



# Town of High Level

## Monthly report to Council

May 2021

### Administration and Finance

CAO

#### Administration

Worked with Boreal Housing Foundation on planning for the transfer of Heimstaed Lodge to La Crete Municipal Nursing Association (LCMNA). BHF has passed a number of motions to transfer the operations and nursing obligations at Heimstaed to the LCMNA. The BHF Board has passed a motion to move their administrative offices to High Level.

Worked with BHF on the funding and planning for the relocation of social housing units in Fort Vermilion.

Reviewed leases with Operations and the Municipal Clerk in preparation for resumption of services at the High Level Airport.

Developed strategies for funding of multipurpose facility and finalized options for land exchange with the Fort Vermilion School Division. Meetings have been facilitated with the Minister of Environment and Parks, Jason Nixon and Ayesha Chughtai of the Prime Minister's Office. Meetings with Provincial and Federal ministers and departments will continue through June.

Met with Planning and Development and Operations to review solutions to drainage issues between 100 Avenue and Deer Ridge Drive. Also discussed drainage solution for the part on Bjornson Avenue. A solution will be brought forward at a future Council meeting.

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

#### COVID-19

Kept abreast of developments with COVID and assisted with planning related to the Province's Public Health Order and amendments and communications to the public. The rapidly changing numbers, both locally and provincially, have required the Town to modify its programming to ensure public protection.

Reviewed updated COVID Protocols based on changes to the Public Health Order.

Worked with Town departments to plan for Stage 2 of Alberta's post-COVID reopening.

#### Finance

Welcome Crystal Walsh, our new Taxation and Utilities Clerk to the TOHL Team.

2021 Tax Notices were sent out May 17 and due June 30 with no changes in general municipal mill rates.

Advertising in process to encourage Pre-Authorized Payments for residents.

Public Auction is set for July 29 and has been advertised in the May Alberta Gazette.

### **Planning and Development**

Developed a Town-Owned Land Inventory, which includes general information about each parcel (i.e. land use zoning, use of the site, vegetation condition, and any known issues).

Completed Land Management Policy 265-21 to replace Land Management Policy 247-13.

Completed Vitalization Grant Program Policy 266-21 to replace Vitalization Grant Program Policy 248-14.

Completed NWSAR State of the Region Report and submitted to Municipal Affairs on May 31.

Completed NWSAR's response to the Draft Bistcho Sub-regional Plan and submitted to Alberta Environment and Parks on May 31.

Land Use & Planning Officer – Zachary Mezzatesta started on May 26th – Welcome to the Planning and Development team!

Bylaw Enforcement Officer processed and sent out Clean-Up Orders, and completed regular patrols.

Seven Development Permits and four Building Permits were approved in May 2021.

### **IT**

IT systems have been relatively stable for the month of May but intermittent disruptions to internet connectivity – particularly at the RE Walter Memorial Aquatic Centre – have been experienced. With the assistance of the internet service provider, we are working towards correcting and upgrading the connection at the Aquatic Centre as well as making upgrades to the internet connections at the High Level Sports Complex and the Water Treatment Plant.

Scheduled changes will be made to some critical servers at Town Hall early in June and we hope to expand our file system storage capacity and reorganize the hosting of the shared printing equipment with minimal disruption to operations.

As at June 10, the \$2.75 billion Universal Broadband Fund has selected 78 projects, serving approximately 51,883 households with a funding allocations total of \$64,776,097. Eight of these projects, serving approximately 12,259 households with funding allocations of \$ 6,489,618, are located in Alberta. This is the same number for Alberta located projects as reported in May 2021. I hope to expand this section of the report with feedback from the three known applicants with projects in our region as from July 2021.

### **HR**

There are no new vacancies for the month of May. However, we do wish Tim DenOudsten every success in his new endeavours. Recruitment for Community Services and Public Works positions are ongoing. Vacancies for the positions of two Summer Visitor Centre Representatives, 3 Wildland Urban Interface Team Members, a Taxation and Utilities Clerk and a Land Use and Planning Officer position have been

filled and we welcome Noelle Dyck, Bryan Estacio, Andrea Dyck, Brett Burak, Jacob Walch, Crystal Walsh, and Zachary Mezzatesta to the team.

There are currently no protected positions being covered by acting staff

### **Communication**

Highlights for community messaging in May included a news release and photos on a testing program underway at the Water Treatment Facility and a weeklong campaign for Rural Health week that saw a daily release of short videos that was well received by the public. The comms desk was also involved in providing photos of every park in Town to CS for promotion of Parks and Rec month. The comms desk worked in partnership with their Dene Tha' counterpart as part of the CEDI initiative to announce the graduation of High Level and the DTFN from that worthwhile program.

### **Health and Safety**

In May, there were three reported incidents. Of these, there was one Damage, one Close Call, and one Non-Conformance. Organizational training remains at 94 per cent. There were seven new hire employee orientations conducted in conjunction with four returning staff orientations.

Cross training of Aquatic Centre staff with Public Works summer maintenance procedures/practices, tasks, equipment, and job hazard assessments was completed.

The employee health and safety recognition program received 23 quizzes with the winner being Zach Mezzatesta.

All facilities were compliant with completion and submission of facility inspections and health and safety meetings. The Joint Workplace Health and Safety Committee did not hold its regular monthly meeting in May due to Provincial restrictions on gatherings.

## **Community Services**

### **Administration**

We met with Forestry to discuss projects for wildfire crews, and the crews spent several days on clearing the cross-country ski trails adjacent to Community Park, before being called out.

We worked on a community clean up plan with the High Level District Chamber, and had new maps developed and the Chamber had a plan and posters created then we were unable to execute due to COVID restrictions, so we developed a revised plan.

Administration has spent a great deal of time with Joe Johnson and Enersys, working on solutions to get our ENGO ice resurfer running at maximum capacity and efficiency.

We met with the Friendship Centre to discuss collaborating on a cultural project that would be in the adjacent lot to the Friendship Centre with access from the back of the museum.

### **Arena /Parks**

In May, staff started to cut grass at the parks and baseball fields. They assisted the pool staff with getting materials and tools for the Community Gardens. The pool staff and the arena staff teamed up to

organize the pool shed and removed unused stored items to make space. The pool staff assisted with rink board and glass cleaning and provided some assistance to COVID deliveries when possible.

The batteries from the ENGO were sent tout to Enersys for analysis.

## **Pool**

Facility was open 7 days of the week May 1-9, but was closed effective at 11:59pm on May 9 due to updated COVID Restrictions.

Air ducts cleaned, last cleaning was approximately 8 years ago.

Re-scheduling an (National Life Saving) NLS Course to run as we have received enough candidates showing interest.

Stingrays have been rescheduled we are looking at the week of June 14 as a start date.

Community Garden beds were stained, liners were placed, and all beds were filled with soil. Garden beds on the backside of the town office were stained and the soil was weeded and turned over, as was the town garden beds throughout the community and at the airport. Staff have been helping public works with grass crew duties.

Community cleanup was completed throughout the community.

## **FCSS**

Family Community Support Services continued with our COVID assistance line, during the month and we assisted 20 clients with grocery, mail, and food bank pick-ups.

Our after school program Groovy Kids club has 15 youth registered, due to COVID restrictions we had to close down for two weeks.

FCSS has taken a lead with Community Gardens in High Level; we currently have 34 plots and two green houses for the community to use. This program has had a great response and we have rented out all the plots.

Our FCSS leader is registered with the CRA volunteer income tax program and has completed one return in May.

We have two practicum student from Northern Lakes College working with us for May and June, and we have had them working on outcome measures and having them following up with the community members to evaluate our programs (example: snow angel program).

We are in the process of planning our summer day camp program; we have one summer staff hired on to plan and have another starting in June.

We have registered with Indigenous sports council of Alberta to run a blue jays baseball camp. This camp will be eight weeks and run by our Recreation Leader and volunteers. The ISCA will provide all the equipment needed.

## **Tourism/Museum**

The gift shop is open by appointment, in May our sales were \$1249.48. We have two museum summer staff who have started, they are working on getting the museum ready to be open and getting the museum inventory done.

We also have hired a Summer Events Coordinator. They are working on Canada Day and planning for future events. The Museum Leader and Summer Events Coordinator are working with the local farmers market to get it up and running.

## Operations

### Administration

The Hydrovac tenders were reviewed and awarded to Stahl Peterbilt/Rebel Vac. The hydro-vac was a prebuilt unit that meets 95 per cent of our requirement, and minor changes are being completed in Red Deer with a final inspection and delivery in mid-July.

The mower and aerator equipment package was awarded to Joe Johnson Equipment, and the expected delivery is the week of June 14.

The Town Hall Generator project design meeting was completed on-site, and design and tender documents are being completed with an anticipated tender date of June 30.

The Bulk Water Station and Sanidump drawings and specifications have been reviewed, and minor changes were made. Tendering of this project will be early July.

The summer tree program has been started, and tree removal and replacement should be completed by the end of June.

Numerous concerns have been brought forth regarding dead trees in surrounding green spaces, and we are working towards a safe and efficient way to remove them this summer.

The Ag Society Grounds final grading has started with drainage course drainage methods for accumulated water, and we expect to be seeding the complete site in mid-June.

Completion inspections and deficiency inspections were completed for the 92 Street water line and the Bushe River Waterline. Both projects are expected to be finalized by Mid July.

### Airport

Compliance: Updated the Airport Operations Manual and sent to Transport Canada for review. Working on Emergency Response Plan updates and sending to Rodney within the next couple of weeks for review. Will complete a full review of all manuals by September to ensure it meets all updated regulations and advisory circulars. We are due for a large-scale emergency exercise this year. Lastly, we have completed a training course through Loomex for the new GRF (Global Reporting Format) for runway surface conditions and inspections.

Maintenance: Summer operations preparation of all the mowers completed. Started cutting grass last week. The Case loader is in for maintenance, and when complete, staff will start on the filling of the dugouts along the runway. Staff pumped out the standing water inside airside area low areas and

cleaned up garbage around the airport. Seeding visible bare spots on the airside and groundside areas was completed.

3Funding (RATI & ACAP): Completed additional RATI funding requests. They advised that due to over-subscription of the funding, the maximum allowed to request for our operation was \$300,000. Administration updated the funding requests and we are waiting for their final decision. We are working on the completion of the application to ACAP for the rehabilitation of the runway, taxiway, apron, and PAPI lights. This application needs to be received by ACAP before August 2021 to be considered for funding in the 2022 year.

Airlines: Northwestern Air continues service on Sunday, Tuesday, and Thursday, but has not been very successful after the initial launch. Central Mountain Air advised they would return to service beginning on June 28. They will be doing eight flights weekly (two per day) on Sunday, Monday, Wednesday, and Friday.

Summer Operations: Currently there are seven helicopters and the Electra sitting on site. The fire danger is Very High for the High Level Forest Area (HLFA) with a fire advisory in affect. Weather has been fairly nice and dry with not a lot of rain, so we have been seeing an increase in movements.

### **Public Works**

Staff removed broken asphalt and soft subgrade on Chinchaga Boulevard for asphalt replacement. Knelson placed the new asphalt the following day, completing the project.

Street sweeping continued most of the month with both sweepers. The street cleaning will continue in the summer as required.

Multiple water CC valves have been pushed up this year due to the wet fall and subsequent frost heaving. A social media post was prepared to ask property owners to call in to advise operations of the location. We have since repaired over thirty valves and will continue throughout the summer.

Staff removed and extended the damaged culvert at the Fire Training Lot entrance and widened the approach. Ditch cleanup along the property will be completed as part of our summer project.

The mechanics completed the repair and preparation of the mowing equipment and summer crew vehicles for the 2021 season.

### **Utility Operations**

The testing of new treatment chemicals continued throughout May and is expected to continue through to the end of July. This process will allow the testing of products during warmer water conditions.

The addition of a new copper sulfate-based algaecide has started at the north reservoirs. This product is intended to reduce algae growth and reduce the creation of manganese, and both these items create objectionable taste and odours in the water.

A three customer water service lines were frozen in areas with a shallow water line. We and we able to open the lines returning the service to normal operations.

One of the sewage pumps at Amber Heights lift station had a large rock stuck in the impellor. The pump was pulled, cleared, and returned to service.

Granular Activated Carbon was ordered and will be changed out by the end of June.

One of the leading 25 horsepower transfer pump motors failed, burning the internal windings. A new motor was ordered, but it is not expected to arrive until late July.

## **Protective Services**

### **Community Policing**

52 calls for service in May

Several calls were for animal control

1 arrest under GLCA for Intoxication

10 interdictions for open liquor

Met with RCMP regarding cooperative policing and options for Municipal Enforcement – Report to be presented at COW

### **Emergency Management**

No activations in May

Completed draft of Joint EM Plan with the DTFN for start of Phase 4

MOU Drafted for continuance of sub committee

DTFN working on funding request through ISC for Phase 4

### **Fire Department**

There were 27 calls in May, 112 calls for the end of May

Calls of note:

Vehicle fire turned wildland fire in the County

Boat fire in a yard spreading to a structure

Structure fire in Paddle Prairie

18 firefighters complete NFPA 1051 Wildland Certification in May and 17 completed WUI Certification at the end of April

### **WUI Team**

Hiring complete

Agreement finalized

Two members attended Wildfire Crew Member Course in Hinton and completed program

Taught WUI program in Hinton for the Training Center and Hinton Fire Department as a demo program

WUI Team deployment to Parkland County as Structural Protection Support and oversight with Clearwater County Team.