



Town of High Level

Monthly report to Council

February 2021

Administration and Finance

CAO

Worked with Boreal Housing on planning for the transfer of Heimstaed Lodge to La Crete Municipal Nursing Association.

Worked with senior administrative team on asset management strategy.

Developed strategies for funding of multipurpose facility and reviewed options for land exchange with the Fort Vermilion School Division.

Worked with Development Department of the revised Land Use bylaw.

Assisted Council during Regional Service Sharing Agreement negotiations with Mackenzie County.

Attended training for certification in ICS 100 and ICS 200.

Attended a webinar held by Canadian Strategies Group on the 2021 Provincial Budget.

COVID-19

Kept abreast of developments with COVID. Assisted with planning related to the Province's Public Health Order and amendments and communications to the public. Reviewed updated COVID Protocols based on changes to the Public Health Order.

Finance

Director completed First Aid & ICS 100 & 200 training.

Property Assessment Roll for 2021 Tax Year received with an assessment increase of 17.6 million.

Planning and Development

Re-evaluating ASHC's rezoning application. Prepared a summary of all planning-related concerns and public input with recommendations for the Public Hearing on February 8th.

Final available data collection enquiries for NWSAR's State of the Region Report – Clear Hills County and County of Northern Lights municipal sections.

Finalized Asset Management Strategy with PSD, and submitted FCM MAMP grant funding application for 2021 Asset Management activities – funding anticipated in November 2021.

Processing business license payments and updates from business owners.

Land Use & Planning Assistant completed Safety Codes Council's Permit Issuer's Exam to issue plumbing, gas and electrical permits.

Regular patrols for garbage day were completed.

IT

IT systems have been stable for the month of February with no critical disruptions to operations.

The deadline for Universal Broadband Fund applications has been extended to March 15.

HR

There are no new vacancies. The vacant Sports Complex Operator position has been filled and we welcome Laverne Pierrot to the team.

There are currently no protected positions being covered by acting staff and we welcome Dana Olfert back from her leave of absence.

We are actively recruiting for the vacant Land Use and Planning Officer position. A closing date of March 12 has been set for applications and we intend conducting interviews in mid to late March.

Communication

In February, a considerable amount of time was spent on Frostival messaging – with a tremendous amount of community support. Community Services and Public Works and everyone else involved to make the event a success really went above and beyond.

The Communications Coordinator spend part of February training for ICS 100 and ICS 200 and hopes he never has to use it.

Social media – a request to the public for Face Coverings Bylaw exemption card holders not to use them to circumvent the Public Health Order resulted in a very lively debate on our Facebook page lasting several days. The Town Communications desk remained very active during the discussion, providing responses both publicly and privately for community members seeking clarification on the issue.

Health and Safety

In February there were three reported incidents: one close call, and two damage – awaiting cost for repairs. All facility inspections and safety meetings were completed and submitted on time. Employee training is currently at 94%. The Joint Workplace Health and Safety Committee will have nearly finalized the employee safety recognition program – it is expected to be finalized in March.

Community Services

Administration

Awarded the request for quotes for Community Gardens to Derksen and Sons Construction, and they have subsequently met with the Community Gardens Committee, to review project, and it is being worked on (Community Foundation grant project).

Communicating with Farmers Market, Chamber of Commerce, High Level Library Board, High Level Curling Club, to ensure free flow of information and agreements are current, signed and insurance documents are in place.

Received first draft of geotechnical report on parcel of land the multi purpose facility will be built on, and engineers made some adjustments as a result. Continuing to work on area to be subdivided, and the detailed engineered design.

Arena /Parks

Arena staff were working on beautifying the arena hall throughout January and February. The stage was removed. Walls were patched and painted and the floors were stripped and waxed. The kitchen appliances were cleaned and or replaced. The storage areas throughout the building were cleaned and organized. Maintenance and janitorial checklists were developed and training initiated.

Hockey has resumed for the Arena and the staff continue to keep the facility safe by sanitizing areas of the facility after each use.

Arena staff assisted with Frostival set up and continue to assist with Covid deliveries when needed.

Pool

Facility was open five days of the week starting February 17, from Wednesday through Sunday, with COVID restrictions in place. This meant facility was open for rentals by appointment only to families in the same household.

High Level Native Friendship Centre purchased 20 spots, and Paddle Prairie Family Resource Network purchased 12 spots and handled the intake via gift certificates that could be redeemed for a rental spot. Under our joint use agreement, schools were given the opportunity to book spots and then the High Level Christian Academy scheduled in time for their students.

Aquatics staff provided "Booking" training for 12 staff in Community Services and Finance. They have also been developing the implementation of the online Booking component. This involved working on the backend of Booking to prepare for our online portal, and working on our online vendor agreement for our debit systems and online utility payments. Staff also cleaned up and reconciled Booking client records, aged receivables, and client credits on account.

Staff have been assisting other areas in the Community Services department, through cleaning and organizational tasks at the Arena, FCSS/Rec Frostival events and deliveries for the Covid assistance line, as well as assisting at the Museum with archiving.

FCSS

Family Community Support Services continued with our Covid assistance line, during the months of January and February, and we assisted 40 clients with grocery, mail, and food bank pick-ups.

Our after school program, Groovy Kids club, is full with 18 youth. We hosted a PD day on January 29th, 18 youth attended and PD week February 8th to 12th, 16 youth attended.

We created Teen Night “Minute to Win It” family game bags, we had 28 families registered. We currently have 19 seniors and people with mobility issues using our snow angel program. For Valentines Day, we collaborated with the Northern Lights Humane society for a fundraiser selling candy grams for people and pets, at \$10 each. Half the proceeds went to the Humane Society, and we sold 76 candy grams.

We hosted our Sixth Annual Frostival Feb. 20 to 28. This was a week filled with contests and pop up events around the community. We hosted a snow man building contest sponsored by Tim Hortons, Hot Buns run hosted by the High Level Running Club, Front yard snow carving contest, Frostival Family Activity kits sponsored by the High Level Native Friendship Centre, Snow Castle Wall sponsored by West Fraser, Snow Maze sponsored by the partners in tourism, Ice Slide sponsored by Select Rentals, and snow carvings sponsored by Tolko. We worked with Ice on Whyte Festival Society again this year – they did an amazing job.

Tourism/Museum

Our Museum and Tourism staff has started planning the new wilderness display for the museum. We hosted an Art Attack but due to the Covid restrictions it was all “at home craft kits”, of which we sold 28. The gift shop is open by appointment, and in January, our sales were \$850 and in February, our sales were \$625

Operations

Administration

The Director of Operations continued to work on 2020 – 2021 Capital Projects and started the summer work plans for Operations.

Airport

Another incident occurred at the Airport, which involved a Cessna 206 plane; the aircraft landed and had a flat tire in the middle of the runway. No emergency crews were required, and Operational staff and NavCan and Canwest assisted with removing the plane to the Main Apron.

The Field Electrical Center continues to issue Megger Warning Alerts; this issue is directly related to winter weather and ground moisture conditions.

Northwestern Airlease is scheduled to return two flights out of High level on March 4th, and this will be a trial run for one to two months. The amount of usage will determine if the scheduled flights will remain active.

Public Works

Winter operations continued as usual for most of February. All the alleys, lanes, and large snow piles were cleared and hauled.

The skid steer loader blower picked up a large rock from the sidewalk jamming the blower and causing minor damage.

The sewer flusher / hydro-vac boiler developed a significant leak in the heating coil. A replacement was ordered and will be replaced in the first week of March.

Mechanics worked on servicing and minor repair to multiple fleet vehicles.

The Airport runway sweeper required minor repairs to the leaking hydraulic fitting and lines and the primary blower system.

Utilities

A Fire Hydrant Shut off the main valve failed due to corroded bolts. The valve was hydro-excavated, the bolts were replaced with stainless steel, and an anode was added to reduce corrosion to the main valve. The fire hydrant was put back in service, and the following week the main hydrant bolts failed, causing another leak. The Fire hydrant was shut in until warmer weather, and repairs will be made by changing bolts and gaskets.

Staff worked on the Raw Water Pump house, replacing the last 75hp transfer pump. The facility will be prepared for the replacement of the building in early summer, completing the project.

The Canfor lift station had excessive ice inside the well during the coldest part of the month. The ventilation blower was serviced, and all the ice was removed by steaming.

Protective Services

Municipal Enforcement

Enforcement Services conducted 27 investigations and received 22 calls for service in February 2021.

A major emphasis was placed on COVID19 investigations and assisting Public Health with duties.

11 investigations under the Public Health Act with charges under the Act for failing to comply with the orders being laid in one occurrence.

Four arrests were made by Peace Officers in February.

Peace Officers are working at a half capacity as a result of injuries

Emergency Management

Assistance request from Dene Tha First Nation in regards to COVID outbreak in Chateh. Town Staff assisted with Food Distribution Services in Bushe River.

Further assistance offered from the Town. Keeping in contact with DTFN and AEMA regarding future assistance

ABTF1 – NW AHIMT also on notice for further assistance if more required.

Phase 3 of the Regional Emergency Plan is complete – waiting for final report

Fire Department

18 calls for service in February

Calls of note:

Sprinkler Activations X2 at Mackenzie House due to cold. Working to get a variance to move sprinkler heads

Six Students started the First Medical Responder Program – Internal 100 hour classroom program concludes March 13th

Started in station training February 10th.

Managing short staffing due to isolations of staff from outside potential exposures at workplaces. Has resulted in less attendance at some calls.

EMS increase in calls due to COVID. Has resulted in more first response requirements for the Fire Department

WUI Team extended by Municipal Affairs utilizing existing grant dollars until March 31st. Working with the Province currently regarding potential extensions. WUI Final Report completed and submitted for current grant.