

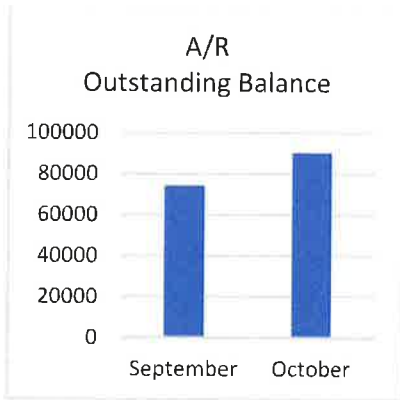


**TOWN OF HIGH LEVEL
DEPARTMENTAL REPORT
FINANCIAL SERVICES
October 2020**

Accounts Receivable

Outstanding Balance as at **September 30, 2020: \$74,285.37**

Outstanding Balance as at **October 31, 2020: \$90,322.25** *Increase \$16,063.88*



Greater than 91 days outstanding (included in October total): **\$19,272.60**

Taxation

Current Year Balance as at **September 30, 2020: \$291,062.07**

Current Year Balance as at **October 31, 2020: \$285,920.90** *Decrease \$5,141.17*



Note: GIPOT owing is \$60,496.65 province will have that balance paid by December 31, 2020.

Utilities

Arrears as at **October 31, 2020: \$43,202.43**

CARRYFORWARD PROJECTS

OPERATIONS

Project	Date Updated	Total Budgeted Amt	Funding Sources		Final Cost	Physical Status to Date	General Comments	Updated By
2009 GMC Street Sweeper Replacement	18-Jun-20	\$ 375,000.00	MSI Capital Funding (100%)			Complete	Delivered on June 17th as Specified!	Keith
Raw Water Pump Replacement	17-Aug-20	\$ 200,000.00	Utility Reserves (100%)			40%	WSP is prepare building drawings for construction and permitting.	Keith
Drinking Water Management and Capital Planning	17-Aug-20	\$ 400,000.00	Utility Reserves (100%)			Ongoing	Started investigation into removal of GAC and using powered carbon at the beginning of the process.	Keith
Bushe River Waterline	17-Aug-20	\$ 2,100,000.00	Alberta Government Funding (100%)			Ongoing	Tender Will Close August 21st	Keith
Chlorine Dioxide System	17-Aug-20	\$ 165,000.00	MSI Funding (59%), Utility Reserves (41%)			95%	Rental equipment shutdown and project testing completed.	Keith
Legion Building Assessment	1-Jul-20	\$ 50,000.00	General Reserves (100%)			Ongoing	Carried over , the building will be re-evaluated for potential demolition	Keith



Town of High Level

Monthly report to Council

October 2020

Administration and Finance

CAO

Highlights for October included:

Worked with Boreal Housing on the opening of Mackenzie House.

Assisted with planning and review of the Land Use Bylaw rewrite and modernization

General development inquiries and permit applications

Met with representatives from the Prime Minister's Office, Rural Economic Development Canada, and the Honourable Jim Carr to discuss Multiuse Facility concept and project.

Attended meetings with the Director of Community Services and SAHURI and Partners, the prime architect for Multiuse Facility. Met with Community Services to discuss staging and funding for the Community Park expansion.

Attended Banners of Remembrance Open House

Reviewed utility budgets with Director of Administration and Finance

COVID-19

The CAO kept up to date of developments with COVID. He also assisted with planning for Town facility reopening and communications to the public. And reviewed updated COVID Protocols.

Finance

DRP Update

Project 1.3 (Mutual Aid): Invoice for Mackenzie County has been paid in full and this project is in submission process.

Project 1.8 (Mutual Aid): Confirmed with City of GP and County of Grande Prairie they have been paid by AEMA for both invoices and this project is complete.

Our 2021 Operating Budget meetings are completed and a draft budget will be brought to the next Committee of the Whole Meeting.

Planning and Development

Completed one-pager summaries and the full summary package for all proposed changes to the Land Use Bylaw.

Public Engagement commenced on October 19th for the Land Use Bylaw Review Project – a new webpage with a video, a one pager and written rationale are being released every Monday, Wednesday, and Friday evenings at 5pm until November 13th. Hardcopy packages are available at the reception desk, or electronically via email and the webpage.

Hosted and facilitated two trapper training sessions (one in Fairview and one in High Level) on behalf of NWSAR Committee – these sessions were focused on replacing batteries and memory cards for remote cameras and audio devices deployed last winter by local trappers for NWSAR’s Collaborative Caribou Ranges Research Project.

Facilitated two working sessions with Reeves of County of Northern Lights and Clear Hills County – these sessions were a review of State of the Region Report socio-economic data for these two Municipalities (High Level, Rainbow Lake, and Mackenzie County data review sessions will be held in November). This is an NWSAR Committee project funded by GOA.

IT

There were two major events affecting IT systems during October, the Town Hall telephone system was intermittently down for approximately 72 - 96 hours between Oct. 26 and Oct. 29, and our external incoming email delivery was delayed for approximately two hours on Oct. 28. The disruption to the telephone system was caused by a faulty piece of equipment on the Telus network and the email disruption was caused by a problem with a temporary folder on our hosted email filter. Thanks to PhoneCo and Trinus for their assistance in resolving both problems.

An Internet Gateway agreement was concluded with Axia during October which will result in the Town Hall internet connection being upgraded from 10Mbps to 100Mbps during early November at an approximate additional cost of \$18 per month (current annual cost is \$12,684, new annual cost is \$12,900). There may be some minor disruption to connectivity, likely to affect email delivery and remote management of systems, immediately following the change. Administration will be working with Trinus and Axia to manage the transition.

HR

Two new vacancies has been created by the resignation of one of the WUI Team Members and one of the Sports Complex Assistants and we wish Jenna Rushton-Stevens and Nolan Holditch every success in their future endeavours. The vacancies will be advertised and interviews will be held as soon as possible.

The vacant Sports Complex Operator position has been filled and we welcome Marlon Desjarlais-Fiddler to the team.

There are currently two protected positions being covered by acting staff. I have received confirmation that the employee in one of the protected positions will be returning to work on Nov. 30, 2020.

Communication

Thirty-six individual messages for the Town of High Level came across the Comms Desk in October, but the two largest projects were the Face Coverings Bylaw questionnaire and the Land Use Bylaw Project. The Comms Desk grew with the addition of a part-time assistant. The assistant is already a Town employee who recently completed a digital communications program with a focus on radio. The goal of

this position is to provide the assistant with an opportunity to build their resume and keep their communications skills sharp while providing some much-needed help with Town communications – which continues to grow significantly.

The Town's Facebook Page experienced its best single month of engagement likely ever; FB data shows between Oct. 1 and 28, the High Level FB page reached and estimated 64,000 people resulting in more than 41,000 engagements.

The page gained 111 followers and now sits at 8,664. A number of posts contributed to these numbers, including Northern Lights photos at the beginning of the month and several low participation, high-engagement FCB posts. As always, events coming out of the Rec Department are a huge force for good in this town and FB engagement reflects that.

Health and Safety

In October, there were nine reported incidents. Of these, four were damage, one injury (no WCB), one first aid (no WCB), one vandalism, one hazard, and one close call. The Town's online Safety Data Sheet management system has been implemented, and we have been getting good feedback from several employees. Updated emergency response drill feedback forms were revised and are now in use – again getting good feedback from employees.

All departments are reporting acknowledgement that they are reviewing assigned portions of the OHS Act Regulation and Code during their monthly health and safety meetings. Training has been assigned to various employees, including supervisors/managers and directors – training should mostly be complete by the end of November. The 2020 Internal COR maintenance audit will begin in November. The Joint Workplace Health and Safety Committee conducted its quarterly inspections and found several high hazards – all of which were rectified in VERY short order.

COVID-19

Assisted with a revision to the Administrative Directive 44-20 COVID-19 Protocol. This revision was sent to all departments to review during their respective monthly safety meeting.

Municipal Secretary

More information regarding the 2021 Municipal Election, Oct. 30 training.

Research information / To-Do list for 2021 Municipal General Election.

Organization meeting, follow-up Committee appointment letters sent out.

Advertising for Council Committee public members: Subdivision and Development Board (SDAB), Assessment Review Board, Intermunicipal Planning Commission and Airport Beautification/Enhancement Task Force

We have two potential SDAB Members, training set up for November through the Municipal Government Board.

Two members of the community have expressed interest in the Airport Beautification/Enhancement Committee.

Researched Cemetery Agreements for RSSA.

Proposed Advertising-Public Participation Bylaw for November meeting.

Municipal Accountability Program – last stretch of research.

Community Services

Administration

Administration met with the Curling Club Board, and they are going to operate this year. We have been working on getting the Snow Angels program up and running. We had our annual inspection of the licensed after school program, (both the municipal government and Alberta Health Services) and everything was fine.

Arena /Parks

For the month of October, volleyball and tennis nets were taken down. There was a new ramp by the gates for the ice resurfacer, installed by Tolko, which has been very convenient for ice maintenance operations. Staff helped with town's Halloween event and regular operations inside the arena continue.

Pool

Facility will open six days of the week starting November 1st

Private Lessons will be offered on Tuesdays starting Nov. 3 – half hour blocks, \$25.00 for first student, \$15.00 for second in class, with a maximum of two students per instructor, with three instructors available.

Wednesday and Thursday evening, we have been running Aquafit. Gentle Aquafit is on Friday. School Rentals (Joint Use Hours) are ongoing.

Events

Bargain Shop Sponsor Public Swim October 7 and 10 - 2:30 – 4:30

Select Rentals Sponsor Family Swim October 10 – 1:30 – 3:00

Town Sponsor Halloween Swim October 31 – 6:30 – 8:00

FCSS

Family Community Support Services continued with our Covid assistance where we assisted 13 clients with grocery, mail, and food bank pick-ups. We hosted a Teen night pumpkin-carving contest; we had 13 youth attend.

Our focus this month was the Halloween in Jubilee Park event. Community members who were not comfortable with handing out candy could donate it for us to give out. We had more than 600 kids attend our event with their families.

Tourism/Museum

Our Museum and Tourism staff has been busy with the Banners of Remembrance program, together with the committee and Public Works, we hung 14 banners to honor veterans in our community. We hosted an art attack where seven people attended and we gave out nine “at home” craft kits. We also hosted a Scarecrow contest, we had nine people participate, and the community really enjoyed checking them out.

Operations

Administration

The 92 Street water main connector project started with completion expected to be in November.

The Industrial Lift Station Bypass Project is now complete with final site grading and gravel completion in the spring.

The Bushe River water supply line is moving along nicely, pressure testing and completion is expected to be completed by mid-December.

The Director of Operations attended the first AEP Water and Wastewater Operator Certification Advisory Committee and Advisory Committee meeting on behalf of the Water North Coalition (WNC) at the end of October. The WNC is going through some administrative changes and restructuring due to the Reduction in services provided by NADC.

Airport

The Runway warranty check (2 year) was completed by WSP. Everything is good, as we continue to maintain it with crack sealing every year as regular annual maintenance.

All of the airport equipment was serviced and inspected for winter ready operations. Training (dry runs, orientations, and practice) before snow was completed for new operator on all equipment.

New updated SMS manual was completed. Most notable, new SMS reports forms for the airport have changed with everything dating back to 2015 being converted to digital formats. Organized and completed all uncompleted audit forms from the past (observation and finding forms).

One major challenge is the NAV Canada aeronautical study. NAV Canada is looking to close down the High Level Flight Service Station. Our engagement session with NAV Canada will be in November.

Public Works

Multiple hydrant repairs have were completed after the flushing program was completed. All the hydrants were pumped dry and a small amount of food grade antifreeze was added to prevent the valve seats from freezing.

Numerous potholes and small asphalt repairs were completed in preparation for the winter season.

Beaver dams were removed along our major storm water channels and some of the industrial ditches were cleared to remove heavy vegetation.

The Remembrance Day banners and hardware was installed and winter decorations were serviced and prepared for install in November.

The primary water service was excavated and removed back to the main line at the High Level Trailer Park site.

The major repairs have been completed to the snow blower and the unit is ready for winter operations.

Multiple vehicles were serviced and repairs were completed to various equipment and fire service unit,

Utilities

The sewage lagoon storage was this month and required sampling was completed.

The Enforcement Officer for Environment attended the discharge to audit the process for compliance and performed sampling to confirm quality of effluent.

One clear well transfer pump was removed and sent out for repair estimates the repairs are proceeding at a cost of \$13,072.

The ultrasonic algae control system was serviced for continued operation over the winter, the system worked very well this summer with no algae blooms being observed.

New water treatment process testing is being performed with consultation from chemical suppliers.

Protective Services

Administration

Mental Health Check in weekend held October 30th-November 1st. Department Psychologist from the Alberta Critical Incident Stress Network conducted one-on-one interviews with every HLF member and Peace Officer. An Officer Training Session was held as well as a Member and Family Resiliency Session was held for Families. This is now an annual event as part of an enhanced Critical Incident Stress Management program for Protective Services.

Community Policing

High Level Peace Officers conducted 39 investigations and received 45 calls for service to the dispatch service in October.

There were 18 arrests and five illegal alcohol and cannabis seizures. Enforcement Services operated primarily at half capacity because of vacation time during October.

Officers provided first response on four medical emergencies, including one where critical first aid was provided. Information provided by the Peace Officer led to the arrest of multiple persons for aggravated assault.

Peace Officers investigated multiple cases of graffiti vandalism in the beginning of October in the downtown core, resulting in one arrest.

Emergency Response

We completed Regional Hazard Assessment with Dene Tha First Nation and toured communities during the assessment.

Fire Department

There were 33 calls in October and 272 Calls year to date.

Calls of note:

A structure fire in Chateh and another in Mackenzie County.

Four Motor Vehicle Collisions

Fire members completed the Provincial Examination for 1001 Level 1 professional qualifications. They have started the Level 2 course with plans for an exam in the spring.

We provided Training assistance to new staff at Northern Pellet. They completed a three-day course on basic industrial firefighting utilizing the training facility.

WUI Team members winterized equipment for the season, and completed course feedback and invoicing for training. We are still waiting to hear on status of the program.

ADMINISTRATION INQUIRIES