



**TOWN OF HIGH LEVEL
DEPARTMENTAL REPORT
FINANCIAL SERVICES
May 2020**

Accounts Receivable

Outstanding balance as at May 31, 2020: \$434,018.30

Greater than 91 days outstanding (included in total): \$181,659.32

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 (\$268,370.86) is due to one customer. Of that balance, \$161,318.43 has been outstanding for greater than 91 days.

Taxation

Outstanding balance as at May 31, 2020: \$5,392,325.90 (2020 taxes due July 31, 2020)

Arrears as at May 31, 2020: \$144,790.55

Utilities

Outstanding balance as at May 31, 2020: \$226,647.40

Town of High Level
For the Five Months Ending May 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						\$104,125.23	\$398,009.42	\$398,009.42	26.16%	\$293,884.19	(\$104,125.23)	(\$398,009.42)
General Administration	31,752.96	596,669.00	596,669.00	5.32%	564,916.04	672,388.18	1,698,828.49	1,698,828.49	39.58%	1,026,440.31	(640,635.22)	(1,102,159.49)
Health and Safety						57,948.20	140,317.47	140,317.47	41.30%	82,369.27	(57,948.20)	(140,317.47)
RCMP Services						41,450.00	165,000.00	165,000.00	25.12%	123,550.00	(41,450.00)	(165,000.00)
Fire Fighting & Preventive Services	33,090.00	655,809.00	655,809.00	5.05%	622,719.00	354,744.61	1,008,292.13	1,008,292.13	35.18%	653,547.52	(321,654.61)	(352,483.13)
Disaster Services & Emergency Measures	3,008.52	99,600.00	99,600.00	3.02%	96,591.48	32,582.29	179,702.58	179,702.58	18.13%	147,120.29	(29,573.77)	(80,102.58)
Ambulance Service						3,163.95	12,500.00	12,500.00	25.31%	9,336.05	(3,163.95)	(12,500.00)
Bylaw	8,185.41	42,000.00	42,000.00	19.49%	33,814.59	129,359.34	364,471.47	364,471.47	35.49%	235,112.13	(121,173.93)	(322,471.47)
Building Inspections	4,425.92	179,920.00	179,920.00	2.46%	175,494.08	197.02	152,320.00	152,320.00	0.13%	152,122.98	4,228.90	27,600.00
Common Services		17,926.00	17,926.00		17,926.00	240,369.53	674,520.79	674,520.79	35.64%	434,151.26	(240,369.53)	(656,594.79)
Roads, Streets, Walk & Lighting		32,500.00	32,500.00		32,500.00	362,294.22	1,301,727.66	1,301,727.66	27.83%	939,433.44	(362,294.22)	(1,269,227.66)
Airport	233,915.64	571,000.00	571,000.00	40.97%	337,084.36	283,540.44	831,412.45	831,412.45	34.10%	547,872.01	(49,624.80)	(260,412.45)
Water Supply & Distribution	714,269.21	1,695,007.00	1,695,007.00	42.14%	980,737.79	452,363.31	1,695,007.19	1,695,007.19	26.69%	1,242,643.88	261,905.90	(0.19)
Sanitary Sewage Services	243,150.18	578,601.00	578,601.00	42.02%	335,450.82	99,957.54	578,601.23	578,601.23	17.28%	478,643.69	143,192.64	(0.23)
Garbage Collection	92,595.79	220,000.00	220,000.00	42.09%	127,404.21	66,021.16	199,364.09	199,364.09	33.12%	133,342.93	26,574.63	20,635.91
Family & Community Support Services	107,415.35	130,000.00	130,000.00	82.63%	22,584.65	72,341.91	180,510.99	180,510.99	40.08%	108,169.08	35,073.44	(50,510.99)
Cemeteries	2,300.00	2,500.00	2,500.00	92.00%	200.00	4,562.58	23,170.00	23,170.00	19.69%	18,607.42	(2,262.58)	(20,670.00)
Planning, Zoning, Development	24,281.16	6,500.00	6,500.00	373.56%	(17,781.16)	64,587.49	142,479.78	142,479.78	45.33%	77,892.29	(40,306.33)	(135,979.78)
Economic Development		240,000.00	240,000.00		240,000.00		274,500.00	274,500.00		274,500.00		(34,500.00)
Subdivision Land & Developments						9,173.88	22,000.00	22,000.00	41.70%	12,826.12	(9,173.88)	(22,000.00)
Land, Housing and Building Rentals	27,977.43	39,500.00	39,500.00	70.83%	11,522.57	1,350.40	6,328.00	6,328.00	21.34%	4,977.60	26,627.03	33,172.00
Recreation Admin						27,913.79	71,791.04	71,791.04	38.88%	43,877.25	(27,913.79)	(71,791.04)
Special Programs	1,830.00	49,250.00	49,250.00	3.72%	47,420.00	38,852.58	147,003.93	147,003.93	26.43%	108,151.35	(37,022.58)	(97,753.93)
Pool	23,179.32	190,000.00	190,000.00	12.20%	166,820.68	108,435.44	560,835.54	560,835.54	19.33%	452,400.10	(85,256.12)	(370,835.54)
Pool Building						55,429.54	116,222.01	116,222.01	47.69%	60,792.47	(55,429.54)	(116,222.01)
Parks		5,500.00	5,500.00		5,500.00	25,027.93	127,947.03	127,947.03	19.56%	102,919.10	(25,027.93)	(122,447.03)
Arena	50,910.07	166,100.00	166,100.00	30.65%	115,189.93	100,053.53	335,306.47	335,306.47	29.84%	235,252.94	(49,143.46)	(169,206.47)
Arena Building						58,440.34	195,957.11	195,957.11	29.82%	137,516.77	(58,440.34)	(195,957.11)
Library	5,874.36	17,875.00	17,875.00	32.86%	12,000.64	58,707.76	197,447.00	197,447.00	29.73%	138,739.24	(52,833.40)	(179,572.00)
Museum	1,940.46	132,346.00	132,346.00	1.47%	130,405.54	74,607.47	266,743.27	266,743.27	27.97%	192,135.80	(72,667.01)	(134,397.27)
Museum Building						7,581.53	38,761.86	38,761.86	19.56%	31,180.33	(7,581.53)	(38,761.86)
Requisitions						296,384.86	1,271,052.00	1,271,052.00	23.32%	974,667.14	(296,384.86)	(1,271,052.00)
Sub-Total	\$1,610,101.78	\$5,668,603.00	\$5,668,603.00	28.40%	\$4,058,501.22	\$3,903,956.05	\$13,378,131.00	\$13,378,131.00	29.18%	\$9,474,174.95	(\$2,293,854.27)	(\$7,709,528.00)
General Municipal Revenues												
Taxes and Grants-in-Place of Taxes	\$6,109,562.54	\$6,127,126.00	\$6,127,126.00	99.71%	\$17,563.46						\$6,109,562.54	\$6,127,126.00
Other Revenue from own Sources	616,799.05	1,579,187.00	1,579,187.00	39.06%	962,387.95						616,799.05	1,579,187.00
Recovered Revenue		10,000.00	10,000.00		10,000.00		6,785.00	6,785.00		6,785.00		3,215.00
Total General Revenue	\$6,726,361.59	\$7,716,313.00	\$7,716,313.00	87.17%	\$989,951.41		\$6,785.00	\$6,785.00		\$6,785.00	\$6,726,361.59	\$7,709,528.00
Total	\$8,336,463.37	\$13,384,916.00	\$13,384,916.00	62.28%	\$5,048,452.63	\$3,903,956.05	\$13,384,916.00	\$13,384,916.00	29.17%	\$9,480,959.95	\$4,432,507.32	

Variance Explanations:

Family & Community Support Services: Fort Vermilion School Division donation of \$60,000 received for assistance in COVID-19 community support. The amount was not budgeted.

Economic Development: Budgeted "Transfer to Reserves" will occur at year end

Pool: MSI Operating (\$60,000) to be recorded as revenue at year end. As well, the Pool has been closed since mid-March and has not been generating revenue since that time. Comparisons to prior year are as follows:

	May 2020	May 2019
Sale of Goods (e.g., memberships)	3,023.51	10,958.21
Sale of Services/Programs (e.g., swimming lessons)	12,563.20	23,819.33
Merchandise Sales	3,772.97	6,454.89
Rentals/Facility Use	3,819.64	7,579.00
	<u>23,179.32</u>	<u>48,811.43</u>

Arena: MSI Operating (\$60,000) to be recorded as revenue at year end.

Taxes and Grants-in-Place of Taxes: Reduction in assessments after tax notices sent due to assessment appeal deadline extension.

TOWN OF HIGH LEVEL
Council Expenses
For the Five Months Ending May 31, 2020

	Interim Budget	Actual	Remaining Balance	Percentage Used
Elected Official Fees (151)	130,500.00	36,350.00	94,150.00	27.85% *
Travel and Subsistence (211)	34,000.00	871.66	33,128.34	2.56%
Individual Memberships/Conference Fees (214)	8,500.00	644.00	7,856.00	7.58%



Town of High Level

Monthly Report to Council

June 2020

Administration and Finance

CAO

Assisted Community Services and Operations staff with HLPS Graduation.

Worked with Boreal Housing on the housing recovery efforts in Fort Vermilion and on political issues arising with Heimsted Lodge.

Assisted Hayley Gavin with planning and review of the Land Use Bylaw rewrite and modernization. General development inquiries and permit applications continue to increase.

Met with the Chiefs of Staff for Municipal Affairs and for Indigenous Relations to discuss Multiuse Facility concept and project.

COVID-19 Update - Kept abreast of developments; assisted with planning for Town facility reopening and communications to the public; and worked with AHS to open Sports Complex for community events.

Finance

To date, the Town has spent approximately \$8,202,500 of the estimated \$11,300,090 in costs related to the Chuckegg Creek Wildfire. The difference between actual and estimated is due to there being invoicing issues for mutual aid invoices. Finance is in constant contact with Alberta Emergency Management Agency (AEMA) who is working with the municipalities to correct these issues.

The Town has submitted \$4,011,369.90 in Disaster Recovery Fund projects and received four advances from AEMA totalling \$7,202,494. Two of the remaining projects will be submitted in the coming month as all costs in those categories have recently been paid. The other projects cannot be submitted until all invoices have been paid.

Penalties on utilities and outstanding general accounts receivable balances were not imposed for the month of June per Bylaw 1006-20. At the June 15 Committee of the Whole meeting, Council chose not to extend the June 30 deferral date. Penalties on outstanding utilities and general receivables balances will be imposed on July 2. It must be noted that the tax due date is July 31, 2020 per the Amending Tax Penalty Bylaw. In June, Finance reviewed the Town's bank account and POS terminal fees. Significant cost savings have been identified, which will be implemented in July 2020 (approximately \$5,000 annually).

Planning and Development

Started exploratory meetings with local realtors/developers researching local challenges with the current content of the Land Use Bylaw – focusing on specific sections for further administrative review.

Continued improving Town addressing and roadway spatial datasets, including presenting amendments for Highway 58 East corridor to Council and receiving feedback from Alberta transportation – property owners still need to be contacted prior to Alberta Municipal Data Sharing Partnership and Munisight uploads.

Finalized new suite of Development Department forms with consultants for Town use.

Assisted with multiple Administration tasks, including developing an internal process for Town-owned land lease enquires, continued work on Asset Management software options with providers and Town staff, and miscellaneous internal/external mapping.

IT

IT systems have been stable for the month of June with no critical disruptions to operations. Electricity supply interruptions continue to pose challenges at the Mackenzie Crossroads Museum & Visitor Information Centre. Several small IT projects will be starting during the month of July including the Town Hall internet connection upgrade and the installation of the Meeting Owl in Council Chambers.

HR

The full time vacancies at the Airport and Public Works have been filled. New seasonal hires will be starting at FCSS, museum, and the arena during the first two weeks of July.

There are currently two protected positions being covered by acting staff and there are several vacancies for summer staff.

Communication

The Communications Coordinator was on holidays from June 3 – June 22. The Summer Admin Assistant took over communications for the Town during the CC's absence and did an excellent job keeping the Town informed and working within communication goals.

Work is ongoing with IT in addressing digital storage issues, as there has been a 50-fold increase in longterm storage requirements for Town communications in the past six months when compared to the previous six months (video). CC and IT have also been working together to develop a method for online streaming of Council meetings when COVID-19 restrictions are eased.

Social media highlights June 5 to July 2 (Facebook): 5,478 direct views, total reach 43,192. Engagement was up seven per cent to 42,543 (reactions, comments, shares, and clicks). There were 61 new followers added (FB estimate). Week over week, engagement continues to be very high – the Canada Day spike in FB activity resulted in 17,300 engagements second only to the City of Grande Prairie in the region (25.3k). Edged out the City of Fort St. John (16.5k).

Health and Safety

There were 13 reported incidents in June. Of these, four were damage; two were injury (no WCB), one vandalism, one security, three close calls, and two hazards.

Safe Work Practices and Procedures revisions are nearing completion. The Town's new online Safety Data Sheet management system was approved, and work has begun getting the system started. The system should be up for a trial run near the end of July. The Health and Safety Committee reviewed and made changes to the administrative Directive 19-07 Facility Inspections, as well as addressed one new employee concern.

Assisted FCSS, Administration, and the Aquatic Centre with re-opening requirements and set up.

Municipal Secretary

In addition to day-to-day administrative duties, currently working through Municipal Accountability Program documentation. Ongoing work continues for reviewing policies and bylaws. Additionally, ongoing work continues with records retention/destruction with assistance from the Summer Admin Assistant.

Reviewing Local Authorities Election Amendment Act Bill 29.

Community Services

Administration ordered banner hardware and worked with Operations and the High School to put up banners of graduates. The Banner of Remembrance program has been rolled out, and we have two applicants so far. We also developed the "Fix Your Fence" contest- and had 14 applicants. The Tender for the rink boards has been posted on APC and closes on Monday.

Arena /Parks

Staff continues to perform parks and sports field maintenance. Dead trees were cut down at Centennial Park behind the big hill and trees around the park were pruned. The soft flooring around the play structures at Centennial Park was repaired. COVID-19 precaution signs for using the equipment were put up on all playgrounds. Monthly inspections were completed on playground equipment, and staff are working on repairs.

Pool

Pool Scheduled to reopen on Friday through Sunday with limited hours and capacity restrictions. First open date is Friday, July 3. Pool has been brought back online with heat and chemical addition and the water sample sent to the lab for testing came back clear. The Health Inspector has given the go ahead to open. Staff have been upgraded on training, and all COVID guidelines have been adhered to.

Events and Programs, FCSS

We have been working on our relaunch for day camps, which will start July 6. We held a successful virtual Seniors Lunch for senior's week; we delivered 80 lunches to seniors in partnership with Alberta Health Services. Our afternoon Parks Program has been well attended.

100 Canada Day Buckets given away;

536 Chuckegg Anniversary Coins kits given away;

Two clients were helped with grocery, prescription, and mail pick-up and delivery through the COVID-19 Assistance Line; two clients were helped with Food Hamper in partnership with the Food Bank.

Assisted Mackenzie County with hotel room checks for evacuees heading back to their community.

Tourism/Museum

Staff completed a training session for Past Perfect our archiving system, they are working on setting up an online gift shop and assisting with the tourism strategy plan. The Museum saw 150 visitors and \$1,720.45 in sales.

Operations

My focus has been on preparing various capital projects and assisting in the preparation of summer work programs. The Terms of Reference for Bushe River / Town of High Level Wastewater Treatment Feasibility Study were completed and the Dene Tha / ISC will be issuing the project for quotations in July. The Ag Society road construction is near completion, we are preparing for the final landscaping and working with Atco to provide routing and quote for power.

Airport

Document and compliance updates were completed which included Airport Operations Manual, Airside Vehicle Operators Permits, and Winter Maintenance Plan. The Airport Wildlife Management Plan (AWMP) is currently being reviewed and all airport staff have completed Human Factors Training.

Public works brought out a gravel truck so staff can complete the filling of dugouts within the airside area to help deter birds and other wildlife. The fieldwork was completed for the Localizer Precision with Vertical Guidance (LPV, GPS Approach), and we have updated Nav Canada on this process.

Central Mountain Air has planned to start scheduled services August 8th-10th, but we are unsure if High Level will be one of the destinations. Northwestern Air has given no further updates as to when services would resume as the border is still closed.

Public Works

The new street sweeper arrived this month and will go in service as soon as possible.

All the annual flower planting and basket hanging was completed with grass mowing and weeding down on a daily basis. GIS surveying of town assets is proceeding well, all the residential sewer system work has been completed. Public works staff has been assisting the surveyor with the opening of difficult manhole lids, and flushed areas with minor flow restrictions. Pothole and landscape work continues and dead trees were removed along the service road and boulevards.

Utility Operations

WTP staff worked on the Raw Water pump house removing and casting a new pump base for the upgrade. The building portion of the project will be tendered out when the permits and drawings are completed.

One of the main transfer pumps at the north reservoir was rebuilt and put back into service.

Lead testing will occur throughout the community in July and August; approximately 75 samples will be collected from residences and commercial properties. This data will be used to determine if further sampling is required and in which areas there may be issues. The sewage lagoon holding cell was sampled and drained as part of our annual program.

Protective Services

Community Policing

High Level Peace Officers conducted 129 investigations, and received 45 calls for service to the dispatch service. This included 18 arrests and the removal of one prohibited weapon off the streets as a result of those arrests.

Occupants of a house being used as a slum house that facilitated substance abuse, violence and other illegal activities negatively affecting the safety and security of the community were arrested and the house was boarded up under Section 10 of the Community Standards 976-18.

We provided seven courtesy rides to persons in distress or need. We conducted 30 illegal cannabis or alcohol seizures with charges being issued in four of those occurrences. We issued 69 clean up orders pursuant to Section 545 of the Municipal Government Act, primarily for the purposes of lawn control were issued.

Emergency Response

FireSmart Vegetation management program underway with Dene Tha Firefighters

Plan changes in progress

Preparing Fireguard management proposal for FRIAA

Fire Department

There were 28 Calls in June, including 13 medical, eight alarm calls, three MVC, three fires, and one power line incident.

Training: Live fire propane props fire attack, hose management, Engine Operations. We conducted a live training weekend for interior fire attack. Also started a recruitment campaign

WUI Team

Worked with PRFD on their sprinkler plan.

Delivered S115 course. Re worked S115 and S215 course after delivering S115. Started planning and setting up for Course delivery starting in July.

Took part in Div Sup/Task Force leader course in Rocky; Went to Fort Vermillion and La Crete to help instruct on wildland firefighting exercise. Worked in the training grounds on yard cleanup and set up for live fire training weekend.

Taken members who missed practices through make up skills. Have started looking into ways to deliver 1001 training for members.

Chief Schmidt attended meeting in Edmonton with Alberta Wildfire on the WUI program status and plans.