hazards were corrected.

The Joint Workplace Health and Safety Committee introduced a new Committee member at its regular meeting. The first quarterly safety meeting scheduled for Feb. 19 was postponed to March 18. All

departments/facilities completed and submitted their respective facility inspections and safety meetings.

Municipal Clerk

January

January featured a heavy focus on year-end record retention and destruction, as well as setting up for 2020. Also spend time reviewing Land Use Bylaw 944-13. Reviewing safety codes information re issuing of permits.

February

February was spent wrapping up record retention and destruction, as well as on more Bylaw research. The Municipal Secretary was out of the office from Feb. 4-20 (holidays).

Community Services

Arena /Parks

There were issues with the Engo (Ice resurfacers) in January. We had put in new battery packs last year and the solder connection done at the factory contained impurities in the connection, causing it to overheat. One connection was replaced and the Engo up and running. We will get the two affected cells replaced off-season. We again had issue in early February with the Engo – the board brush kept being stuck and would move intermittently up and down. It was attributed to lack of grease in the arm. We have now incorporated regular greasing into our regular maintenance plan.

We are losing 10 gallons a week of brine and working with CIMCO to look for solutions. We had issues with drainage on urinals, requiring a plumber to snake. Shutdown will be tentatively April 1, 2020. There were five participants in youth and shinny hockey and 44 in public skating in January, and 26 participants in shinny and 86 in public skating in February. There was 173 hours booked in January with \$13,824 revenue.

Pool

Winter lessons - three sessions: Jan 11- Mar 21- Saturday lesson, 40 enrolled; Jan 11- Mar 21- Saturday lesson, 40 enrolled; Feb 19- Mar 19- Wed /Thur lesson, 23 enrolled. Total revenue in January was \$3,542.88. In February, total revenue was \$2,280.95.

There was 24 hours of user group rentals (including schools) in January and 28 hours in February. 1,094 people attended public, family, and lane swim, including parent and tot and aqua fit in January. A total of 1,033 attended in February.

The NL Course ran during Teacher Convention week and five students completed the NL course. Parent Link Sponsored Family swims took place Jan. 26 and Feb. 23. Maintenance issues ongoing with HVAC computer and hot tub activation button.

Events and Programs

The Jan. 31 PD Day saw 27 youth registered. Activities included swimming, games, crafts, and making loom bands. Teacher's Convention Feb. 10 – 14 saw 17 youth registered. Activities included Gym games at Florence MacDougall Community School, crafts, swimming, making loom bands, and building forts. Youth also had an opportunity to set up different business centres as they related to real life experience in buying and selling.

Teen Night on Jan. 10 saw 23 youth attend for swimming and pizza. Teen Night on Feb. 14 saw 14 youth attend for Valentine's Day crafts and snacks.

Adult Gym Nights saw 32 participants in January and 96 in February. Healthy after the Holidays is our annual event that promotes healthy and active lifestyle for the month of January and all the events are free. We collaborate with 15 different organizations and businesses.

FCSS

January

Jack and Jill events saw 49 participants in January.

Groovy Kids saw 17 youth registered in January. Mondays featured arts and crafts; Tuesdays featured Show and Tell; Wednesdays featured workouts; Thursdays featured fort building, and Fridays featured skating. Some skating days were cancelled due to extreme cold – the youth played games and took part in activities in the program room instead. There was one early dismissal where youth went swimming and there was one PD Day.

February

Jack and Jill events saw 171 participants in February.

Groovy Kids saw 16 youth registered in February. Mondays featured arts and crafts; Tuesdays featured "Testing Tuesdays" where experiments were performed; Wednesdays featured workouts; Thursdays featured "Thoughtful Thursdays" where thoughtfulness was practiced, and Fridays featured "Fort Fridays" for fort building. We also played outside and watched the sculptors carve ice for the Frostival. We participated in Pink Shirt Day.

Volunteer Tax time is very busy for FCSS staff.

Tourism/Museum

Art Attack on Jan. 16 saw 14 people registered.

The fifth annual Frostival was held on Feb. 21 and 22, beginning with a well-attended opening ceremony. The community enjoyed hot dogs, s'mores, and a glow skate. Feb. 22 featured food, activities, live ice carving, free skiing, a shinny hockey tournament, and fireworks. The weather was great for the event; unfortunately, it was a little too nice and everything started to melt. This event could not have been possible without all the staffs' hard work. All departments were involved and Public Works put in a lot of work.

Work is underway on a display for the Museum for the Chuckegg Creek Fire Anniversary and on inventory and purchasing items for resale for the gift shop for the Museum.

Upcoming events

- March 13 – Teen Night
- March 13 – PD Day, Public Swim 1 – 7 p.m.
- March 20 – Pizza Jack and Jill
- March 21 – RCMP Shootout , Free Public Swim 5:30 – 8:00
- March 20 – 22 Vegas Cup (arena)
- March 29 – Free Family Swim 1 – 3 p.m., Sponsored by Parent Link Centre

Operations

Airport

January started with snow removal issues due to a transmission failure in the plow truck. The runway sweeper and controls were moved to the tractor. The transmission was repaired at a cost of \$8,500.

Weather has been a major challenge with heavy winds blowing snow back on the runway, warm weather events, and rain. The ice control products application and operator vigilance allowed the runways to remain open during all the major weather challenges. One-half of the annual ice control products were consumed in February.

The first airport tenant and user meeting was held at the end of February. There were a wide range of topics addressed, including beautification, airport fees, governmental jurisdiction, future expansion, water and sewer, and safety.

Cemetery

Nothing to report.

Public Works

Snow hauling was the majority of work performed during the last two months filling both snow dumping sites. Staff were hired to remove a fire hydrant at the Northern Lakes College to make clearance for the moving potables at the back of the college.

The Hydro vac vacuum gearbox failed and required a complete rebuild; the unit has been shutdown for six weeks waiting for parts to arrive. The cost of the parts is estimated at \$13,000 and all repair work will be performed in-house.

Warmer weather in February and the rain event created a significant challenge in maintaining road and walkway safety. One third of the annual sand/salt stores was consumed during these two events.

Utilities Management

Water treatment operations were challenged with an increased in raw water manganese and very low water temperature of 1C. Chlorine Dioxide testing was shut down for a while to focus on laboratory testing. The Dogwood Lift Station had one of the submersible pumps fail and it has been sent in for repairs with an estimated repair cost of \$9,000.

The Main Lift Station developed a leaking seal joint. A temporary repair was completed, but the station will need to be shut down and bypass pumped in the late spring to have the seal replaced.

All Provincial and Federal Annual Environmental Reports were submitted for both the Water and Waste water systems. Staffing levels were a challenged by having one of the seniors operators off work for most of the month of February due to personal reasons.

Protective Services

Community Policing

There were 106 calls for service in January/February to the new dispatch service.

Arrests

January and February saw 25 arrests, including 19 arrests for public intoxication and six arrests for Breaching Conditions of Undertaking, Breach of Peace for attempted assault on a Peace Officer, Assault, Theft of Illegal Alcohol, and Disqualified Driving. Of note: one of these was a male wanted on 11 outstanding criminal warrants who was additionally impaired while driving.

Public Safety Investigations

Two Impaired drivers were located and a joint investigation with RCMP resulted in criminal charges. One of these was located and detained by Peace Officers following highly dangerous driving that included two near head-on collisions and a street sign being struck and taken down in downtown High Level. Fifteen charges and 11 warnings were issued under the Traffic Safety Act.

One investigation under the Traffic Safety Act utilizing intelligence resulted in the arrest of a known methamphetamine trafficker for prohibited weapons. Peace Officers providing all intelligence required and assisted in writing a Criminal Code search warrant for the RCMP resulting in seizure and charges of prohibited weapons and weapons possessed for a dangerous purpose.

Public Service Investigations

Peace officers provided 10 courtesy rides and seven illegal alcohol seizures with one charge laid. There were three Criminal Code Theft under \$5,000 investigations and three Removals of Unwanted persons under the Trespass to Premise Act.

Emergency Response

There was a partial activation of the Municipal Plan for a power outage on March 1. The outage lasted for three hours and affected most Town facilities. The DEM was notified and coordination made with ATCO.

The Director of Protective Services attended Alberta Emergency Management Summit in February where he presented to approximately 70 people on Structural Protection at the Chuckegg Creek Wildfire. Plans for a joint EM Plan with Dene Tha First Nation are under development.

Fire Department

The Fire Department had 26 calls in February for 59 in 2020 as of Feb. 29. Of note was a structure fire at Days Inn on February 9 that forced an interior attack and building save by the HLFD. The fire was contained to one room.

The Fire Chief attended the inspection of Engine 2, which is expected to be ready for delivery on March 17.

The WUI Team completed development of the first course and ran a beta test on Feb. 6. Fort Vermilion, La Crete, and High Level attended. The WUI Team also assisted with truck maintenance and annual Mask Fit Tests for Firefighters. The Fire Chief completed the Interim Report for WUI Team Contract.

A SOP Review is underway, and a Training Plan under development.