



**TOWN OF HIGH LEVEL  
REGULAR COUNCIL MEETING  
Council Chambers at 7:00 p.m.  
June 25, 2018**

**APPROVED MINUTES**

**IN ATTENDANCE:**

<b><u>COUNCIL</u></b>	Boyd Langford Ellis Forest Beth Gillis Mike Morgan	Deputy Mayor Councillor Councillor Councillor
<b><u>STAFF</u></b>	Dan Fletcher Ashleigh Bulmer Keith Straub Rodney Schmidt Sandra Beaton	Chief Administrative Officer Director of Development and IT Services Director of Operations Director of Protective Services Municipal Clerk/Recording Secretary
<b><u>REGRETS</u></b>	Crystal McAteer Terry Jessiman Brent Anderson Carolyn Zenko Serena Weipert	Mayor Councillor Councillor Director of Finance Director of Community Services

**1. CALL TO ORDER**

Deputy Mayor Langford called the meeting to order at 7:00 p.m.

**2. ADOPTION OF AGENDA**

Regular Council Meeting Agenda,  
June 25, 2018

**Resolution# 259-18**  
Moved by Councillor Forest  
THAT Council adopts the June 25, 2018 agenda as circulated.

CARRIED

**3. PUBLIC HEARING**

3.1 Bylaw 982-18, amendment to Land  
Use Bylaw 944-13

Deputy Mayor Langford opened the Public Hearing for Bylaw 982-18,  
amendment to Land Use Bylaw 944-13 at 7:00 p.m.

**In Favour:**

No one spoke in favour of the proposed bylaw.

**Opposed:**

No one opposed the proposed bylaw.

At 7:01 p.m., Deputy Mayor Langford requested a motion to close the  
Public Hearing for Bylaw 982-18.

**Resolution# 260-18**

Moved by Councillor Morgan  
 THAT the Public Hearing for Bylaw 982-18 be closed.

CARRIED

**4. PRESENTATIONS**

None.

**5. DELEGATIONS**

5.1 Ann Everatt, President  
 Northern Lakes College

Ann Everatt, President, delivered a presentation of new and on-going programs offered at Northern Lakes College to Council.

5.2 Chris Montgomery,  
 Canadian Association of Petroleum  
 Producers (CAPP)

A presentation of caribou range planning, socio-economic impacts and the Canadian Association of Petroleum Producers proposed solutions was given to Council by Chris Montgomery.

**6. ADOPTION OF THE MINUTES**

6.1 Regular Council Meeting minutes,  
 June 11, 2018.

**Resolution# 261-18**

Moved by Councillor Forest  
 THAT Council adopts the Regular Council Meeting minutes of June 11, 2018 as amended.

CARRIED

**7. DELEGATION BUSINESS**

7.1 Northern Lakes College – General  
 information presentation

**Resolution# 262-18**

Moved by Councillor Gillis  
 THAT Council accepts the Northern Lakes College presentation for information.

CARRIED

7.2 Canadian Association of Petroleum  
 Producers – Caribou range planning

**Resolution# 263-18**

Moved by Councillor Morgan  
 THAT Council accepts the Canadian Association of Petroleum Producers presentation for information.

CARRIED

**8. MAYOR'S REPORT**

Mayor McAteer is out of town.

**9. COUNCIL COMMITTEE REPORTS**

9.1 Committee reports on which  
 Councillors are appointed:

- Deputy Mayor Langford
- Councillor Anderson
- Councillor Forest
- Councillor Gillis

**Deputy Mayor Langford:**

Jun 12 – Town and Chamber of Commerce quarterly meeting  
 Jun 13 – Chamber of Commerce  
 Jun 20 – Mackenzie Regional Charity Golf Tournament  
 Jun 22 – CAO included, met with Greg Cummings/AHS

- Councillor Jessiman
- Councillor Morgan

Councillor Forest:

Jun 12 – Town and Chamber of Commerce quarterly meeting.

Councillor Gillis:

Jun 13 – Home Hardware Grand Opening

Jun 20 – Mackenzie Regional Charity Golf Tournament

Councillor Morgan:

Jun 12 – Town and Chamber of Commerce quarterly meeting.

Jun 13 – Home Hardware Grand Opening

**Resolution# 264-18**

Moved by Councillor Forest

THAT Council accepts the Councillor Committee reports for information.

CARRIED

**10. ADMINISTRATION REPORTS**

## 10.1 Council Meeting Action List

**Resolution# 265-18**

Moved by Councillor Morgan

THAT Council accepts the Council Meeting Action List for information.

CARRIED

## 10.2 Council Donation List

**Resolution# 266-18**

Moved by Councillor Morgan

THAT Council accepts the Council Donation List for information.

CARRIED

**Resolution# 267-18**

Moved by Councillor Forest

THAT Council remove the Donation List from further agenda packages.

CARRIED

## 10.3 2018 Capital Project Status Report

**Resolution# 268-18**

Moved by Councillor Morgan

THAT Council accepts the 2018 Capital Project Status Report for information.

CARRIED

## 10.4 Department Reports

- CAO
- Corporate Services
- Community Services
- Development & IT Services
- Operations (read report)
- Protective Services (presented at the meeting)

**Resolution# 269-18**

Moved by Councillor Gillis

THAT Council accepts the May Department reports as presented.

CARRIED

**11. ADMINISTRATIVE INQUIRIES**

None.

**12. OLD BUSINESS**

12.1 RFD: Second and Third Reading for Bylaw 982-18, amendment to Land Use Bylaw 944-13

**Resolution# 270-18**

Moved by Councillor Forest  
THAT Council give Second Reading for Bylaw 982-18, amendment to Land Use Bylaw 944-13.

CARRIED

**Resolution# 271-18**

Moved by Councillor Morgan  
THAT Council give Third Reading for Bylaw 982-18.

CARRIED

**13. NEW BUSINESS**

13.1 RFD: Conditional Grant Agreement – Regional IMT Group

**Resolution# 272-18**

Moved by Councillor Morgan  
THAT Council authorize administration to sign the Conditional Grant Agreement for the Regional Incident Management Team and add the amounts, as outlined in the agreement, into the budgets for 2018, 2019, 2020 and 2021.

CARRIED

13.2 RFD: Animal Control Bylaw Draft 984-18  
- A rise and report from the June 18<sup>th</sup>, 2018 Committee of the Whole meeting.

**Resolution# 273-18**

Moved by Councillor Forest  
THAT Council pass First Reading of Bylaw 984-18.

CARRIED

**Resolution# 274-18**

Moved by Councillor Morgan  
THAT Council set the Public Hearing for the Animal Control Bylaw Draft 984-18 for August 13, 2018.

CARRIED

13.3 RFD: Purchasing Policy 212-06 amendment  
- A rise and report from the June 18<sup>th</sup>, 2018 Committee of the Whole meeting.

**Resolution# 275-18**

Moved by Councillor Forest  
THAT Council approve the amended Purchasing Policy 212-06 as presented.

CARRIED

13.4 RFD: Creation of Reserves Policy 255-18  
- A rise and report from the June 18<sup>th</sup>, 2018 Committee of the Whole meeting.

**Resolution# 276-18**

Moved by Councillor Gillis  
THAT Council approve the Reserves Policy 255-18; AND Rescind policies: 188-02 Airport Reserve Policy, 190-02 Future Development Reserve Policy, 191-02 General Reserve, 192-02

Municipal Reserve, 193-02 Offsite Levy Reserve, 194-02 Parking Lot Reserve, 209-05 Utility Reserve, and 238-11 Tourism Improvement Fee Reserve.

CARRIED

13.5 RFD: Vehicle Usage and Maintenance Policy 214-06 amendment  
- A rise and report from the June 18<sup>th</sup>, 2018 Committee of the Whole meeting.

**Resolution# 277-18**

Moved by Councillor Morgan  
THAT Council approve the amended Vehicle Usage and Maintenance Policy 214-06 as presented.

CARRIED

13.6 RFD: Bylaw 985-18 Operating Expenditure Borrowing Bylaw  
And to Rescind Bylaw 875-09.

**Resolution# 278-18**

Moved by Councillor Forest  
THAT Council give First Reading to the Operating Expenditures Borrowing Bylaw 985-18.

CARRIED

**Resolution# 279-18**

Moved by Councillor Gillis  
THAT Council give Second Reading to Bylaw 985-18.

CARRIED

**Resolution# 280-18**

Moved by Councillor Morgan  
THAT Council agree to consider Third Reading to Bylaw 985-18.

CARRIED UNANIMOUSLY

**Resolution# 281-18**

Moved by Councillor Forest  
THAT Council give Third Reading to Bylaw 985-18.

CARRIED

**Resolution# 282-18**

Moved by Councillor Morgan  
THAT Council rescind Bylaw No. 875-09.

CARRIED

13.7 RFD: Alberta Emergency Management Framework Review  
- A rise and report from the June 18<sup>th</sup>, 2018 Committee of the Whole meeting.

**Resolution# 283-18**

Moved by Councillor Gillis  
THAT Council directs Administration to complete the Alberta Emergency Management Framework Review Discussion Guide as discussed and submit the response to the Alberta Emergency Management Agency.

CARRIED

**14. CORRESPONDENCE FOR ACTION**

14.1 Subdivision and Development Appeal Board (SDAB) & Clerk training **Resolution# 284-18**  
Moved by Councillor Forest  
THAT Council approve all available councillors to attend the Subdivision and Development Appeal Board (SDAB) training, AND  
THAT three Administration and two public members also attend one of the SDAB training.

CARRIED

**15. CORRESPONDENCE FOR INFORMATION**

15.1 Rural Municipalities of Alberta – Contact newsletter, Vol 2018 Issue 23, Jun 14/18

15.2 Rural Municipalities of Alberta – Contact newsletter, Vol 2018 Issue 24, Jun 20/18

15.3 National Airlines Council of Alberta – Cross-country consultations on air passenger rights and the aviation ecosystem, email dated Jun 14/18

15.4 Rotary Club of Edson – Rotary Highway to Mexico, email dated Jun 12/18

15.5 Think Local Market – Dissolution, email dated Jun 14/18

15.6 Community Foundation of Northwest Alberta – 2017 Annual Report

15.7 Municipal Affairs - Local Authorities Election Act: Review and Consultation, email dated Jun 20/18

15.8 Axia – Supernet services, dated Jun 21/18

**Resolution# 285-18**

Moved by Councillor Morgan  
THAT Council accepts item 15.1 to 15.8 for information.

CARRIED

**16. NOTICE OF MOTIONS**

None.

**17. QUESTION PERIOD**

None.

**18. IN CAMERA****Resolution# 286-18**

Moved by Councillor Forest  
THAT Council move in camera at 8:22 p.m.

CARRIED

**Resolution# 287-18**

Moved by Councillor Morgan  
THAT Council move out of in camera at 8:59 p.m.

CARRIED

18.1 Library Board Appointment  
Personal Privacy - Pursuant to FOIP  
Part 1, Div 2, s17(1)

**Resolution# 288-18**

Moved by Councillor Forest  
THAT Council table the Library Board appointment to the next Regular  
Council meeting on July 9<sup>th</sup>.

CARRIED

18.2 Bison Development  
Local Public Body Confidences -  
Pursuant to FOIP Part 1, Div 2, s23;  
and Advice from officials, Part 1, Div 2,  
s24(1)(g)

**Resolution# 289-18**

Moved by Councillor Forest  
THAT Council advise Bison Developments Inc. that the Town will not  
contribute towards Phase 2 road works.

CARRIED

**19. ADJOURNMENT**

**Resolution# 290-18**

Moved by Councillor Morgan  
THAT Council adjourns the June 25, 2018 meeting at 9:00 p.m.

CARRIED

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Deputy Mayor

\_\_\_\_\_  
Municipal Clerk