



TOWN OF

HIGH LEVEL

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

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### 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  
Council Expenses  
For the Five Months Ending May 31, 2020**

	<b>Interim Budget</b>	<b>Actual</b>	<b>Remaining Balance</b>	<b>Percentage Used</b>
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%

## **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).

## **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.

## **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.