



Town of High Level

Monthly report to Council

January 2022

Administration and Finance

CAO

Assisted Boreal Housing efforts on Mackenzie House, specifically the renovations and nursing contract to allow SL4 and SL4D patients. The renovations have been approved by Alberta Seniors and AHS. The tender is expected to be released in March. Also worked with Boreal Housing on the contracts for housing unit relocations in Fort Vermilion.

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 (GICB) and under the Alberta Environment and Parks' (AEP) Burner Variance Grant. Recent contact with GICB indicated the program is still reviewing applications and has no timeline for announcements. Spoke with AEP regarding the Burner Variance Grant. Administration is doing another review with the department and will provide a report to Council on the level of funding AEP will provide to the Multipurpose Facility under this grant.

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

Attended Council's meeting with Dr. Brian Muir concerning the status of mental health services in Northwest Alberta. A description of some of the efforts by AHS to improve mental health services in our area is included in Council Information.

Hosted the inaugural West Northwest Administrative meeting. This group includes the CAOs (and equivalents) from the Town of High Level, the Dene Tha' First Nation, the Town of Rainbow Lake and the Paddle Prairie Metis Settlement. Jeri Phillips and I will attend these meetings on a regular basis. The first meeting was also attended by Rodney Schmidt who discussed the planned regional hazard assessment and emergency response for the communities on the west side of the region. It is our intention to host these meetings monthly.

Finalized the Airport Service agreement with Loomex and forwarded it to the contractor for signature.

Prepared briefing notes for Council's meeting with MLA Williams.

Worked with Hayley Gavin on the preparation for the Town's strategic planning.

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.

Finance

Administration is starting to close out 2021 year and prepping for pre-audit procedures and year-end write offs. All outstanding letters were sent out to customers in Receivables and Taxation.

Finance Team welcomes Linda Gervais to our department.

Invoices for WUI BC deployment went out to BC Wildfire and payment has already been received. Great job Director Schmidt and AR Coordinator.

Planning and Development

Bylaw 1024-21 (an amendment to Land Use Bylaw 1018-21) received Second and Third Readings.

Started Community Peace Officer Program transition from Protective Services to P&D.

Miscellaneous administrative tasks related to NWSAR administrative duties transition.

P&D staff facilitated Council's preliminary Strategic Planning session.

P&D staff participated in the HLNFC Cultural Park meetings and site visit with architects.

Continued reorganization of the Land File Room, and commenced the electronic inventory of Real Property Reports.

Staff across Town departments have started to receive training from P&D and have started using the CityWide Maintenance Manager System for reporting and tracking internal Service Requests and Work Orders.

Municipal Enforcement visited several businesses reminding them of their responsibility to clear snow on the sidewalks outside their business premises.

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

All P&D staff participated in the Munis 101 course – virtually.

The following Permits and Orders were approved and / or issued in January 2022:

- 4 Development Permits;
- 0 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 January with no critical issues.

Upgrades to the financial system are in the planning phase and changes are being made to the Exchange server and Domain Controller server which will be completed in February. The IT system audit is underway and will be completed in February.

As of February 11, 2022, the \$ 2.75 billion Universal Broadband Fund has not announced any additional projects for Alberta since the May 2021 narrative report. Additional information was provided to Council by Minister Glubish. We remain in contact with the UBF applicants and new information will be shared as soon as received.

HR

There are currently six full time permanent vacancies, that of Aquatic Centre Supervisor, Senior Lifeguard/Instructor (x2), PW Equipment Operator II, and Heavy Duty Mechanic (x2), one full time term based vacancy, WUI Team Member, and multiple casual vacancies in the position of Junior Lifeguard/Instructor. Recruitment is ongoing and proof of COVID-19 vaccination is required.

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

Communication

January communication highlights included an RCMP Town Hall meeting livestreamed to our Facebook page, messaging around Chuckegg Creek Wildfire costs based on a public discussion with MLA Dan Williams that was very successful, resulting in provincial media coverage. Several posts regarding safety/fire department activities were well received by the public.

The Communications Coordinator also attended training to operate the Alberta Emergency Alert system and is expected to be cleared to access the system in February. Also attended a drone primer course to learn more about the rules surrounding drone use. Attended an anti-COVID-19 mandate rally at the Town Office on Jan. 29.

Health and Safety

In January, there were seven reported incidents. Of these, one was damage, one was a First Aid (no WCB, a report only), and five were hazards.

All facilities, with the exception of one completed and submitted their monthly inspections and health and safety meetings. Training currently sits at 97% organization wide. Replacements packs for five AEDs were ordered and should arrive by the end of February.

Several new safe work practices were developed and approved for the aquatic centre.

Began looking for suppliers for CoVID-19 at home tests to provide to employees on an as needed basis. The options have been narrowed down, but am still awaiting to hear from one other potential supplier.

The Mayor and Council received their general health and safety orientations, as well as the site specific orientation for the Town Office.

The Joint Workplace Health and Safety Committee completed seven facility inspections with little major or significant findings. The winners of the January monthly health and safety quiz were Amber Rendle and John Sapp.

Community Services

Administration

We have had two meetings for “Childcare Team of Champions” and have developed and circulated two communications videos – one on the new Federal Provincial agreement, and one on licencing day homes in High Level. We are currently working on a survey.

We have our initial draft of the visitors guide and will bring the final draft to Council prior to printing.

There has been issues with the Museum phone system we are trying to work through.

We continue to collaborate with High Level Native Friendship Centre on their new cultural park.

With ongoing issues with pool heating and ventilation, we have hired a mechanical engineer to do an audit on the current mechanical system. In addition to the audit we have requested that the engineer consider energy savings systems and provide suggestions and cost for changes, that we can possibly incorporate into the new design at the multipurpose facility.

Arena /Parks

Staff continue with normal day-to-day operations. Tolko has completed installing wooden panels with handles that can easily be removed for easy access to the brine lines. The aluminum ramp that was previously installed by Tolko has been reinforced and bolted down to the concrete floor to prevent it from moving.

Pool

We are currently having issues with the main boiler, and are waiting for a contractor to replace the gas valve solenoid issues. We had a plumbing leak above the men’s change room and this has been repaired. There was also a pool water filter-housing break and the assembly was replaced internally.

For lifeguard development, we had one candidate complete the Medallion and Cross Course and two candidates are working on the National Lifeguard Course. The planning is underway for the School Leadership Course, which starts Feb 1, 2022.

FCSS

Family Community Support Services is getting ready to start our volunteer income tax program, this will start March 1st. We have delivered meals to ten families through our Bounce Back Meal Program funded by the Blue Jays Care Foundation. We currently have twenty-two seniors and people with mobility issues registered for our Snow Angels program. We currently have nineteen youth registered for Groovy Kids Club. We held three PD days in January, with twelve children in attendance. The three days were filled with crafts, included a New Years party with treats and ended with a movie. We held a Teen Night on January 28th, we had fourteen youth attend. They went swimming and then had pizza at the arena.

Tourism/Museum

The Museum and Tourism leader has been busy planning for the 2022 season and is looking into options for a new display for the interpretative centre. She also working on signs for the history walk, which will link the museum to the new cultural park at the High Level Native Friendship Centre. We have a casual staff working on archiving all museum artifacts into our electronic system (Past Perfect) at the museum and we are about 20% done with this project.

Protective Services

Fire Department

42 Calls in January:

- 7 motor vehicle collisions
- 2 vehicle fires
- 1 cooking fire resulting in an apartment evacuation
- 1 first response call with an EMS wait

Did press releases/public education on importance of following alarms and evacuation preparedness.

Completed training plan for first quarter of 2022.

Completed Blue Card command certification for officers.

Chief Schmidt attended a virtual meeting with AHS EMS in the Peace Region as part of an initiative to improve EMS/Fire Integration.

WUI Teams met in Hinton regarding curriculum development – currently making changes to the new curriculum with a target for March 1 completion.

WUI Team also in preparing for teaching at WUI symposium in Parkland County at the end of March.

Completed new SOP's on Medical Response and Fire Officer Qualification.

Recruited one new member in January.

Working with the DTFN on Fire Services Advisor program.

Emergency Management

No activations.

Signed one new member to the Northwest Alberta Emergency Resource Agreement (Hines Creek).

Held NW AHIMT meeting. – New members from the Town taking training in March.

Worked with the DTFN and Rainbow Lake on the Phase Regional Emergency Plan Project. Forwarded information for the grant. Waiting on word.