



TOWN OF  
**HIGH LEVEL**

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

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### **Accounts Receivable**

Outstanding balance as at February 29, 2020: \$391,286.93

Greater than 91 days outstanding (included in total): \$242,994.11

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 (\$287,052.54) is due to one customer. Of that balance, \$211,192.58 has been outstanding for greater than 91 days. Administration received \$107,455.54 of the outstanding balance on April 2, 2020 and expects to receive a large portion of the remaining outstanding balance in the near future.

### **Taxation**

Outstanding balance as at February 29, 2020: \$141,413.00

Arrears as at February 29, 2020: \$325,060.88 (current taxes receivable are negative – prepayments for 2020 taxation year)

Receivership arrears balance: \$106,207.42

### **Utilities**

Outstanding balance as at February 29, 2020: \$204,072.59

Town of High Level

For the Two Months Ending February 29, 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	1,816.67	626,864.00	626,864.00	0.29%	625,045.33	\$53,264.21	\$397,511.93	\$397,511.93	13.40%	\$344,247.72	(\$53,264.21)	(\$397,511.93)
Health and Safety						319,175.48	1,643,932.95	1,643,932.95	19.42%	1,324,757.47	(21,317,688.95)	(1,017,068.95)
RCMP Services						21,354.55	137,875.87	137,875.87	15.49%	116,521.32	(137,875.87)	(137,875.87)
Fire Fighting & Preventive Services	10,840.00	655,809.00	655,809.00	1.65%	644,969.00	127,403.59	1,109,822.93	1,109,822.93	11.48%	982,419.34	(116,563.59)	(165,000.00)
Disaster Services & Emergency Measures						(7,956.59)	139,941.99	139,941.99	-5.69%	147,898.58	(7,941.99)	(79,941.99)
Ambulance Service						1,715.00	12,500.00	12,500.00	13.72%	10,785.00	(1,715.00)	(12,500.00)
Bylaw	3,659.12	42,000.00	42,000.00	8.71%	38,340.88	52,637.55	358,431.22	358,431.22	14.69%	305,793.67	(45,737.55)	(46,931.22)
Building Inspections	120.12	179,920.00	179,920.00	0.07%	179,799.88	358,431.22	152,320.00	152,320.00	12.12%	152,320.00	120.12	27,600.00
Common Services						58,872.93	673,592.01	673,592.01	8.89%	613,719.08	(59,872.93)	(655,666.01)
Roads, Streets, Walk & Lighting						147,421.10	1,299,776.57	1,299,776.57	11.34%	1,152,355.47	(147,421.10)	(1,272,766.57)
Airport	87,242.68	32,500.00	32,500.00	15.28%	32,500.00	105,465.05	830,481.06	830,481.06	12.70%	725,016.01	(18,222.37)	(269,481.06)
Water Supply & Distribution	276,312.26	1,695,007.00	1,695,007.00	16.30%	1,418,694.74	140,624.45	1,695,006.45	1,695,006.45	8.30%	1,554,382.00	135,687.81	0.55
Sanitary Sewage Services	95,532.30	578,601.00	578,601.00	16.51%	483,068.70	32,114.79	578,600.86	578,600.86	5.55%	546,486.07	63,417.51	0.14
Garbage Collection	37,002.35	220,000.00	220,000.00	16.82%	182,997.65	17,031.92	199,344.02	199,344.02	8.54%	182,312.10	19,970.43	20,655.98
Family & Community Support Services	29,035.00	130,000.00	130,000.00	22.33%	100,965.00	24,157.93	175,510.27	175,510.27	13.76%	151,352.34	4,877.07	(45,510.27)
Cemeteries	1,300.00	2,500.00	2,500.00	52.00%	1,200.00	1,990.96	23,113.79	23,113.79	7.75%	21,322.83	480.96	(20,613.79)
Planning, Zoning, Development	270.71	206,500.00	206,500.00	0.13%	206,229.29	47,813.76	312,006.42	312,006.42	15.32%	264,192.66	(47,543.05)	(105,500.42)
Economic Development							74,500.00	74,500.00		74,500.00		(34,500.00)
Subdivision Land & Developments							22,000.00	22,000.00		22,000.00		(22,000.00)
Land, Housing and Building Rentals	17,092.01	39,500.00	39,500.00	43.27%	22,407.99	287.36	6,328.00	6,328.00	4.54%	6,040.64	16,804.65	33,172.00
Recreation Admin	690.00	49,250.00	49,250.00	1.40%	48,560.00	17,184.12	147,644.18	147,644.18	12.11%	62,824.15	(8,666.16)	(71,590.31)
Special Programs	17,694.79	190,000.00	190,000.00	9.29%	172,345.21	48,869.40	499,977.01	499,977.01	11.64%	130,460.06	(16,494.12)	(86,394.16)
Pool Building						15,488.37	116,157.78	116,157.78	9.77%	451,107.61	(31,214.61)	(309,977.01)
Parks						5,500.00	116,157.78	116,157.78	13.33%	100,669.41	(15,488.37)	(116,157.78)
Arena	21,365.76	5,500.00	5,500.00	12.86%	144,734.24	9,169.80	127,794.21	127,794.21	7.18%	118,624.41	(9,169.80)	(122,294.21)
Arena Building						43,568.68	334,671.94	334,671.94	13.02%	291,103.26	(22,202.92)	(188,571.94)
Library	1,476.62	17,875.00	17,875.00	8.26%	16,398.38	29,297.76	195,896.89	195,896.89	14.45%	167,599.11	(26,237.76)	(195,896.89)
Museum	1,190.45	132,346.00	132,346.00	0.90%	131,155.55	28,575.51	197,447.00	197,447.00	6.06%	185,477.24	(10,493.14)	(179,572.00)
Museum Building						28,575.51	272,546.59	272,546.59	10.48%	243,971.08	(27,385.06)	(140,200.59)
Requisitions						2,453.18	38,725.73	38,725.73	6.33%	36,272.55	(2,453.18)	(38,725.73)
Sub-Total	\$602,602.84	\$5,659,198.00	\$5,659,198.00	10.65%	\$5,056,595.16	\$1,358,416.80	\$13,315,122.98	\$13,315,122.98	10.20%	\$11,956,706.18	(\$755,813.96)	(\$7,655,924.98)
General Municipal Revenues												
Taxes and Grants-in-Place of Taxes		\$6,073,653.00	\$6,073,653.00		\$6,073,653.00						180,006.35	\$6,073,653.00
Other Revenue from own Sources	180,006.35	1,578,057.00	1,578,057.00	11.41%	1,398,050.65					5,785.00		1,578,057.00
Recovered Revenue		10,000.00	10,000.00		10,000.00							4,215.00
Total General Revenue	\$180,006.35	\$7,661,710.00	\$7,661,710.00	2.35%	\$7,481,703.65		\$5,785.00	\$5,785.00		\$5,785.00	\$180,006.35	\$7,655,925.00
Total	\$782,609.19	\$13,320,908.00	\$13,320,908.00	5.88%	\$12,638,298.81	\$1,358,416.80	\$13,320,907.98	\$13,320,907.98	10.20%	\$11,962,491.18	(\$575,807.61)	\$0.02

**TOWN OF HIGH LEVEL  
 Council Expenses  
 For the One Month Ending February 29, 2020**

	<b>Interim Budget</b>	<b>Actual</b>	<b>Remaining Balance</b>	<b>Percentage Used</b>
Elected Official Fees (151)	130,500.00	19,800.00	110,700.00	15.17%
Travel and Subsistence (211)	34,000.00	1,653.59	32,346.41	4.86%
Individual Memberships/Conference Fees (214)	8,500.00	1,529.00	6,971.00	17.99%



# Monthly Administrative Report to Council

March 2020

## Administration and Finance

### CAO

Met with Mackenzie County to discuss Inter-municipal Collaboration Framework (ICF). Presented ICF to Council for approval. Began bi-weekly meetings with Crestview Strategies to remain up-to-date on potential sources for facility funding. Attended delivery of new firetruck. Discussed Fieldhouse concept with architect. Have turned this project over to Community Services

Toured Dr. Lynn Hanekom around community with the assistance of Charles Carsten. Met with Guardian Radiology regarding the possibility of opening a branch office in High Level.

### Finance

Finance is continuing to communicate with Alberta Emergency Management Agency (AEMA) regarding the Disaster Recovery Program funding. AEMA advanced another \$1,552,499.40 in response to the formal request made by Finance in late-February. This brings the total advance to \$5,702,544. Finance is continuing to communicate with AEMA on ways to submit projects without having the entire project paid for. There have been issues with invoicing from other communities causing delays for payment to those communities and the submission of projects by the Town.

The in-person Assessment Town Hall was cancelled, but Communications will ensure that taxpayers are reminded of other methods of communicating with the Town's assessor.

### Planning and Development

On behalf of the NWSAR Committee, presented NWSAR's collaborative Caribou Ranges Research and State of the Region Report projects to the Bistcho Sub-Regional Task Force in Edmonton on March 12th. Continued dialogue with Bison Developments Inc. on potential business attraction for the Southwest subdivision, and furthered research on potential re-development of old landfills.

Developed and released a Request for Proposals for the reformatting of Land use Bylaw #944-13 (LUB), redesign of permit forms, and LUB/development public communications. Reviewed entire LUB #944-13, CAO's LUB amendments list, and developed a document of all amendments for CAO consideration/review, prior to sending to chosen consultants.

## **IT**

IT systems have been stable for the month of March with no critical disruptions to operations. Secure access to the Town Hall network and methods of protecting sensitive/critical systems and databases have been implemented and tested, and are available for staff who need to work from home. An Emergency Social Services database application has been developed and implemented in-house and will be further refined in the coming weeks.

## **HR**

The vacant Sports Complex Operator position has been filled. Offers for six seasonal positions will be sent out by April 15 and several more seasonal positions are to be filled. There are currently two protected positions being covered by acting staff and 2 full time vacancies (one at the Aquatic Centre and one at the Airport). A very large number of applications have been received for the Airport vacancy.

## **Communication**

March included daily public communication regarding snow removal areas and a number of one-off safety notices, including bus drivers not pulling all the way off the road when parking in driveways and one instance when wolves were seen near the hospital.

COVID-19 issues began March 12 and continued through to the end of the month. As a result, most regular messaging and interactions with the public were taken over by COVID-19 messaging and interactions.

## **Health and Safety**

There were two reports of damage: a collision between the sidewalk sweeper/holder and a rock and damage to a water sample line. One injury was reported where an employee slipped on ice and fell to the ground resulting in medical assessment at the hospital. A potential carbon monoxide issue was identified and is in the process of being fixed. Four close calls were reported including: two slippery/icy parking lots, a roll away loader, and a falling brick. The quarterly meeting was held on March 18th with 87% of employees in attendance. The Joint Workplace Health and Safety Committee handed out safety glasses, and cooler bags for a successful external C.O.R. audit in 2019.

## **Municipal Secretary**

Continue to review Permit Issuer material through Safety Codes Council. Researched/drafted a Terms of Reference for an Airport Beautification/Enhancement Task Force. Reviewing cemetery legislation/internal documentation re creating an agreement. Reviewing legislation/drafting bylaws re Assessment Review Board (MGA s. 454)

## **Community Services**

### **Administration**

Successful in a grant application for under injury prevention to develop a "Snow Angel" program whereby we coordinate cleaning senior's walks and driveways of snow with a private contractor.

### **Arena /Parks**

The arena was closed to the public on March 16. The ice was removed on March 19 and the pad was cleaned and prepped for sanitisation on the following day. On Sat, March 21, the building was sanitised with a Chlorox 360 machine, and staff moved over to the Town Hall. The plant was shut off by CIMCO at the end of March.

### **Pool**

The facility was closed starting Monday March 16, 2020. The basin was drained and cleaned, and basin broken tiles repaired. Contractor painted the ceiling in change room, and staff painted the boys change room. There were lights changed out, and the hot tub boiler replaced.

### **Events and Programs**

For PD Day March 13th, 2020, there were 19 kids registered. Teen Night March 13th, 29 youth attended, activities were basketball at SNCS and KFC. All programs virtual now, such as Takeout Tuesday, Work out Wednesdays.

### **FCSS**

During the month of March, we completed 30 income tax returns. Groovy kids had 15 youth registered.

### **Tourism/Museum**

Continue to working on a display for the Museum for the Chuck egg Fire Anniversary, with layout complete and approved, and working on platforms, and getting stories from the public, to add in. Working on Banner of Remembrance, banner designs.

## **Operations**

### **Airport**

General Airport operations went normally with staff working on equipment service and general spring-cleaning.

There has been a significant reduction in Scheduled Flights with Northwestern Air Lease suspending all flights due to closure of NWT border and Central Mountain Air suspended their flights. Charter flights were still available.

Medivac flights are still operating daily, but Charter Service and General Aviation have essentially disappeared from our airport.

## **Cemetery**

Nothing to report.

## **Public Works**

Snow removal continued to be the focus of the month. The reduced snowfall allowed staff to clean up snow piles and clear and haul all lanes and alleyways.

The sudden change to warmer weather created some minor issues with storm water drainage. Teams thawed catch basins as required, but we are now concerned that the current cold snap may have increased the overall amount of frozen storm system.

Hydrovac repairs were completed and the unit is ready for spring storm system thawing. The snow blower main auger had a major bearing fail that resulted in some drive chain damaged. The unit was repaired and put back in service as quick as possible.

## **Utilities Management**

Water treatment operations continued normally with staff focusing on the Chlorine Dioxide Trial and pilot testing of new products.

The sanitary system is working well and there were no disruptions due to wet wipes plugging pumps or piping. One residential service was cleaned and camera inspected to investigate a broken service failure. The problem turned out to be excessive grease build up and the homeowner was advised to follow better disposal practices.

## **Protective Services**

### **Community Policing**

TOHL Enforcement Services received 77 calls for service to their dispatch service.

54 investigations resulting in 14 arrests, 24 formal warnings issues and six charges laid.

One investigation under the Gaming, Liquor and Cannabis Act/Trespass to Premise Act resulted in the seizure and return of stolen property as well as the seizure of suspected MDMA, a controlled substance under the CDSA. Turned over to RCMP for analysis.

Two prohibited knives recovered.

One investigation of trespassing/vandalism/substance abuse resulted in an inspection under the MGA, resulting in the recovery of six edged weapons modified for concealment and a premise fortified under S. 10 of the Community Standards 976-18.

Additionally, Peace Officers were provincially mandated under Ministerial Order 24/2020 to patrol, inspect, and enforce the provisions of the Public Health Emergency Order issued under Section 29(2.1) of the Public Health Act.

### **Emergency Response**

Regular Meetings for COVID Response. Update on plans to Staff regarding Pandemic Plan.

### **Fire Department**

30 calls in March. Call of note: Vehicle Accident near Zama with entrapment. New Engine 2 in service March 31. Last in-person Training Session was March 18, and then we switched to online training.

Servicing equipment readying for Wildfire Season. Updated Mutual Aid Plan with Forestry WU Team. Outside training cancelled – working on online delivery plan.