



# Town of High Level

## Monthly report to Council

March 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.

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.

Administration completed a review with AEP and has come to an agreement on the information required to complete the application. Alberta Environment and Parks has approved the allocation of the full burner variance grant to the Multipurpose Facility.

Continued work with the Dene Tha' First Nation on joint projects and the planning for signing of the Friendship Agreement.

Forwarded briefing notes and attended the Mayor's meetings with Minister Rebecca Schulz of Alberta Children's Services regarding the progress made in the community towards increased child care on March 1.

Attended the Town's strategic planning sessions with Council and Senior Administration, March 8, 9 and 10.

Attended Alberta Wildfire's 2022 Regional Spring meeting on March 30.

Attended, in person, the RCMP's Virtual Town Hall on March 23.

#### 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.

## **Planning and Development**

### **February**

FCM Municipal Asset Management Program funding (up-to \$50,000) was awarded.

Subdivision Application S21-003 / Land Purchase Application L21-002 was finalized and documents sent to Land Titles for registration on February 18th.

Strategic Plan Community Engagement launched on February 23rd – primarily online.

Key stakeholder invitation letters were sent out to 20 stakeholders on February 28th.

Vitalization Grant Program Applications V22-001 and V22-022 were approved – year to date funds awarded totals \$14,978.25, with \$45,021.75 remaining in 2022.

Developed CPO Taber Police Dispatch procedures, and CPO radio talk channel to Taber Police Dispatch successfully tested on February 28th.

Review of CPO Policies and Administrative Directives completed – amendments approved by Council and CAO.

Attended the Alberta Association of Community Peace Officer's (AACPO) 2022 Winter Conference – updates on CPO Manual, RCMP Interoperability and CPO2 transition, etc.

Developed Council Map Booklets.

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

- 6 Development Permits;
- 2 Development Permit Extensions (DP21-003 and DP21-019);
- 0 Building Permits;
- 0 Electrical Permits;
- 0 Plumbing Permits;
- 0 Gas Permits; and
- 0 Orders

### **March**

Strategic Planning Workshops were conducted by CMR Consulting Inc. with Town Council and select staff on March 8th, 9th, 10th and 23rd – in person and virtually.

Council instructed Administration to conduct a 2022 Municipal Census in September 2022.

Council delegated Development Authority to the Chief Administrative Officer for the High Level Native Friendship Centre Cultural Park and History Walk planned to be developed at the Mackenzie Crossroads Museum & Visitors Centre.

Council officially proclaimed May 9th – 14th 2022 as “Economic Development Week”.

Business License Bylaw 1025-22 received First reading on March 28th – a Public Hearing is set for April 25th 2022.

Strategic Planning Workshops and Community Engagement Summaries were received from CMR Consulting Inc. for Council review. Of note, we had 348 people participate in the Strategic Plan Project community engagement as follows:

Received 209 surveys:

12 delivered to Town office;

22 dropped at the IDA drop box;

32 completed at the community pop-up tables; and

144 completed online;

Received 116 youth surveys;

Conducted 11 key stakeholder group interviews; and

Received 1 call through the dedicated phone line.

P&D Staff provided lots of support to CMR Consulting Inc. for the Strategic Plan Project through Phases 1 and 2 of community engagement, survey processing and management, and the Strategic Planning Workshops.

P&D Staff participated in the Mock Council Meeting with High Level Christian Academy.

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

QMP Manager completed the Safety Codes Council Annual Audit – 2 issues were flagged; 1 corrected, 1 recurring to be addressed by the CAO.

P&D Staff provided IT support on the CPO vehicle and laptop set-up for iNET system with Taber Police Service Dispatch.

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

- 2 Development Permits;
- 5 Building Permits;
- 4 Electrical Permits;
- 1 Electrical Permit Extension (E 0003 22 MU);
- 2 Plumbing Permits;
- 1 Gas Permits; and
- 0 Orders

## **IT**

IT systems have been relatively stable for the month of March with no critical issues.

As of April 8, 2022, the \$ 2.75 billion Universal Broadband Fund has announced 21 additional projects (total of 29) for Alberta serving approximately 18 065 households with funding allocations of \$47,777,630. 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 two full time permanent vacancies, Senior Lifeguard/Instructor and PW Equipment Operator II, and multiple casual/seasonal vacancies including Summer Grass Crew. Offers for the positions of Heavy Duty Mechanic, Aquatic Centre Supervisor and Wildland Urban Interface Team Member have been sent out with response deadlines within the next week. Recruitment is ongoing and proof of COVID-19 vaccination is required.

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

## **Communication**

Highlights for March included a number of HLF D-related messages, including the Firefighter's Ball, Animal oxygen masks, and a donation to emergency crews in Ukraine. Messaging involving the fire department receives a large amount of positive community engagement. Comms attended the Alberta Wildfire Spring update.

Comms was involved in a special thank-you for Tolko for their work in the arena, as well as development of thank-you cards for businesses in High Level which were to be handed out by Council.

The Town hosted a second RCMP Town Hall on our Facebook page and there has been some talk about holding these events on a regular basis – about every 2-3 months. It is an excellent opportunity for cooperation with the public.

## **Health and Safety**

In March there were four reported incidents. Of these, one was damage, one was a close call, and two were hazards.

Organizational training is currently at 95 percent. New training components were added in March in which we are 89% compliant. Council training records were received from AEMA with some outstanding components.

Five out of six required facilities completed and submitted their facility inspection, and six out of seven required safety meetings were conducted. The first quarterly health and safety meeting was conducted March 16 with 65% attendance rate. Job Hazard Assessments have been issued and are under review. A submission deadline was set for April 30 – to date, 17 out of 39 have been reviewed and returned.

Three new employees received their General Health and Safety Orientations. All AEDs requiring battery and pad replacements have been completed, and all facility First Aid Kits were inspected and restocked.

Work on First Aid Instructor Certification is nearing completion – certification should be achieved in April.

The Joint Workplace Health and Safety Committee have determined their inspection teams for their April facility inspections. The Committee will also begin reviewing health and safety directives over the course of their next several meetings.

To date, there has been 0 Covid-19 transmission from employee to employee in the organization.

## **Community Services**

### **Arena /Parks**

It is the last month for the ice and Minor Hockey finishes up their season with league playoffs as well as a tournament hosted for Hay River. Most ice user groups have finished their last skate by March 31st.

The ice plant was scheduled to shut down on April 1st and CIMCO will complete the shutdown in the second week of April. Big Hill was informed that the rental is no longer needed by the end of March and we are now awaiting the exact date they will come to pick up the Olympia.

The Engo was brought back to the arena after fixing the issues with the augers not turning on, which has been resolved by having a new sensor installed. The Engo was used to flood the ice for practices to see if all parts and features are working, as they should. Full charges as well as filling the batteries with distilled water and two equalization charges were performed on the machine.

### **Pool**

We are now working on training candidates for the National Lifeguard course. We have five candidates, that are a combination of youth from the leadership program, and adult candidates from our recruitment campaign.

The Water Safety Instructor Course was run from March 10 to March 18 and yielded four new Swim Instructors.

For the swim, lessons, we ran twenty-eight cases with one hundred and twenty three students registered.

### **FCSS & Recreation**

Family Community Support Services has been busy running our volunteer income tax program; we have completed thirteen tax returns this month.

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. This month we supplied lunches the kid's at all three schools, SNCS/FMCS/HLPS.

We currently have 17 youth registered for Groovy Kids Club, in March we are going to open up registration as we have had some interest.

We held PD week from March 14 to 18; we had 13 youth attend. Their day was filled with crafts, store building and we were outside a lot now that it is warmer. In partnership with the Village, we held Teen

Night on March 25; we had 36 kids attend. The kids enjoyed pizza and board games followed by skating at the arena.

### **Tourism/Museum**

The Museum and Tourism leader has been busy getting the museum ready to open in Victoria Day weekend. Many new items for the gift shop have been purchased from local artists.

The Museum and Tourism leader is now working on a farm display for the interpretative centre; she met with Mackenzie Applied Research Association in Fort Vermilion to get some information and supplies.

She will also meet with local farmers to get artifacts for her display.

The Museum and Tourism Leader and the Community Development Manager will attend the Yellowknife Tradeshow on May 6 to 8; we will have our new display for this event.

## **Protective Services**

### **Emergency Management**

No Activations.

Firefighters attended ICS 300 course in Peace River.

Two staff members (Fire and Community Services) attended Block 1 and 2 training in Peace River for the AHIMT.

### **Fire Department**

32 Calls in March, including four MVCs.

Attended Spring Forestry Fire Season Update.

Training consisted of Ice Rescue, Forcible Entry, CISM and Wildland Theory.

NFPA 1001 Professional Qualification Skills Training began in March.

WUI Team attended course review session in Hinton March 8-10.

Chief and WUI team taught in Parkland County at WUI Symposium March 26-27.

Received Three Year WUI Team funding announcement from AB Municipal Affairs.

Currently completing hiring for WUI Team vacancy.