



Town of High Level

Monthly report to Council

April 2022

Administration and Finance

CAO

General Administration

Assisted Boreal Housing in efforts to locate suitable housing or developable lots for rent-to-own and social housing units. Also assisted in investigating and reviewing options available to BHF to purchase housing units. Reviewed BHF's RFP process for the procurement of a project manager for the housing relocation project 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. Alberta Environment and Parks has approved the allocation of the full burner variance grant to the Multipurpose Facility. Prepared for meetings with the provincial and federal governments regarding funding for the facility.

Assisted with the planning for the commemoration of the 3rd anniversary of the Chuckegg Creek Wildfire.

Continued work with the Dene Tha' First Nation on joint.

Reviewed drafts of the agreements with Mackenzie County and met with Town's legal counsel to work towards having these agreements finalized.

Met with Northern Lakes College to discuss the development of local post-secondary training opportunities.

Reviewed the Town's draft strategic planning goals and objectives with Senior Administration.

Assisted with the planning for the proposed road rehabilitation project, including policy reviews and examination of proposed financing options.

Attended the Community Ketch-up event on April 30.

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.

Transport Canada continues to require personnel working airside at airports to be fully vaccinated. AHS has lifted its vaccine requirement for staff employed prior to November 1, 2021, but has retained it for any staff hired after that date. The Town has not been able to clarify how the change in the AHS policy affects Town personnel who respond to medical assistance calls.

Finance

2022 Assessment Notices were mailed out March 8th with a complaint deadline of May 16th.

First assessment and taxation year for our Taxation Clerk; training and mentoring.

Taxation Clerk and Director attended Assessment Presentation on April 11th

Our student finance intern Nicole Klassen started March 7th and we are loving the extra help with staff holiday schedules.

SFE Grant Reporting submitted by May 1st

Planning and Development

CMR Consulting Inc. developed our Draft Strategic Plan Goals and Objectives – Council and Senior Administration Team reviewed at separate sessions.

Phase 3 of Public Engagement launched on April 22nd – includes an online 3-question survey, also available at the Town Office, and a Town booth run by P&D Staff at the April 30th Community Ketchup Event.

Public Hearing Business Licence Bylaw 1025-22 was held on April 25th, and the Bylaw also received Second and Third readings on April 25th.

The 2021 Annual Community Peace Officer Program Report was accepted by Council, and sent to the Government of Alberta.

P&D Staff participated in 3 facility inspections for the Joint Health & Safety Committee.

Regular municipal enforcement patrols and business license applications, updates and payments processing were completed.

Safety Codes Council appreciated our thorough and comprehensive review, and accepted the Annual Audit developed by the Town's QMP Manager.

P&D Staff assisted with the improved parking lot design for the Town Hall parking lot.

Reviewed and provided all relevant information to the Justice & Solicitor General for their impending CPO Program audit on May 4.

Cross training within the CPO Program with our former CPO1 Sergeant Officer and our current CPO2 Officer.

Installation and set-up of the iNET CAD System and GPS tracking device in HL01 CPO Vehicle for Taber Police Dispatch.

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

- 4 Development Permits;
- 2 Building Permits;
- 0 Electrical Permits;
- 0 Plumbing Permits;
- 0 Gas Permits;
- 1 Poultry Permit; and
- 0 Orders

IT

IT systems have been relatively stable for the month of April but critical issues have been identified at the Museum regarding cabling and the Water Treatment Plant regarding internet connections and a telephone line. Several service providers are involved and have all been advised of the issues. A temporary work around for the Museum is in place and all critical issues should be resolved within a few days.

As of May 4, 2022, the \$ 2.75 billion Universal Broadband Fund has announced two additional projects (total of 31) for Alberta serving approximately 25,404 households with funding allocations of \$52,820,548. The recent agreements between the Federal and Provincial Governments are starting to have a significant impact and we remain in contact with the UBF applicants and new information will be shared as soon as received.

HR

There are currently three full time permanent vacancies, Aquatic Centre Supervisor, Senior Lifeguard/Instructor and PW Equipment Operator II, and multiple casual/seasonal vacancies including Summer Grass Crew. The positions of the Heavy Duty Mechanic, Assistant Equipment Technician and Wildland Urban Interface Team Member have been filled. Offers for the casual/seasonal vacancies of Museum Representative (x2), Day Camp Assistant (x2), Summer Events Coordinator, and Summer Bylaw Officer have been sent out. Recruitment is ongoing and proof of COVID-19 vaccination is required.

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

Communication

Messaging in April included several Fire Department-related information pieces – photos and a news release regarding ice safety and the fire department’s ice rescue practice, and a pending announcement on WUI funding.

Attended a Hawaiian-themed event at the pool to share photos with a goal of getting the community interested/excited about coming back to swimming. The event was well attended by the community.

Assisted the Strategic Plan project with social media support as well as facilitated the Mayor’s assistance with a pre-recorded messaging for call-in surveys.

Attended the Community Ketch Up for photos to share with the Town’s social media; online response to the event was very good.

Ran social media mini-campaigns around the National Day of Mourning (workplace safety) with the assistance of the Safety Coordinator and National Emergency Preparedness Week (May 1-7).

Health and Safety

In April, there were five reported incidents. Of these, one was damage (under \$500), two were close calls, and two were hazards.

Organizational training is currently at 94 percent. Council training requirements and links to the training were sent to the CAO and Municipal Clerk for distribution to Council.

All facilities completed and submitted their respective monthly health and safety meetings. To date, 29/39 Job Hazard Assessments have been reviewed and submitted. The deadline for review and submission was April 30, I will be following up with responsible parties in the coming weeks for submission.

Five new hire orientations were completed, with an estimated 19 to complete in May. One new chemical was received and entered into the on-line Safety Data Sheet (SDS) program, along with fourteen updated SDS's. The Audit Action Plan is now 55 percent complete and is on schedule for completion.

The Joint Workplace Health and Safety Committee completed its quarterly facility inspections with no major/new findings.

Twenty additional personal at home Covid-19 testing kits were ordered and received. To date there has been no reported employee-employee transmission of CoVID-19 in our facilities.

Winners of the April monthly Health and Safety quiz were Jeff Matheson and Wendy Stewart.

Community Services

Administration

We participated in a survey on childcare for Northern Alberta Municipalities as well as a focus group. The University of Alberta, the Community University Partnership for the Study of Children, Youth and Families, and the Mutart Foundation facilitated this. The end objective of the surveys and focus groups is to create guide for childcare strategy in municipalities.

The expression of interest that was submitted for the Green Municipal Fund was accepted and administration is working on the grant application. This was for GHG reduction Pathway Feasibility Studies on the RE Walter Aquatic Centre, Town Hall, and the Museum.

Community Services had applied for grant funds and coordinated "stress less sessions" for all staff in mid April. We had Wild Abundance Wellness facilitate the event with a selected individual lunch for each employee from Traditions.

We had interviews for summer staff for the museum and day camp and have some of the successful University student's applicants scheduled to start May 9.

We worked on a job description for a 'Chamber Event Coordinator' and met with the president of the Chamber to review and discuss moving forward on this.

We continued discussion with the Fort Vermilion School Division on the possibility of bussing the participants in our licenced after school program, and it will be moving forward. We will be expanding our program in September as originally planned.

Arena

In the month of April, arena staff shut down the ice plant and removed the ice. The crew performed clean up, re-netting, and painting hockey nets while waiting for snow to melt. Park inspections and clean up have commenced daily.

Big Hill Services picked up the rented ice resurfacers.

Pool

We ran two lesson sets in April, and four Baby and Me sessions. For the swim lessons, we ran twenty-nine classes with one hundred and twenty four students registered.

The facility is operating from Tuesday to Saturday.

We held a Hawaii-themed sponsored public swim in April and had 125 people attend.

FCSS

Family and Community Support Services has been busy running our volunteer income tax program, and we have completed seven tax returns this month. We also assisted three people with AISH forms. We have delivered meals to 10 families through our Bounce Back Meal Program funded by the Blue Jays Care Foundation.

We held a "Tim Hortons Take Over" for Volunteer appreciation week, with 26 volunteers nominated. They each received a gift from Tim Hortons and five received a take over for their home or office.

We currently have 23 youth registered for Groovy Kids Club; the youth have been enjoying the outside more with the nice weather and have started growing butterflies. They look forward to watching them grow and releasing them closer to summer. We held PD week from April 19-22, we had nine youth attend. Their day was filled with crafts, fort building and a field trip to DQ.

In partnership with the Village, we held Teen Night on April 22, we had five youth attend. They had a hot dog roast and cleaned Jubilee Park for Earth Day.

Tourism/Museum

The Museum and Tourism leader has been busy getting the museum ready to open on Victoria Day weekend. We have purchased many new items for the gift shop from local artists. We are working on a farm display for the interpretative centre. This display will be interactive with a barn people can go in and out of.

We held an Art Attack on April 5, we had 10 people. They created beautiful Ukrainian eggs with volunteer Connie Batt.

We assisted Adult Ball and Minor Soccer in starting up this year.

We held the Community Ketch-Up event on April 30 on the curling pad, well over 500 people attended. Tolko provided and cooked all the food, and Tim Hortons provided coffee and we had fifteen other organizations that set up to share information. The town had 47 people stop to fill out their survey and the kids loved the bouncy houses. It was a great event enjoyed by all ages.

Operations

Administration

Transport Canada has awarded \$745,013 from the Airports Capital Assistance Program to rehabilitate the Airport Runway Lighting System.

Transport Canada has also awarded \$335,910 from the Airports Capital Assistance Program to replace the Airport Plow Truck.

We are currently working on summer road maintenance planning and material ordering,

The new Cimline Hot-Applied Crack sealer will arrive around May 26.

Airport

Compliance: Airport Wildlife Management Plan has been reviewed and updated. Staff reviewing and signing off on the Standard Operating Guidelines updates. The airport emergency exercise has been scheduled for June 28th, 2022. This emergency exercise will be a live exercise.

Operations: The ditches all around the airport have been cleared. The shop has been emptied and cleaned. Water flow and some flooding occurred due to the quick melting of snow. Migratory birds are back and are highly present at the airport as of recently.

Maintenance: All equipment has been serviced by the airport staff. All equipment and vehicles have been washed. The Airport Team will make a plan with new mechanics to complete the remainder of maintenance before the winter season.

Transport Canada (TC) audit – The first Corrective Action Plans were completed and sent to Transport Canada for review.

Airport fees are being reviewed using the Alberta Airport Management Association.

Roads, Greenspace, and General Operations

Operations have filled the two vacant Heavy-Duty Technicians positions. Both staff members have settled into their jobs, started organizing maintenance plans, and repaired and serviced equipment.

Storm sewer and culvert thawing was the majority of work completed this month.

However, some challenges were experienced due to property owners pushing snow into the ditches and the freeze-thaw cycle changes.

More prominent 30 km /hr speed zone signs have been installed at the Christian Academy to reduce speed along 100 avenue.

Fallen trees were removed from a couple of areas around town, and continued removal of problem trees will be done in the summer after access areas have dried.

The filling of Potholes with millings was done in the high traffic area to reduce the hole size. This process is a temporary solution due to the high water content and low temperatures. Spray patching will coincide with sweeping street operations when the streets dry up, and it no longer freezes at night.

Utilities

Utility operations at the Water Plant have been working on testing and potential changes to chemical addition locations. The spring water has been very odorous and continues to be a challenge to treat.

There were two more customer concerns regarding blocked/frozen sewers, and we removed the blocked and performed camera work to ensure the Town portion of the service was not failing.

Protective Services

Emergency Management

No activations

Three people attended ICS 200 in Peace River in April

Fire Department

31 calls on April;

- 2 vehicle fires,
- 1 Structure fire,
- Power line down call

Began NFPA 1051 Wildland Course with participants from the HLF, Dene Tha First Nation, Peace River Fire Department and Fort Vermilion Fire Department.

Fire Training consisted of Ice Rescue, Wildland Fire Review, and hose management.

New Firefighters working through NFPA 1001 Qualifications

Tour in the Fire Station by High Level Scout Group in April

WUI Team competed WUI Course development and taught first program in Jasper in April

WUI Team used April for prep for upcoming season

New WUI Team Member started on May 2, 2022.