



Town of High Level

Monthly report to Council

December 2021

Administration and Finance

CAO

General Administration

Boreal Housing efforts are currently focussed on Mackenzie House, specifically the renovations and nursing contract to allow SL4 and SL4D patients. The Mayor and I met the Boreal Housing ED and Chair and with local AHS to determine requirements for the renovations and nursing contract.

Continued to work on strategies for funding of the multipurpose facility. Administration has submitted grant applications under the Infrastructure Canada's Green and Inclusive Community Buildings and under the Alberta Environment and Parks' Burner Variance Grant, but has not received final approval of either of these grants. Messaging to the federal government has been reworked in light of recent federal infrastructure announcements.

Toured Dr. Oluwa through the community and arranged for dinner between herself and the Council.

Continued work with the Dene Tha' First Nation on joint projects and the planning for signing of the Friendship Agreement. The signing has been postponed to May of 2022.

Attended the Mayor's meeting with Indigenous Affairs Minister Rick Wilson. The meeting was also attended by Councillor Jessiman and representatives from the Dene Tha' First Nation.

Attended a Town Hall meeting with Service Alberta Minister Nate Glubish regarding the roll out of the joint provincial/federal broadband fund. The first projects are expected to be announced in January.

Met with Mackenzie County senior administration to discuss mutual year-end issues.

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.

Reviewed updated COVID Protocols based on changes to the Public Health Order. Administration has implemented the Province's Restriction Exemption Program at all Town facilities. Administration has assisted community groups with the development of procedures to comply with the Public Health Orders.

Communicated the Town's Vaccine Policy to staff and the public. The Town's Vaccination Policy has been shared with several community organizations. A few have adopted revised versions of the policy.

Finance

2022 Capital and Interim Operating Budget was approved by Council Dec. 13.

Administration has been diligent in enrolling customers to pre-authorized payments for utilities and taxation. There are no penalties imposed when enrolled, we have had more than 20 successful enrollments so far.

Planning and Development

Bylaw 1024-21 (an amendment to Land Use Bylaw 1018-21) received First Reading.

Referral agencies notified of S21-003 (Land Purchase Application L21-002 to amalgamate a portion of 9823408; 43; 10PUL into 10401 Chinchaga Drive).

Letter sent to Applicant of Land Purchase Application L21-001 RE application expiry, 2022 changes to the scope of DP17-022, and our intent to construct a fence on existing property line.

Phase 1 Environmental Assessment compiled for Plan 5526NY; Lots 1 and 6.

5-Year Data Sharing Agreement signed with Mackenzie County for an updated copy of their land ownership map for the Fire Hall and P&D meeting room annually.

Developed and sent out a Request for Proposals (RFP) for Strategic Plan 2022.

Town approved new Memorandum of Understanding with NWSAR Committee – awaiting NWSAR review and approval.

Developed two project webpages and several social media posts for NWSAR's Caribou Ranges Research and State of the Region Report project updates and report releases.

Miscellaneous administrative tasks related to NWSAR administrative duties transition.

Regular patrols completed and year-end Business License processing and invoicing.

P&D staff tasked with designing and participating in the Town's Christmas Parade float.

Draft plan developed for the 2022 reorganization of the Land File Room.

The following Permits and Orders were approved and / or issued in December 2021:

- 5 Development Permits;
- 1 Building Permit;
- 1 Electrical Permit;
- 0 Plumbing Permits;
- 0 Gas Permits; and
- 0 Orders

IT

IT systems have been relatively stable for the month of December except for a problem with the mail filtering system. The issue was resolved quickly by the system management service provider with a small number of incoming email messages unfortunately lost.

As of January 6, 2022, the \$2.75 billion Universal Broadband Fund has not announced any additional projects nationally since the August 2021 narrative report, with no changes for Alberta located projects since the May 2021 narrative report. Additional information was received on the \$150 million funding announced by the Government of Alberta on Dec. 16, 2021, and a briefing note was provided to Council. We remain in contact with the UBF applicants and new information is expected later in January.

HR

There are currently five full time permanent vacancies, that of Aquatic Centre Supervisor, Senior Lifeguard/Instructor (x2), and Heavy-Duty Mechanic (x2), and multiple casual vacancies in the position of Junior Lifeguard/Instructor. Recruitment is ongoing and proof of COVID-19 vaccination is required.

There is one full time term-based vacancy, that of WUI Team Member, which is currently on hold.

Four full time employees are no longer with the Town of High Level. We appreciate the work that these staff did for the Town, and we wish them the best in their future endeavours.

There are currently no protected positions being covered by acting staff.

As of January 4, 2022, 100 per cent of all employees, volunteers and Council members are fully compliant with the COVID-19 Vaccination Mandate. While there is currently no recommendation that the Mandate be updated, engagement with staff and volunteers regarding booster vaccinations will be ongoing and the COVID-19 Protocol is likely to be updated to reflect the new and updated recommendations from AHS and the Government of Alberta, including the use of medical masks in certain circumstances.

Communication

December communications projects included two holiday messages that went out from the Mayor as well as regular holiday messaging out to local media (the Echo Pioneer, River Country, and Windspeaker).

The Comms department worked with Protective Services also developed a short commercial asking the public to consider donating their old vehicles to the fire department for training purposes.

Comms and IT met with the RCMP to plan a town hall meeting scheduled for Wednesday, Jan. 12, at 7 p.m., which will be hosted on the Town Facebook page and livestreamed from Council Chambers. A short ad campaign was built and has been running since mid-December.

The Communications Coordinator completed safety training for management.

Health and Safety

In December, there were seven incidents reported. Of these, one was damage, three injuries (one was a result from a known medical condition) of which one resulted in a WCB report, two hazards, and one close call.

All facilities completed and submitted their monthly health and safety meetings, and, with the exception of one facility, all facilities completed and submitted their monthly inspections.

Dec. 15 was the final Quarterly meeting for 2021 where organizational safety statistics and audit findings were reviewed. Training is currently at 96 per cent for the organization as a whole, and we are catching up on outstanding training. The Joint Workplace Health and Safety Committee held its monthly meeting where it reviewed and approved the 2021 Audit Action Plan, which has since been implemented.

Operations

Administration

December focused closing out capital projects and preparing for the 2022 project workplan.

Airport

Normal snow removal and runway maintenance was completed as needed.

The sand shed lights have been updated to LED fixtures

The annual Loomex draft audit report and draft Emergency Tabletop Exercise reports were reviewed with the final reports expected in January.

The ACAP runway lighting project was awarded, and initial review of the contract was completed.

An RFP for engineering services to design the lighting project will go out in mid January.

Utility Operations

Utility operations in the field were quiet with a few locates and normal operations.

Water treatment staff continued to work on laboratory work and preparing for a new chlorine injection trial in the spring.

The carbon filter was updated and returned to service and additional testing will be performed to evaluate the effectiveness of our current carbon selection.

Roads, Greenspaces, and General Operations

Operations continued to perform normal sanding routines and sidewalk cleaning. Commercial properties sidewalk clearing has been going very well with only a couple of notifications required.

Snow hauling and lane clearing was the majority of work completed this month. Alleyways and parking lot piles were removed when the main street clearing was completed.

The loss of our mechanics has required some contracted repairs and servicing to be done, staff assisted with maintenance with servicing tasks as needed.

The cemetery was cleared, and a plot was prepared for one funeral service at the end of the month.

Protective Services

Community Policing

Continued final transition pieces of CPO program.

Final report for CPO Program from Protective Services.

Emergency Response

No Activations

Met with DTFN regarding Regional Emergency Plan Applications.

Working on ACP application for Phase 4.

Received letters of support from Rainbow Lake.

Fire Department

58 calls in December. Calls of Note:

A Structure Fire in Town on Boxing Day contained to Trailer underside – Family moved back in next day.

Structure Fire in the County on Dec. 29 – fully involved shop and mutual aid from Fort Vermilion for Tender Support.

Semi Truck on fire at NWT border Dec. 29.

12 Motor Vehicle Collisions.

3 first response EMS Calls with EMS delay.

Set record for responses at 447 for 2021.

Fire Inspections completed for new Day Care and Mackenzie House.

Fire Service planning discussions occurred with Dene Tha First Nation (DTFN).

Training completed on Motor Vehicle Collision response.

WUI Team delivered HL Wildfire SPU Trailer to Edmonton.

WUI Team completed two fire reviews in December.