



Monthly Administrative Report to Council

September 2020

Administration and Finance

CAO

Met with Agricultural Society (along with Mayor and Director of Operations) to discuss finalizing the Town's commitment to the relocation of the rodeo grounds.

Worked with Boreal Housing on the opening of Mackenzie House.

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

General development inquiries and permit applications.

Met with representatives from Canada Heritage 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 a meeting with the Director of Operations, and Dene Tha' and their engineers, to discuss the provision of sanitary service to Bushe River

Discussed year-end audit with Director of Administration and Finance and the Town's auditor

COVID-19

Kept abreast of developments with COVID. Assisted with planning for Town facility reopening and communications to the public. Developed a Face Covering Bylaw for Council review.

Finance

DRP Update

Project 1.1 (Emergency Services): 100% Complete in submission process.

Project 1.3 (Mutual Aid): Invoice for Leduc County was revised and is paid in full. Invoice for Mackenzie County is being reconciled.

Project 1.8 (Mutual Aid): September 15th AEMA informed TOHL that they would be paying County of GP and City of GP directly for 2019 NWADRP.

2021 Capital and Operating Budget preparation is underway.

Metrix Group LLP has scheduled 2020 Interim Audit for November 23, 2020 and Year-End Audit will be the first week of March 2021.

Planning and Development

July 2020

Completed addressing and roadway datasets – submitted and approved by Alberta Data Sharing Partnership Agreement and Munisight.

Completed Administration preliminary review of Land Use Bylaw – developed sections for Council review and initial input at August 4th Special Council meeting.

Supported Green Space Alliance (GSA) with Alberta Social Housing Corporation (ASHC) rezoning application and design concept project. Identifying and sending adjacent landowner notifications, contacting key stakeholders for design charrette sessions and organizing the open house.

Assisted with setting up the Land Use & Planning Assistant with position role, objectives, and goals.

August 2020

Started a fresh line of enquiry with Public Sector Digest (PSD – CityWide) regarding Town Asset Management software and platform.

Worked with a land surveyor and completed three subdivision applications for Town-owned and Richardson-owned land. One regarding an accidental land transfer and parcel consolidation, one for isolating a privately owned roadway, and one for dividing the old lagoon site easement and legal plan.

Project planning for NWSAR Committee habitat ground-truthing in two Caribou Ranges – received FRIAA FRIP funds sponsored by local forestry companies. Gearing up for second year of wildlife monitoring with cameras and ARUs, and Fall 2020 fieldwork for habitat.

Commenced second Administrative review of Land Use Bylaw with CAO – deeper dive.

September 2020

Started one-pager summaries and summary package regarding proposed changes to the Land Use Bylaw for public engagement.

Agreed on a path forwards in 2020 to work on an Asset Management Strategy ready for January 2021 FCM MAMP funding application.

Site inspections of 2019 development permit applications has commenced. Application of provisions within Community Standards, Garbage and Land Use Bylaws has significantly stepped up – positive response from most landowners who have been contacted so far.

Continued work with CMR Consulting regarding NWSAR Committee State of the Region Report local data collection, and submitted a municipal perspective to Natural Resources Canada regarding the Chuckegg Creek Wildfire.

IT

IT systems have been stable for the month of September with no critical disruptions to operations. Potential projects for 2021 have been identified and will be discussed with the CAO for possible inclusion in the capital and operating budgets.

HR

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Communication

Large-scale projects continued to involve the Face Coverings Bylaw for both messaging and community development. Additionally, work continues on Land Use Bylaw public engagement. Communications has also been enlisted to work with the CEDI group in order to develop media communication for a number of projects between the Town of High Level and Dene Tha FN.

Social media engagement has been increasingly volatile through the month of September, primarily in regards to "COVID fatigue." Several bright spots over the month greatly increased positive engagement; photo events featuring firefighter training, Northern Lights, and Arena updates were all positive. The Northern Lights photos in particular were shared widely and resulted in a reach of nearly 28,000 people and close to 5,000 engagements.

Health and Safety

In September, there were five reported incidents. Of these, four were First Aid (one WCB), and one hazard.

Inspection forms for the Arena and Town Office were updated to remove redundancies, and increase the efficiency of inspections and data entry. All Safety Data Sheets (SDSs) have been revised and uploaded to the Towns online SDS Management system. Instructional messaging of the program will be disseminated to all staff by the end of the second week in October.

Emergency Response Drill Feedback forms are being updated to reflect specific action points in relation to the Emergency Response Plan being tested, and should be completed and ready to use by the end of the second week in October. During the All Managers meeting, it was made known that all facilities/departments will be receiving specific portions of the OH&S Act, Regulation, and Code to review during their respective monthly meetings.

The Health and Safety Committee established their quarterly facility inspection schedule and will have inspections completed by October 13th.

COVID-19

Safe work practices for the purposes of conducting decontamination activities of the Arena dressing rooms were created along with safe work procedures for the equipment to be used to conduct the

decontamination. Signs and sanitization stations were created and supplied to the Arena for general occupancy and user groups.

The Health and Safety Coordinator and Director of Community Services participated in a phone-in meeting with the OHS Officer that was conducting an inspection at the Aquatic Center. During that time, it was made clear by the Officer that he was quite happy with the process/procedures, equipment, and training that the Town has in place at the Aquatic Center. He was also very impressed and grateful at the rate at which his recommendations were implemented, and how professional and quick communications were between himself and the Aquatic Center.

Municipal Secretary

The Municipal Secretary was involved in Day-to-Day Administration. Some preparation was made for the October Organizational Meeting and 2021 municipal election information. Vitalization grant application processed. Additionally, some preparation for the Oct 6th CEDI workshop and

Community Services

Administration

Administration met with the ice user groups, and worked on developing and implementing all COVID guidelines for ice sports for the facility and a schedule. We also worked with the contractor at the arena to complete the modifications to the corners, and handrails that transition up against the new rink boards. Working on some modifications to the joint use agreement with the school, to make it more streamlined to administrate. We are now preparing for October programming and events, such as Halloween and Christmas and youth programming.

Arena /Parks

During the month of September, rink boards were installed and CIMCO performed start up for the ice plant.

Arena staff assisted the CIMCO technician with finding the current leak and discovered the leak from the isolated line that was closed off in 2016. The current leak has been fixed along with the isolated line, which has now been reopened.

While making ice, staff found no issues in water freezing by the rink boards in front of the bleachers, which has been an issue for 2 years.

With the help of other departments, arena staff prepared the facility for reopening to the public, which included cleaning, sanitizing, posting signs, and preparing chemicals to use for sanitizing. **Pool**

Pool

The Facility is now open five days of the week with semi private lesson rentals available for a cohort group with up to four students having lessons at a cost of \$120.00. On Wednesday and Thursday evening Aqua fit, Gentle Aqua fit have begun, as well as school rentals have started, in accordance with the joint use agreement. We recertified ten lifeguards and the senior staff and management completed their LSI recertification.

Upcoming 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

FCSS

Family Community Support Services continued with our Covid assistance where we assisted six clients with grocery, mail, and food bank pick-ups. Our licensed after school program has started up and we have 18 youth registered, this program is ran by our FCSS and Recreation staff. We received a grant from Community Foundation for \$30,000; this money will be used to enhance the community gardens.

Tourism/Museum

Our Museum and Tourism staff has been busy closing down the museum for the season. We hosted an art attack where 8 people attended and we gave out 3 “at home” craft kits, we have decided we will do one in person class as well as “Art attack to go” kits for people who are not comfortable attending a class.

Operations

Administration

The 92nd Street water main connector tender has been awarded and initial preconstruction meeting and contract signing was completed.

Richardson Pioneer has confirmed collaborating on the install and routing of a new 8” water main and hydrant and will be connecting the new office to municipal supply.

Two properties have requested a water service connection to the Bushe river line and we are in the process of reviewing the requests. Transportation requires Highway crossing permits and we see no issues with the alignments.

The Industrial Lift Station removal and new gravity sewer main in at about 80% completion and the removal of the lift station is schedule for the week of Oct 12th.

The Northern Pellet Plant will be connecting to water and sewer the week of Oct 12th and we are working with their consultants to correct some drainage issues in the industrial area arising for the removal of two culverts at the rail line.

Airport

The Audits (including the Emergency Response Plan, Wildlife Management Plan, and TP312) were completed. The annual High Level Airport Audit will be completed by Loomex when they come for a visit the fall.

The runway lighting system, which includes 31 PAPIs, The Runway, and Taxiway lights all had “Megger Warnings”. This issue was caused directly by the excessive rainfall and ground saturation.

Staff worked on hauling fill dirt to a dugout along side of the runway. This process as well as grass cutting has be also hindered due to the excessive rain.

Crack sealing was completed on all runway and taxiways surfaces, the parking lot will be sealed as part of the Operations in town program in 2021.

Public Works

The majority of the month focused on the repair of water infrastructure repairing fire hydrants, valves, and sewer cleaning. One complaint of a blocked / damaged service was investigated and problem was found to be grease and wipes at the homeowners piping.

Laneways and alleys were graded were possible and milling were added to low areas. Excessive homeowner debris in some alleys created problems while trying to maintain the alley.

Sidewalks, which created a risk to pedestrians and may cause damage to the cleaning equipment were repaired or replaced.

The mechanics were busy will normal equipment servicing and started preparing our winter assets for this season. The Snow blower has required a significant amount of work with parts nearing \$8000.00.

Cemetery

One plot was dug and the ground was extremely wet, which created issues with safety of the staff as well as the funeral service. Additional plywood shoring was added to prevent a collapse.

Utilities

Initial Lead testing was completed and we area in the process of reviewing the results and creating a plan for the next stage of testing and confirmation.

Fire hydrant flushing was completed and a few hydrants started leaking and required Public Works to excavate and replace the corroded bolts.

Amber Heights Station had some deficiencies form the original contract with control programming and a ventilation system failure. This project is still in a warranty period and the documentation and as-built drawing are still outstanding.

A study of new chlorine injection point is underway to look at the reduction of THM type by-products. This will involve in house jar testing and a pilot trial.

One of the process pumps failed and was removed and sent out for repairs. This pump has lasted for 20 years and the estimated repair cost will be \$15,000.

Protective Services

Community Policing

In September 2020, High Level Peace Officers conducted 38 investigations and received 29 calls for service to the dispatch service. There were 15 arrests and nine illegal alcohol and cannabis seizures.

Peace Officers conducted several extensive investigations, including the successful independent investigation and arrest of two persons accused of several overnight vehicle break-in's and vehicle tampering reports that occurred across the Town. Property and break-in tools were recovered during their arrest and were charged with several offenses and placed on conditions not to be in the Town of High Level.

Other investigations included the arrest and subsequent remand of other habitually dangerous individuals from the community.

Emergency Response

No Activations. Worked on Prep for Regional Planning Exercise with DTFN

Fire Department

25 calls in September

Calls of note: A trench Collapse call at an industrial facility; two vehicle fires; multiple motor vehicle collisions

Department completed its fall Live Fire Training weekend: 30 firefighters attended, including seven from Zama and four from Rainbow Lake. Excellent Training weekend with many skills covered. Nine Firefighters completed 1001 Level Firefighter qualifications.

WUI Team

Courses taught in Peace River and Grande Prairie. Assisted with set up for training courses through September. Started working on instructor standards for S215 course.

**ADMINISTRATION
INQUIRIES**