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## Regular Open Council Meeting Agenda

**Monday, January 27<sup>th</sup>, 2025, at 7:00 p.m.**  
in the Council Chambers, Town Hall, 10203-105<sup>th</sup> Avenue, High Level, AB

Electronic Participation via YouTube. The YouTube link for this meeting is:

<https://youtube.com/live/unESuDsslvQ?feature=share>

*The Town of High Level Mayor and Council acknowledge Treaty 8 Territory - the traditional and ancestral territory of the Cree and Dene. We acknowledge that this territory is home to the Métis Settlements and the Métis Nation of Alberta, Regions 1, 4, 5 and 6 within the historical Northwest Métis Homeland.*

*We acknowledge the many First Nations, Métis and Inuit who have lived in and cared for these lands for generations.*

*We are grateful for the traditional Knowledge Keepers and Elders who are still with us today and those who have gone before us.*

*We make this acknowledgement as an act of reconciliation and gratitude to those whose territory we reside on or are visiting.*

### 1. **CALL TO ORDER**

### 2. **ADOPTION OF MEETING AGENDA**

#### 2.1. Adoption of Meeting Agenda

**THAT the Regular Open Council meeting agenda for January 27<sup>th</sup>, 2025 be adopted.**

**3. PUBLIC HEARING**

3.1 Bylaw 1048-24, amending Land Use Bylaw 1018-21

**4. DELEGATIONS**

**5. ADOPTION OF MINUTES**

5.1. Minutes of the Regular Open Council Meeting held November 25<sup>th</sup>, 2024, for adoption

**THAT the Minutes of Regular Open Council meeting held November 25<sup>th</sup>, 2024, be adopted.**

5.2. Minutes of the Regular Open Council Meeting held January 13<sup>th</sup>, 2025, for adoption

**THAT the Minutes of Regular Open Council meeting held January 13<sup>th</sup>, 2025, be adopted.**

**6. DELEGATION BUSINESS**

**7. MAYOR'S REPORT**

7.1. Mayor McAtee's Report January 14<sup>th</sup>, 2025 – January 27<sup>th</sup>, 2025.

**THAT Council RECEIVE Mayor McAtee's report for the period of January 14<sup>th</sup>, 2025, to January 27<sup>th</sup>, 2025, for information.**

**8. COUNCIL COMMITTEE REPORTS**

8.1. Council Committee Reports

**THAT Council receive the Council Committee Reports from Deputy Mayor Langford, Councillor Anderson, Councillor Jessiman, Councillor Lambert, Councillor Liboiron, and Councillor Welke for the period of January 14<sup>th</sup>, 2025, to January 27<sup>th</sup>, 2025, for information.**

**Deputy Mayor Langford:**

**Councillor Anderson:**

**Councillor Jessiman:**

**Councillor Lambert:**

**Councillor Liboiron:**

**Councillor Welke:**

**9. ADMINISTRATIVE REPORTS**

9.1. CAO Report - Verbal

**THAT Council RECEIVE CAO Thoss' report for the period of January 14<sup>th</sup>, 2025 to January 27<sup>th</sup>, 2025, for information.**

**10. ADMINISTRATIVE ENQUIRIES**

10.1. Second and Third Readings of Bylaw 1048-24

**That Council consider giving second and third readings to Bylaw 1048-24, An amendment to Land Use Bylaw 1018-21.**

**11. OLD BUSINESS**

**12. NEW BUSINESS**

**13. CORRESPONDENCE FOR ACTION**

13.1. Correspondence for Action

**THAT the items of correspondence for action be received.**

- 2025 Spring Municipal Leader's Caucus
- Meeting Topics for meeting with Honourable Ric McIver

**14. CORRESPONDENCE FOR INFORMATION**

14.1. External Correspondence for Information

**THAT the items of external correspondence for information be received.**

- Honourable Todd Loewen, Minister of Forestry and Parks - Fire Mitigation
- Northern Alberta Elected Leaders - Adopted Meeting Minutes

14.2 Internal Correspondence for Information

**THAT the items of internal correspondence be received.**

- Community Services – Departmental Monthly Report / December 2024
- Emergency Services - Departmental Monthly Report / December 2024
- Operations - Departmental Monthly Report / December 2024
- Planning and Development - Departmental Monthly Report / December 2024

15. **NOTICES OF MOTION**

16. **QUESTION PERIOD**

17. **RECESS TO IN-CAMERA MEETING**

18. **RECONVENE OPEN MEETING**

19. **IN-CAMERA ITEMS**

20. **ADJOURNMENT**

**THAT there being no further business of the Regular Open Council meeting,  
it BE ADJOURNED.**

**CALL TO ORDER**

## **ADOPTION OF AGENDA**

# PUBLIC HEARING

# Proposed Bylaw Summary



**Proposed Bylaw:** Bylaw 1048-24, amending Land Use Bylaw 1018-21

## Background:

On June 20, 2024, the Province of Alberta approved Order in Council 195/2024, which facilitated the annexation of land from Mackenzie County to the Town of High Level. With these new lands now included within the Town's boundaries, the Town is proposing an amendment to the **Town of High Level Land Use Bylaw 1018-21** through the adoption of **proposed Bylaw 1048-24**. This amendment will apply land use classifications to the annexed properties and add additional policy language to the Land Use Bylaw specific to Footner Lake and the High Level Airport.

## Proposal:

A summary of the changes of proposed Bylaw 1048-24 have been included below:

1. Adding definitions to more accurately describe airport uses.
2. Classifying Footner Lake as an environmentally sensitive area.
3. Establishing an Airport Restriction Area to preserve the airport's long-term development potential while restricting surrounding development that could be negatively affected by nearby air traffic.
4. Introducing two new land use districts: **AP – Airport** and **FS – Forestry Services**.
5. Applying land use designations to the annexed lands.
6. Replacing the current Land Use Bylaw maps.



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**TOWN OF HIGH LEVEL  
LAND USE BYLAW AMENDMENT  
BYLAW NO. 1048-24**

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THE COUNCIL OF THE TOWN OF HIGH LEVEL, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

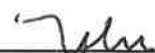
1. Town of High Level Land Use Bylaw 1018-21 is hereby amended.
2. Town of High Level Land Use Bylaw 1018-21 is amended by:
  - a. Adding various definitions under Section 2.0 as described on the attached Schedule "A".
  - b. Adding additional policies to Section 5.5 as described on the attached Schedule "B".
  - c. Adding Section 5.28 AIRPORT RESTRICTION AREA as described on the attached Schedule "C".
  - d. Adding AIRPORT (AP) and FORESTRY SERVICES (FS) as new land use classifications under section 12.0 as described on the attached Schedule "D".
  - e. Applying land use classification to various properties more particularly shown and described on the attached Schedule "E".
  - f. Removing all maps in APPENDIX 1 and replacing them with the maps shown and described on the attached Schedule "F".

This Bylaw will come into effect on the date of the final passing thereof.

READ A FIRST TIME this 9<sup>th</sup> day of December, 2024



MAYOR



CHIEF ADMINISTRATIVE OFFICER

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_\_

MAYOR

CHIEF ADMINISTRATIVE OFFICER

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_\_

MAYOR

CHIEF ADMINISTRATIVE OFFICER

**Schedule "A"**

**AIRPORT RESTRICTION AREA** means the area as shown on Map 2 of APPENDIX 1.

**HANGARS AND TERMINAL FACILITIES** means a DEVELOPMENT, which provides services to aircraft, aircraft passengers, and air freight located adjacent to, or in close proximity to, a municipally approved runway. Services provided within these facilities may include airport operations and administration, food and personal services, freight and baggage handling, vehicle rentals, and aircraft maintenance and repair.

**NEF 25- AREA** means the Noise Exposure Forecast Area that lies between the 25 NEF Contour and the boundary of the AIRPORT RESTRICTION AREA.

**NEF 25-30 AREA** means the NOISE EXPOSURE FORECAST AREA that lies between the 25 NEF Contour and the 30 NEF Contour.

**NEF 30-35 AREA** means the NOISE EXPOSURE FORECAST AREA that lies between the 30 NEF Contour and the 35 NEF Contour.

**NEF 35-40 AREA** means the NOISE EXPOSURE FORECAST AREA that lies between the 35 NEF Contour and the 40 NEF Contour.

**NEF 40+ AREA** means the NOISE EXPOSURE FORECAST AREA enclosed by the 40 NEF Contour.

**NOISE EXPOSURE FORECAST AREA** means an area that falls within a NOISE EXPOSURE FORECAST CONTOUR, between two NOISE EXPOSURE FORECAST CONTOURS, or between one NOISE EXPOSURE FORECAST CONTOUR and the boundary of the AIRPORT RESTRICTION AREA.

**NOISE EXPOSURE FORECAST CONTOUR** means a numbered contour as shown on Map 4 of APPENDIX 1.

**Schedule “B”**

5.5.5 Footner Lake, its riparian areas, and an imaginary buffer extending 100 metres from the top bank of Footner Lake shall be designated as an ENVIRONMENTALLY SENSITIVE AREA.

5.5.6 Within all LAND USE DISTRICTS:

- a) No DEVELOPMENT shall be permitted within 30 metres of the top bank of Footner Lake or its riparian areas, except where that DEVELOPMENT is deemed essential for the repair, maintenance, or construction of critical public infrastructure as deemed by a municipal, provincial, or federal government.
- b) All DEVELOPMENT within 100 metres of the top bank of Footner Lake or its riparian areas shall be considered a DISCRETIONARY USE.

## Schedule "C"

**5.28 AIRPORT RESTRICTION AREA**

5.28.1 The following requirements apply to all land and land use districts shown in the AIRPORT RESTRICTION AREA unless otherwise stated. No DEVELOPMENT shall be exempt from adhering to the requirements of the AIRPORT RESTRICTION AREA.

5.28.2 Commercial airport-related DEVELOPMENT shall not be permitted unless otherwise located at a municipally approved site.

5.28.3 Private airstrips shall not be permitted within the AIRPORT RESTRICTION AREA.

5.28.4 The DEVELOPMENT AUTHORITY shall not allow DEVELOPMENT within the AIRPORT RESTRICTION AREA that may be negatively impacted by air travel or may impede the current operation and future DEVELOPMENT of the High Level Airport.

5.28.5 The DEVELOPMENT AUTHORITY or SUBDIVISION AND DEVELOPMENT APPEAL BOARD may issue a DEVELOPMENT PERMIT with or without any conditions under these restrictions for any DEVELOPMENT that involves a USE that is classified as "YES" in Table 5.6, or if the USE is similar in the opinion of the DEVELOPMENT AUTHORITY or SUBDIVISION AND DEVELOPMENT APPEAL BOARD, and meets other requirements and uses of the Land Use Bylaw.

5.28.6 The DEVELOPMENT AUTHORITY or SUBDIVISION AND DEVELOPMENT APPEAL BOARD may permit a DEVELOPMENT that involves a USE classified as "A," "B," or "C" in Table 5.6, or if the USE is similar in the opinion of the DEVELOPMENT AUTHORITY or SUBDIVISION AND DEVELOPMENT APPEAL BOARD, only if the appropriate conditions specified by that classification have been met or are prescribed as a condition on the DEVELOPMENT PERMIT.

5.28.7 The DEVELOPMENT AUTHORITY or SUBDIVISION AND DEVELOPMENT APPEAL BOARD shall not permit a DEVELOPMENT if that USE is classified as "NO" within Table 5.6 of this section, or if the USE is similar in the opinion of the DEVELOPMENT AUTHORITY or SUBDIVISION AND DEVELOPMENT APPEAL BOARD to a prohibited use, or involves a use that is not listed in Table 5.6.

5.28.8 A USE listed in Table 5.6 includes ACCESSORY USES and and ACCESSORY BUILDINGS OR STRUCTURES unless otherwise noted.

5.28.9 A DEVELOPMENT PERMIT shall not be issued for a DEVELOPMENT in any LAND USE DISTRICT if the proposed DEVELOPMENT exceeds the maximum elevation specified on Map 3 of APPENDIX 1 or as indicated on the Certificate of Title for the subject property.

5.28.10 No DEVELOPMENT, especially those including a TRANSMITTING STATION, shall be allowed in the AIRPORT RESTRICTION AREA which would, in the opinion of the DEVELOPMENT AUTHORITY or SUBDIVISION AND DEVELOPMENT APPEAL BOARD, negatively affect communication and electronic facilities necessary to the operation of a commercial airport.

5.28.11 No DEVELOPMENT, except for critical infrastructure as deemed by a municipal, provincial, or federal government, shall be allowed within the AIRPORT RESTRICTION AREA that would result in an increased presence of birds at or around a commercial airport.

5.28.12 Additional conditions and requirements shall be placed on all DEVELOPMENTS that fall within a NOISE EXPOSURE FORECAST CONTOUR as outlined in Table 5.6. DEVELOPMENTS for USES not listed in table 5.6 and which are not similar in the opinion of the DEVELOPMENT AUTHORITY or SUBDIVISION AND DEVELOPMENT APPEAL BOARD shall be classified at the discretion of the DEVELOPMENT AUTHORITY or SUBDIVISION AND DEVELOPMENT APPEAL BOARD.

- a) All USES with the "YES" classification shall be permitted.
- b) All USES with the "NO" classification shall not be permitted.
- c) All USES with the "A" classification shall only be approved if the DEVELOPMENT AUTHORITY is satisfied that acoustic insulation features, if required, have been considered and included in the building design.
- d) All USES with the "B" classification in Table 5.6 shall be made aware that they fall within the respective NOISE EXPOSURE FORECAST CONTOUR and should consider implementing internal acoustic insulation features.
- e) All USES with the "C" classification in Table 5.6 shall only be permitted if they are related directly to aviation-oriented activities or services and shall only be approved if the DEVELOPMENT AUTHORITY is satisfied that acoustic insulation features, if required, have been considered and included in the building design.

Existing DEVELOPMENTS for USES with the "NO" classification are permitted to renovate or improve these DEVELOPMENTS so long as no structural changes are undertaken.

TABLE 5.6 LAND USE CLASSIFICATIONS RELATED TO NOISE EXPOSURE FORECAST CONTOURS

Airport					
	NEF 40+ Area	NEF 40-35 Area	NEF 35-30 Area	NEF 30-25 Area	NEF 25- Area
HANGERS AND TERMINAL FACILITIES	YES	YES	YES	YES	YES
HELICOPTER LANDING PAD	YES	YES	YES	YES	YES
Residential					
	NEF 40+ Area	NEF 40-35 Area	NEF 35-30 Area	NEF 30-25 Area	NEF 25- Area
All Residential Uses	NO	NO	NO	A	YES
All Temporary/Industrial Accommodations	NO	NO	NO	A	YES
Agriculture					
	NEF 40+ Area	NEF 40-35 Area	NEF 35-30 Area	NEF 30-25 Area	NEF 25- Area
AGRICULTURE	YES	YES	YES	YES	YES
Commercial					
	NEF 40+ Area	NEF 40-35 Area	NEF 35-30 Area	NEF 30-25 Area	NEF 25- Area
AUTOMOTIVE SALES & RENTALS	B	B	B	B	YES
RECREATIONAL VEHICLE SALES AND SERVICE	B	B	B	B	YES
RESTAURANT	C	C	B	B	YES
RETAIL - CONVENIENCE	C	C	B	B	YES
RETAIL - GENERAL	C	C	B	B	YES
Industrial / Utilities					
	NEF 40+ Area	NEF 40-35 Area	NEF 35-30 Area	NEF 30-25 Area	NEF 25- Area
ALTERNATIVE ENERGY TECHNOLOGY	YES	YES	B	B	YES
BULK OIL, FUEL, AND CHEMICAL STORAGE	YES	YES	YES	YES	YES
INDUSTRIAL OPERATION	B	B	B	B	YES

LOGGING SERVICE	B	B	B	B	YES
LUMBER YARD	B	B	B	B	YES
PUBLIC USE	YES	YES	YES	YES	YES
SHIPPING CONTAINER	YES	YES	YES	YES	YES
TRANSMITTING STATION	YES	YES	YES	YES	YES
WAREHOUSE	YES	YES	YES	YES	YES
<b>Public / Recreational</b>					
	NEF 40+ Area	NEF 40- 35 Area	NEF 35- 30 Area	NEF 30- 25 Area	NEF 25- Area
CAMPGROUND	NO	NO	NO	A	YES
CEMETERY	NO	NO	NO	NO	YES
EMERGENCY SERVICES FACILITY	YES	YES	YES	YES	YES
EXHIBITION GROUNDS	NO	NO	NO	NO	YES
GOVERNMENT SERVICES	C	C	YES	B	YES
NON-PROFIT COMMUNITY SUPPORT SERVICES	C	C	C	B	YES
PUBLIC PARKS & PLAYGROUNDS	NO	NO	NO	YES	YES
RECREATIONAL SERVICES, OUTDOOR	NO	NO	NO	YES	YES
RECREATIONAL SERVICES, INDOOR	NO	NO	NO	YES	YES
TOURIST INFORMATION FACILITY	C	C	C	B	YES
PUBLIC PARKS & PLAYGROUNDS	NO	NO	NO	YES	YES
<b>Other</b>					
	NEF 40+ Area	NEF 40- 35 Area	NEF 35- 30 Area	NEF 30- 25 Area	NEF 25- Area
ACCESSORY BUILDINGS AND STRUCTURES	YES	YES	YES	YES	YES
BUILDING – MOVED IN	C	C	B	B	YES
SIGNAGE	YES	YES	YES	YES	YES

**Schedule "D"****12.6 AIRPORT (AP)****INTENT**

The intent of the AP LAND USE DISTRICT is to allow DEVELOPMENT at and within the immediate vicinity of the High Level Airport (YOG).

**USES**

TABLE 12.6 PERMITTED AND DISCRETIONARY USES IN THE AP LAND USE DISTRICT

PERMITTED USES	DISCRETIONARY USES
ACCESSORY BUILDINGS	AGRICULTURE
HANGERS AND TERMINAL FACILITIES	ALTERNATIVE ENERGY TECHNOLOGY
HELICOPTER LANDING PAD	AUTOMOTIVE SALES & RENTALS BULK OIL, FUEL AND CHEMICAL STORAGE GOVERNMENT SERVICES PUBLIC USE RECREATIONAL VEHICLE SALES AND SERVICES SHIPPING CONTAINER RESTAURANT RETAIL - CONVENIENCE RETAIL – GENERAL TOURIST INFORMATION FACILITY TRANSMISSION STATION

**SITE PROVISIONS:**

Notwithstanding any provision within Section 5 of this BYLAW, any property or SITE located within the AP LAND USE DISTRICT is subject to the LOT, SITE, and BUILDING requirements as follows:

TABLE 12.7 AP LAND USE DISTRICT LOT, SITE AND BUILDING REQUIREMENTS

Component	All Uses
YARD – FRONT (minimum)	6m/19.6ft.

YARD – FLANKAGE (minimum)	0m/Oft. however, LOT CORNER must comply with Subsection 5.3 of this BYLAW.
YARD – SIDE (minimum)	0m/Oft. however, the BUILDING must conform to the distances required in the <i>National Building Code – Alberta Edition</i> .
YARD – REAR (minimum)	4m/13.1ft.
BUILDING HEIGHT (maximum)	16m/52.4ft. or 4 stories
LOT COVERAGE (maximum)	60%

Note: These requirements are based upon each DEVELOPMENT being contained on its own individual LOT.

#### **ADDITIONAL REQUIREMENTS**

- 12.6.1 DEVELOPMENTS involving more than one PRINCIPAL BUILDING on a LOT are subject to the requirements of Subsection 5.24.
- 12.6.2 All establishments located on a SITE bordering a highway shall be screened from the highway in a manner incorporating LANDSCAPING or BERM or both to the satisfaction of the DEVELOPMENT AUTHORITY
- 12.6.3 Any nuisance factor generated by a DEVELOPMENT, including but not limited to:
  - a) dust, fly ash or other particulate matter;
  - b) odorous gas or odorous matter; and
  - c) toxic gas or any other toxic substance;
 must be contained within an enclosed ON-SITE BUILDING.
- 12.6.4 Article 12.6.3 does not relieve against any compliance with any other standards established by any Federal, Provincial or Municipal enactments.
- 12.6.5 All driveways, ACCESSES or approaches from a street to the LOT shall be in a location acceptable to the DEVELOPMENT AUTHORITY. The driveway, ACCESS and approach shall have a steel culvert to enable satisfactory ditch drainage and be HARD-SURFACED unless otherwise approved by the DEVELOPMENT AUTHORITY.
- 12.6.6 PARCELS within the AP LAND USE DISTRICT that have existing residential USES, are permitted to renovate or improve these DWELLING UNITS, so long as no structural changes are undertaken.

- 12.6.7 Under no circumstances will the DEVELOPMENT AUTHORITY allow existing residential USES within the AP LAND USE DISTRICT to be replaced with a new DWELLING UNIT.
- 12.6.8 Under no circumstances will the DEVELOPMENT AUTHORITY allow PARCELS within the AP LAND USE DISTRICT that do not currently have a residential USE, to add a new residential USE.
- 12.6.9 All DEVELOPMENTS are subject to the requirements of Sections 5 and 6 of this BYLAW.

**DISCRETIONARY USE CRITERIA AND CONSIDERATIONS**

- 12.6.10 When assessing a DISCRETIONARY USE within this LAND USE DISTRICT, the DEVELOPMENT AUTHORITY shall require the applicant to demonstrate that any potential impacts of the activity shall not adversely affect surrounding USES. Matters that shall be addressed in the application may include, but is not limited to, the potential impacts of noise, hours of operation, traffic generation and visual appearance of the SITE and STRUCTURES.
- 12.6.11 When considering an AGRICULTURE USE in the AP LAND USE DISTRICT, the DEVELOPMENT AUTHORITY will only consider the growing of a crop on parcels larger than 20 acres/8 hectares.
- 12.6.12 Under no circumstances will the DEVELOPMENT AUTHORITY consider an AGRICULTURE USE that includes the raising of livestock within the AP LAND USE DISTRICT.
- 12.6.13 The DEVELOPMENT AUTHORITY may impose conditions on DISCRETIONARY USES that avoid, remedy or mitigate any impacts, including monitoring conditions to confirm compliance.

**SIGNAGE REQUIREMENTS**

- 12.6.14 SIGNS – FREESTANDING or SIGNS – DIRECTORY are permitted provided that:
  - a) no SIGN shall exceed a maximum height of 10m/32.8ft.;
  - b) no SIGN – FREESTANDING or SIGN – DIRECTORY shall have SIGNAGE that exceeds:
    - a. 6m<sup>2</sup>/64.5sq.ft in SIGN AREA per SIGN FACE for a one or two business BUILDINGS;

- b. 8.75m<sup>2</sup>/94.1sq.ft. in SIGN AREA per SIGN FACE for a three (3) business BUILDINGS;
- c. 11.5m<sup>2</sup>/123.7sq.ft. per SIGN FACE in SIGN AREA for a four (4) business BUILDINGS; and
- d. 14.25m<sup>2</sup>/153.3sq.ft. in SIGN AREA per SIGN FACE for a five (5) or more business

12.6.11 SIGNS – PROJECTING are permitted provided that:

- a) no SIGN shall exceed a maximum size of 6m<sup>2</sup>/64.5sq.ft. in SIGN AREA;
- b) no SIGN shall project more than 1m/3.2ft. from the BUILDING wall;
- c) there shall be a maximum of one SIGN – PROJECTING per business on a property; and
- d) no SIGN shall project more than 30cm/11.8in above the roof of a BUILDING.

12.6.12 SIGNS – FASCIA are permitted provided that:

- a) SIGNAGE does not exceed 12% of the total surface area of the BUILDING face where the SIGN is to be erected; and
- b) no individual SIGN shall exceed 3m/9.85ft. in height.
- c) shall not exceed the length of the wall of the BUILDING upon which the SIGN is to be displayed; and
- d) No SIGN – FASCIA shall project more than 25cm/9.84in from a wall that a SIGN is affixed to.

12.6.13 SIGNS – PORTABLE OR MOBILE are permitted for a limited time of up to one (1) year, at the discretion of the DEVELOPMENT AUTHORITY.

12.6.14 SIGNS – SANDWICH are permitted provided that the SIGN shall:

- a) not exceed a single SIGN FACE area of 1m<sup>2</sup>/10.8sq.ft;
- b) no more than one SIGN – SANDWICH is provided per LOT;
- c) it is not located within the required SIGHT TRIANGLE; and
- d) it does not obstruct pedestrian or vehicular traffic along any publicly owned land such as a sidewalk or street right-of-way.

**12.7 FORESTRY SERVICES (FS)****INTENT**

The intent of the FS Land Use District is to accommodate municipal, provincial, and federal forestry related DEVELOPMENT.

**USES**

TABLE 12.8 PERMITTED AND DISCRETIONARY USES IN THE FS LAND USE DISTRICT

PERMITTED USES	DISCRETIONARY USES
ACCESSORY BUILDING OR STRUCTURE	AGRICULTURE
EMERGENCY SERVICES FACILITY	ALTERNATIVE ENERGY TECHNOLOGY
GOVERNMENT SERVICES	BULK OIL, FUEL, AND CHEMICAL
OUTDOOR STORAGE	STORAGE
TRANSMISSION STATION	CAMPGROUND
WAREHOUSE	EMERGENCY SERVICES FACILITY
	INDUSTRIAL OPERATION
	PUBLIC USE
	LOGGING SERVICE
	LUMBER YARDS
	NON-PROFIT COMMUNITY SUPPORT
	SERVICES
	RECREATIONAL SERVICE - OUTDOOR
	RELOCATABLE INDUSTRIAL
	ACCOMODATION
	SHIPPING CONTAINER
	TEMPORARY BUNKHOUSE

**SITE PROVISIONS:**

Notwithstanding any provision within Section 5 of this BYLAW, any property or SITE located within the FS LAND USE DISTRICT is subject to the LOT, SITE, and BUILDING requirements as follows:

TABLE 12.9 FS LAND USE DISTRICT LOT, SITE AND BUILDING REQUIREMENTS

Component	All Uses
YARD – FRONT (minimum)	6m/19.6ft.
YARD – FLANKAGE (minimum)	10m/32.8ft
YARD – SIDE (minimum)	10m/32.8ft
YARD – REAR (minimum)	10m/32.8ft
BUILDING HEIGHT (maximum)	16m/52.4ft. or 4 stories
LOT COVERAGE (maximum)	60%

Note: These requirements are based upon each DEVELOPMENT being contained on its own individual LOT.

#### ADDITIONAL REQUIREMENTS

- 12.7.1 DEVELOPMENTS involving more than one PRINCIPAL BUILDING on a LOT are subject to the requirements of Subsection 5.24.
- 12.7.2 All DEVELOPMENTS are subject to the requirements of Sections 5 and 6 of this BYLAW.
- 12.7.3 All DEVELOPMENT PERMIT applications must align with municipal, provincial, or federal priorities and be accompanied by a letter of endorsement from the relevant government authority, except where that government authority is the applicant.
- 12.7.4 The DEVELOPMENT AUTHORITY may issue a DEVELOPMENT PERMIT subject to such conditions as necessary to meet the purpose of this LAND USE DISTRICT.
- 12.7.5 All establishments located on a SITE bordering a highway shall be screened from the highway in a manner incorporating LANDSCAPING or BERM or both to the satisfaction of the DEVELOPMENT AUTHORITY
- 12.7.6 Any nuisance factor generated by a DEVELOPMENT, including but not limited to:
  - a) dust, fly ash or other particulate matter;
  - b) odorous gas or odorous matter; and
  - c) toxic gas or any other toxic substance;

must be contained within an enclosed ON-SITE BUILDING.

12.7.7 Article 12.6.3 does not relieve against any compliance with any other standards established by any Federal, Provincial or Municipal enactments.

12.7.8 All driveways, ACCESSES or approaches from a street to the LOT shall be in a location acceptable to the DEVELOPMENT AUTHORITY. The driveway, ACCESS and approach shall have a steel culvert to enable satisfactory ditch drainage and be HARD-SURFACED unless otherwise approved by the DEVELOPMENT AUTHORITY.

**DISCRETIONARY USE CRITERIA AND CONSIDERATIONS**

12.7.9 When assessing a DISCRETIONARY USE within this LAND USE DISTRICT, the DEVELOPMENT AUTHORITY shall require the applicant to demonstrate that any potential impacts of the activity shall not adversely affect surrounding USES. Matters that shall be addressed in the application may include, but is not limited to, the potential impacts of noise, hours of operation, traffic generation and visual appearance of the SITE and STRUCTURES.

12.7.10 The DEVELOPMENT AUTHORITY may impose conditions on DISCRETIONARY USES that avoid, remedy or mitigate any impacts, including monitoring conditions to confirm compliance.

**SIGNAGE REQUIREMENTS**

12.7.11 SIGNS – FREESTANDING or SIGNS – DIRECTORY are permitted provided that:

- c) no SIGN shall exceed a maximum height of 10m/32.8ft.;
- d) no SIGN – FREESTANDING or SIGN – DIRECTORY shall have SIGNAGE that exceeds:
  - e. 6m<sup>2</sup>/64.5sq.ft in SIGN AREA per SIGN FACE for a one or two business BUILDINGS;
  - f. 8.75m<sup>2</sup>/94.1sq.ft. in SIGN AREA per SIGN FACE for a three (3) business BUILDINGS;
  - g. 11.5m<sup>2</sup>/123.7sq.ft. per SIGN FACE in SIGN AREA for a four (4) business BUILDINGS; and
  - h. 14.25m<sup>2</sup>/153.3sq.ft. in SIGN AREA per SIGN FACE for a five (5) or more business

12.7.12 SIGNS – PROJECTING are permitted provided that:

- e) no SIGN shall exceed a maximum size of 6m<sup>2</sup>/64.5sq.ft. in SIGN AREA;
- f) no SIGN shall project more than 1m/3.2ft. from the BUILDING wall;

- g) there shall be a maximum of one SIGN – PROJECTING per business on a property; and
- h) no SIGN shall project more than 30cm/11.8in above the roof of a BUILDING.

12.7.13 SIGNS – FASCIA are permitted provided that:

- e) SIGNAGE does not exceed 12% of the total surface area of the BUILDING face where the SIGN is to be erected; and
- f) no individual SIGN shall exceed 3m/9.85ft. in height.
- g) shall not exceed the length of the wall of the BUILDING upon which the SIGN is to be displayed; and
- h) No SIGN – FASCIA shall project more than 25cm/9.84in from a wall that a SIGN is affixed to.

12.7.14 SIGNS – PORTABLE OR MOBILE are permitted for a limited time of up to one (1) year, at the discretion of the DEVELOPMENT AUTHORITY.

12.7.15 SIGNS – SANDWICH are permitted provided that the SIGN shall:

- e) not exceed a single SIGN FACE area of 1m<sup>2</sup>/10.7sq.ft;
- f) no more than one SIGN – SANDWICH is provided per LOT;
- g) it is not located within the required SIGHT TRIANGLE; and
- h) it does not obstruct pedestrian or vehicular traffic along any publicly owned land such as a sidewalk or street right-of-way.

Schedule "E"

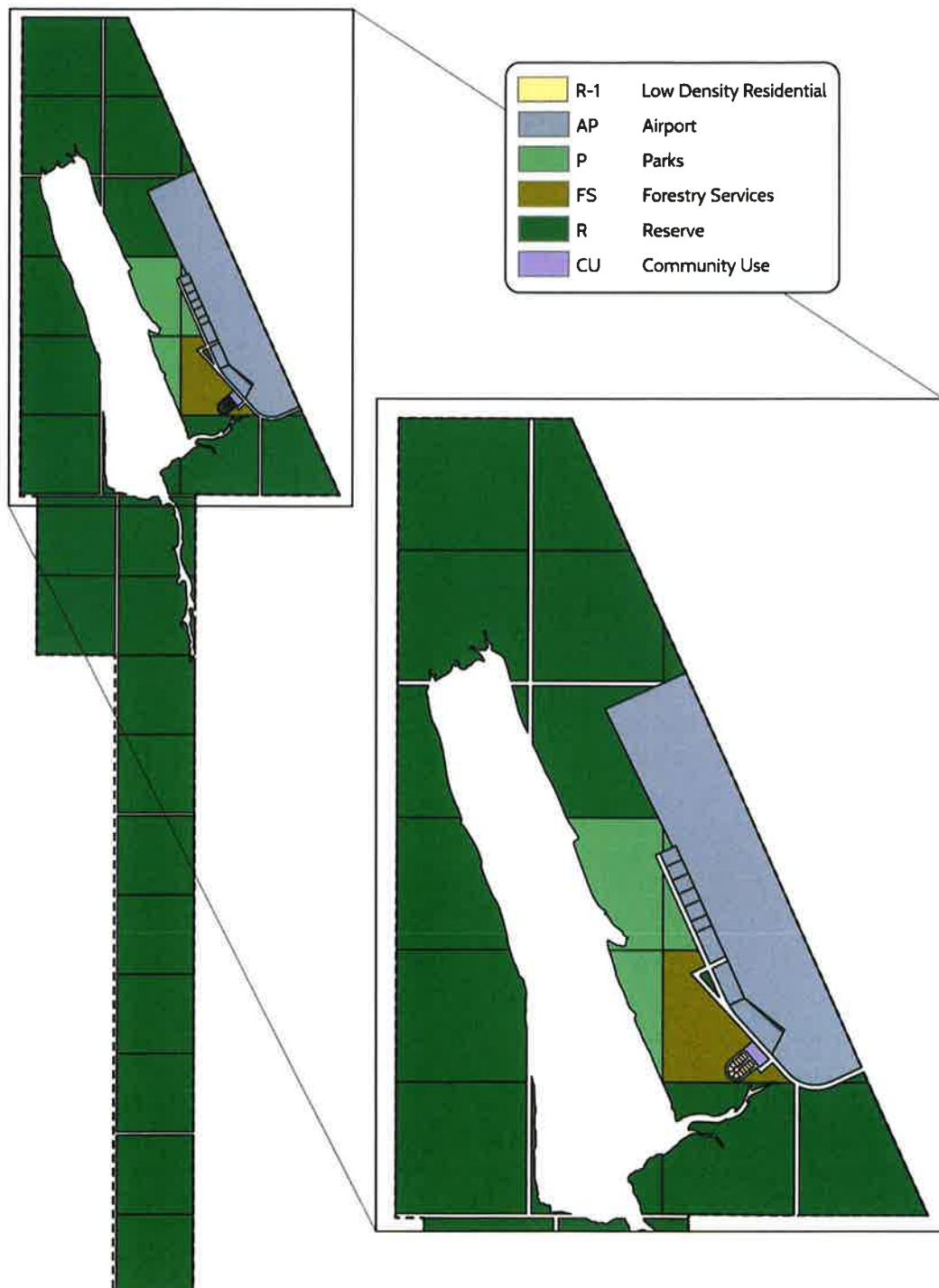


Figure 1. New land use classification for land annexed through O.C. 195/2024

Rural Legal	Urban Legal	Zoning
-	9821131;9	AP
-	9821131;8	AP
-	9821131;7	AP
-	9821131;6	AP
-	9821131;4	AP
-	9821131;3	AP
-	9821131;2	AP
-	9821131;1	AP
-	6018NY;3;9	R-1
-	6018NY;3;8	R-1
-	6018NY;3;7	R-1
-	6018NY;3;6	R-1
-	6018NY;3;3	R-1
-	6018NY;3;2	R-1
-	6018NY;3;13	R-1
-	6018NY;3;12	R-1
-	6018NY;3;11	R-1
-	6018NY;3;10	R-1
-	6018NY;3;1	R-1
-	6018NY;3;1	R-1
-	6018NY;2;1	CU
-	6018NY;1;3	R
-	6018NY;1;2	AP
-	6018NY;1;2	AP
-	0821345;1;1	AP
NW-7-110-19-W5	-	R
NW-18-110-19-W5	-	R
SW-19-110-19-W5	-	R
NW-19-110-19-W5	-	R
SW-7-110-19-W5	-	R
NW-30-110-19-W5	-	R
SW-18-110-19-W5	-	R
SW-30-110-19-W5	-	R
SW-31-110-19-W5	-	R
SW-31-110-19-W5	-	R
SW-31-110-19-W5	-	R
NW-31-110-19-W5	-	R
NW-31-110-19-W5	-	R
SE-18-111-19-W5	-	R
NE-18-111-19-W5	-	R

SE-6-111-19-W5	-	R
NE-6-111-19-W5	-	R
SE-18-111-19-W5	-	R
SW-17-111-19-W5	-	R
SE-5-111-19-W5	-	R
SW-4-111-19-W5	-	R
SE-7-111-19-W5	-	R
NW-8-111-19-W5	-	R
SW-8-111-19-W5	-	P
NW-17-111-19-W5	-	R
NE-5-111-19-W5	-	FS
NW-4-111-19-W5	-	R
NW-5-111-19-W5	-	P
NW-5-111-19-W5	-	R
NE-7-111-19-W5	-	R
NE-7-111-19-W5	-	R
SW-5-111-19-W5	-	R
SW-5-111-19-W5	-	R
SW-5-111-19-W5	-	R
SE-8-111-19-W5	-	P
SE-8-111-19-W5	-	P
SE-17-111-19-W5	-	R
NE-36-110-20-W5	-	R
SE-36-110-20-W5	-	R
SE-5-111-19-W5	-	R

Table 1. detailed description of proposed land use classifications.

**Schedule "F"**

This Schedule E contains the following maps:

1. Map 1 - Land Use Districts
2. Map 2 - Airport Restriction Area
3. Map 3 - Airport Height Restrictions
4. Map 4 - Airport Noise Exposure Forecast

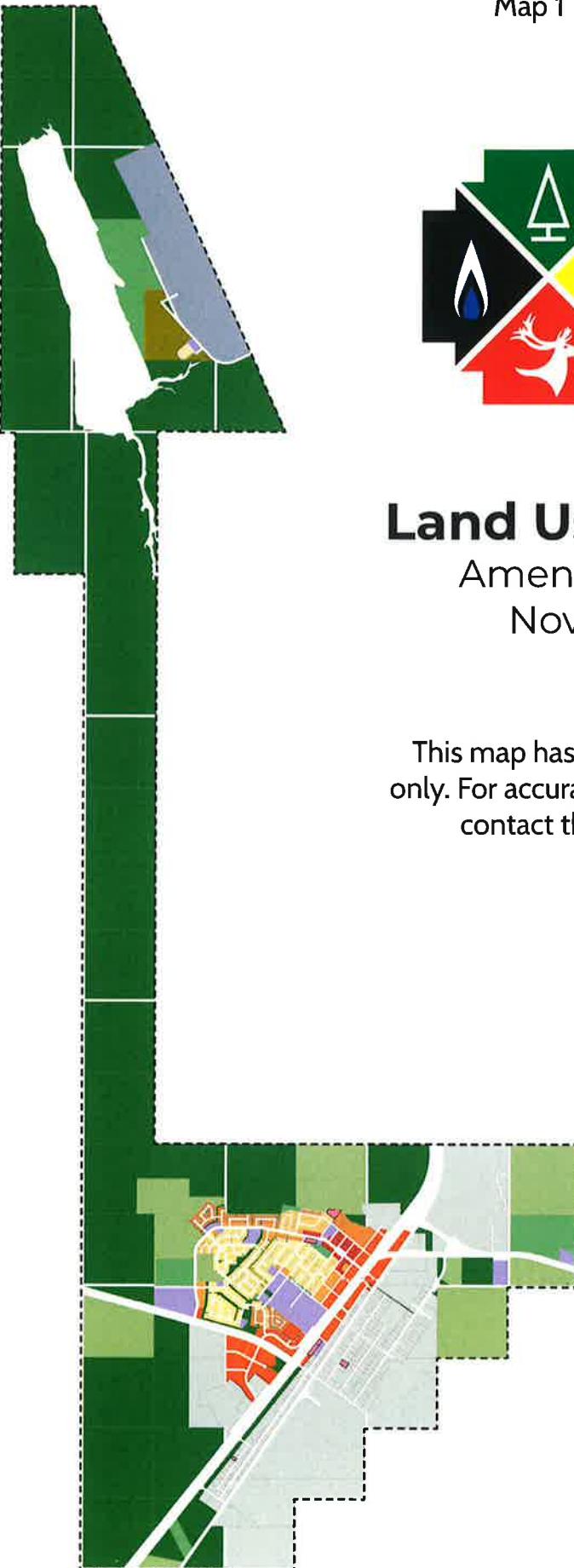
Map 1



## Land Use Districts Map

Amendments current to  
November 22, 2024

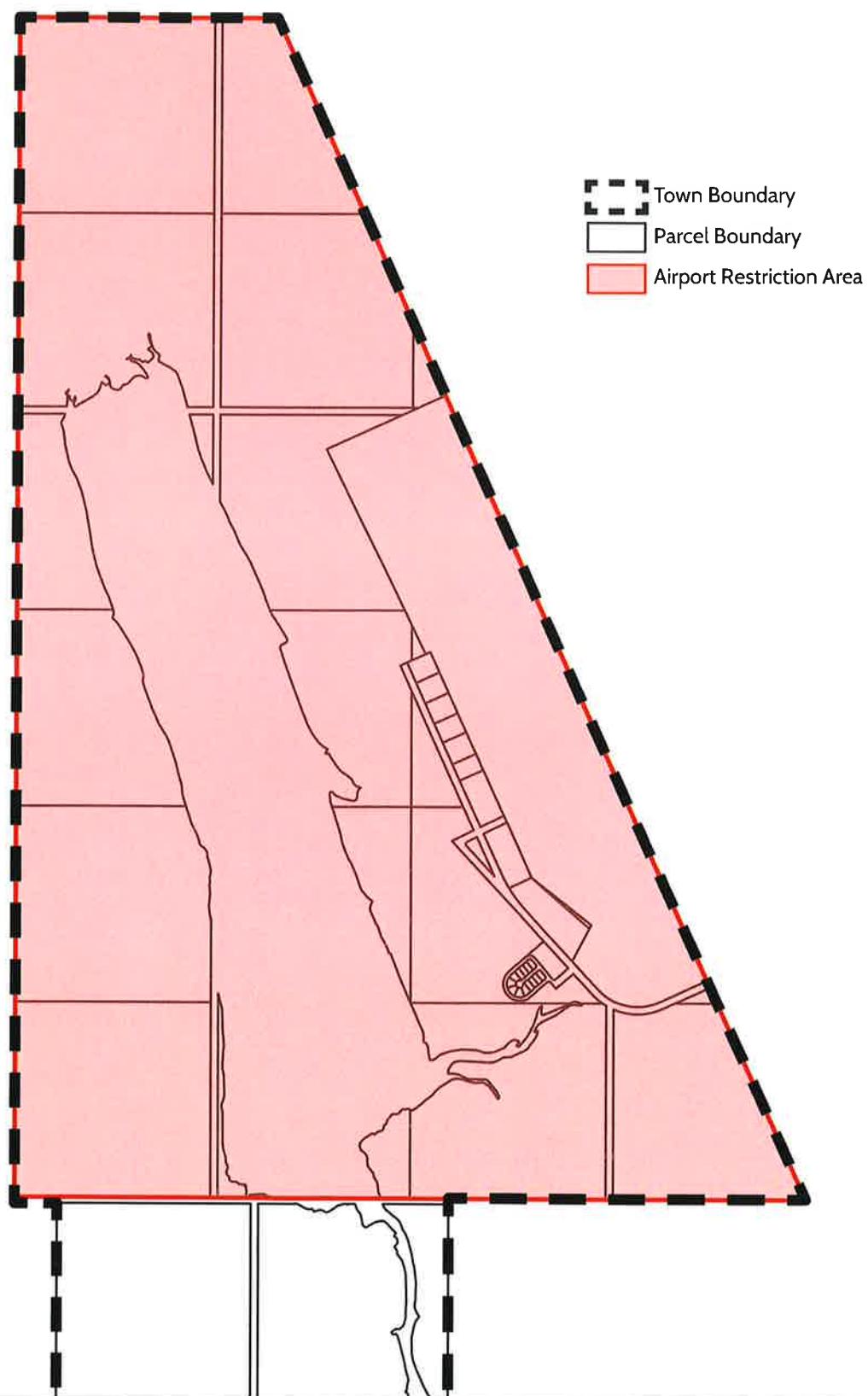
This map has been provided for convenience only. For accurate zoning of individual properties contact the Planning & Development department.



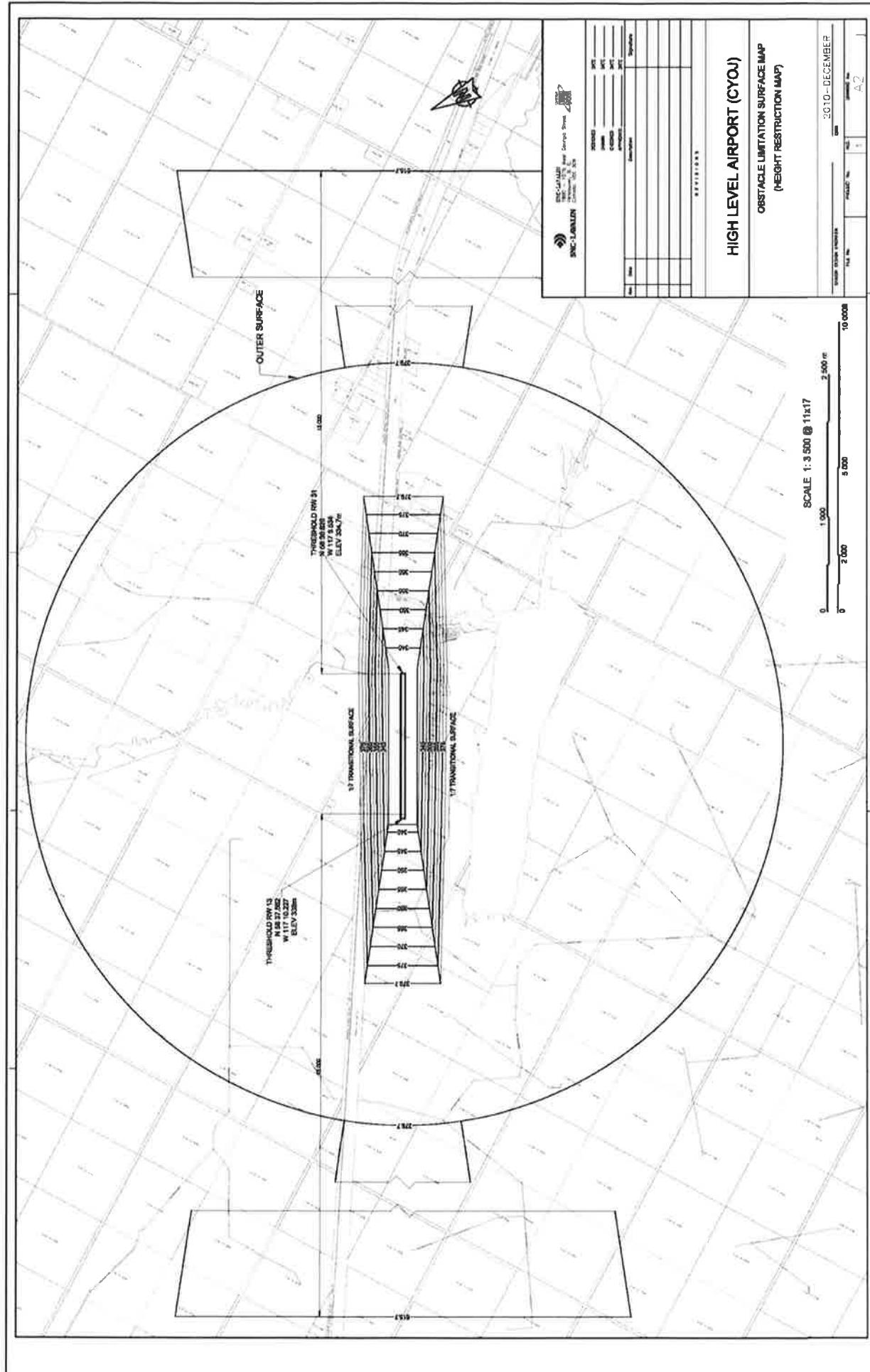
[Dashed Line]	Town Boundary
[Yellow Box]	R-1 Low Density Residential
[Orange Box]	R-2 Medium Density Residential
[Dark Orange Box]	R-3 High Density Residential
[Red Box]	R-4 Manufactured Home
[Dark Red Box]	C-1 Downtown Commercial
[Dark Orange Box]	C-3 Highway Commercial
[Light Blue Box]	IND Industrial
[Dark Blue Box]	AP Airport
[Light Green Box]	A Agriculture
[Dark Green Box]	P Parks
[Brown Box]	FS Forestry Services
[Dark Green Box]	R Reserve
[Purple Box]	CU Community Use
[Pink Box]	DC Direct Control

Map 2

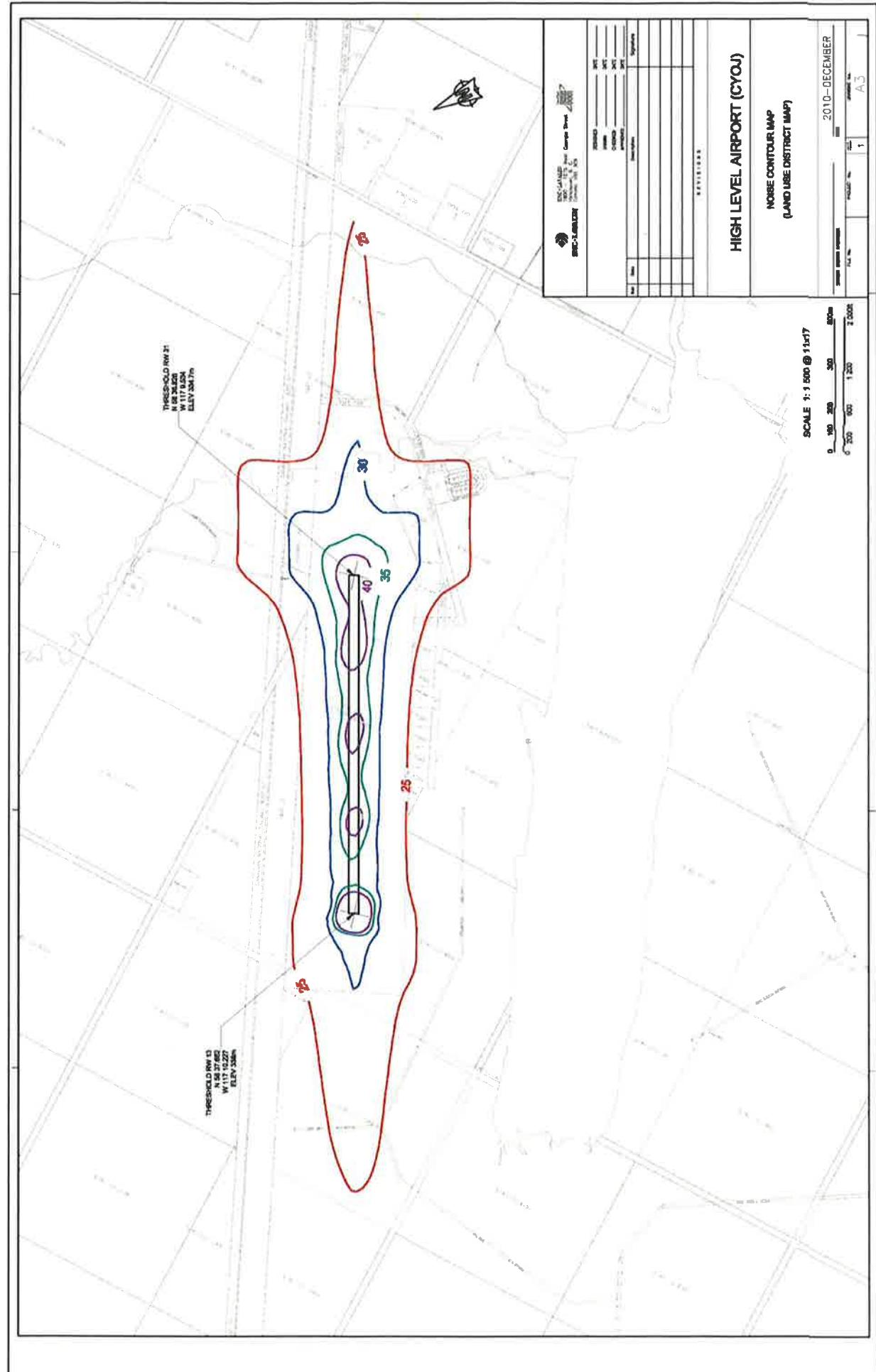
## Airport Restriction Area



### Map 3



Map 4



# PRESENTATION

# DELEGATIONS

# APPROVAL OF MINUTES



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Minutes of the Regular Open Council Meeting held **November 25<sup>th</sup>, 2024**, at **7:00 p.m.**  
in the Council Chambers, Town Hall, 10203-105<sup>th</sup> Avenue, High Level, AB

**In Attendance:**

<b>Council:</b>	Mayor Crystal McAteer Deputy Mayor Boyd Langford Councillor Brent Anderson Councillor Terry Jessiman Councillor Josh Lambert Councillor Mark Liboiron Councillor Jan Welke
<b>Staff:</b>	Viv Thoss, Chief Administrative Officer Myron Thompson, Interim Deputy CAO Jeri Phillips, Director of Finance & Administration Logan Bartholow, Director of Planning & Development Jena-Rayé Clarke, Director of Community Services Rodney Schmidt, Director of Emergency Services Keith Straub, Director of Operations Bill Schnarr, Communications Coordinator Aya Balmores, Relief Legislative & Executive Assistant
	Michael Trabysh, Finance Consultant

**1. CALL TO ORDER**

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

**2. ADOPTION OF MEETING AGENDA**

**2.1. Adoption of Meeting Agenda**

Moved by Councillor Liboiron

**389-24 THAT the Regular Open Council meeting agenda for November 25<sup>th</sup>, 2024 be adopted.**

Carried

**3. SERVICE AWARD PRESENTATION**

3.1. 5 Year Service Award – Captain Colin Moore

Mayor McAteer presented a five year service award to Captain Colin Moore and thanked him for his service.

3.2. West Fraser High Level Fire Department Donation

Mayor McAteer accepted two thermal imaging cameras from Martin Pretorius, General Manager at West Fraser. Mayor McAteer stated that the Town of High Level and the High Level Fire Department greatly appreciate this critical, life-saving equipment donation.

**4. DELEGATIONS**

There are no delegations scheduled for this meeting.

**5. ADOPTION OF MINUTES**

5.1. Minutes of the Committee of the Whole Meeting held November 18<sup>th</sup>, 2024

Moved by Deputy Mayor Langford

**390-24 THAT the Minutes of the Committee of the Whole Meeting held November 18<sup>th</sup>, 2024, BE RECEIVED, as amended with following corrections;**

- Amendment Item 5.1 - Town of High Level Regulated Substance Bylaw 992-19
  - Council amended the wording as follows: THAT the Committee of the Whole recommends that Council direct Administration to amend the Town of High Level Regulated Substances Bylaw 992, 2019, to allow regulated substances within the Town's third-party operated space if the organization has obtained proper permits, licenses, and insurance.
- Correction Item 13 – No one in gallery attendance that wished to speak.

Carried

5.2. Minutes of the Regular Open Council Meeting held November 12<sup>th</sup>, 2024, for adoption

Moved by Deputy Mayor Langford

**391-24 THAT the Minutes of Regular Open Council meeting held November 12<sup>th</sup>, 2024, BE ADOPTED, as amended with following correction;**

- Correction of Item 13- No one in gallery attendance that wished to speak.

Carried

**6. MAYOR'S REPORT**

6.1. Mayor McAteer's Report November 12<sup>th</sup>, 2024 - November 25<sup>th</sup>, 2024

Moved by Councillor Liboiron

**392-24 THAT Council RECEIVE Mayor McAteer's report for the period of November 11<sup>th</sup>, 2024, to November 25<sup>th</sup>, 2024, for information.**

Carried

**7. COUNCIL COMMITTEE REPORTS**

7.1. Council Committee Reports

Moved by Councillor Lambert

**393-24 THAT Council RECEIVE the Council Committee Reports from Deputy Mayor Langford, Councillor Anderson, Councillor Jessiman, Councillor Lambert, Councillor Liboiron, and Councillor Welke for the period of November 11<sup>th</sup>, 2024, to November 25<sup>th</sup>, 2024, for information.**

**Deputy Mayor Langford:**

Nov. 19<sup>th</sup> - Upper Hay Regional Forests Public Advisory

Nov. 20<sup>th</sup> - REDI Board Meeting

**Councillor Anderson:**

Nov. 14<sup>th</sup> - Community Education Committee

**Councillor Jessiman:**

Nov. 20<sup>th</sup> - Child Advocacy Steering Committee

Nov. 20<sup>th</sup> - High Level Community Policing Society

**Councillor Lambert:**

Nothing to Report

**Councillor Liboiron:**

Nothing to Report

**Councillor Welke:**

Nothing to Report

Carried

**8. ADMINISTRATIVE REPORTS**

8.1. CAO Report – Verbal

Moved by Councillor Anderson

**394-24 THAT Council RECEIVE CAO Thoss' report for the period of November 12<sup>th</sup>, 2024, to November 25<sup>th</sup>, 2024, for information.**

Carried

**9. ADMINISTRATIVE ENQUIRIES**

9.1. 2024/2025 Northern and Regional Economic Development Grant Application

Moved by Deputy Mayor Langford

**395-24 THAT Council DIRECT Administration to apply for \$200,000 under the 2024/2025 Northern and Regional Economic Development program to amend the Northwest Area Structure Plan and develop a Servicing & Subdivision Plan for the areas identified in Figure 1 of Attachment 2;**

**AND THAT Council ALLOCATE \$200,000 from General Reserves in the 2025 budget as matching funding.**

Carried

9.2. 2024/2025 Small Community Opportunity Program Grant Application

Moved by Councillor Welke

**396-24 THAT Council DIRECT Administration to apply for \$90,000 under the 2024/2025 Small Community Opportunity Program (SCOP) to fund the development of a new Tourism Development Strategy;**

**AND THAT Council ALLOCATE \$10,000 from the Tourism Improvement Fee Reserve in the 2025 budget as the required matching funds.**

Carried

9.3. 60<sup>th</sup> Anniversary Celebration & Logo Design

Moved by Councillor Jessiman

**397-24 THAT Council DIRECT Administration to continue working on plans to celebrate the Town's 60<sup>th</sup> Anniversary in 2025;**

**AND THAT Council APPROVES the transfer of up to \$137,000 funded from the Tourism Improvement Fee Reserve and that Administration provide an update at a future council meeting.**

Carried

Moved by Councillor Liboiron

**398-24 THAT Council APPROVES logo design #3 as presented to represent the 60<sup>th</sup> anniversary of the Town's incorporation.**

Carried

9.4. 100<sup>th</sup> Avenue Roadway Upgrade

Moved by Councillor Liboiron

**399-24 THAT Council DIRECT Administration TO PROCEED with an application under the Local Municipal Initiative (LMI) stream of Alberta's Strategic Transportation Infrastructure Program (STIP) based on a project budget of \$5,726,000;**

**AND THAT Council RECOMMENDS FUNDING 50% of the 100 Avenue Road Rehabilitation Project, totaling \$2,863,868, upon application approval as follows: Canada Community-Building Fund (CCBF) \$269,132 general municipal revenue debenture funded up to \$1,625,868 over a 10-year term, and utility revenue debenture funded up to \$968,000 over a 10-year term.**

Carried

**10. OLD BUSINESS**

There were no old business items brought forward.

**11. NEW BUSINESS**

There were no new business items brought forward.

**12. CORRESPONDENCE FOR ACTION**

12.1. Correspondence for Action

**The Council RECEIVE items of correspondence for action.**

- Community Rail Advocacy Alliance - Renewal Letter Town of High Level

Moved by Deputy Mayor Langford

**400-24 THAT Council DIRECTS staff to renew the Town's membership with the Community Rail Advocacy Alliance for \$2,000.**

Carried

**13. CORRESPONDENCE FOR INFORMATION**

13.1. Correspondence for Information

Moved by Councillor Anderson

**401-24 THAT the items of correspondence for information BE RECEIVED.**

Minutes of the Regular Open Council Meeting held November 25<sup>th</sup>, 2024

- Alberta Municipalities - 2024 Outstanding Resolutions
- Minutes of the Regional Economic Development Initiative Board meeting held October 16<sup>th</sup>, 2024.

Carried

**14. NOTICES OF MOTION**

There were no notices of motion brought forward.

**15. QUESTION PERIOD**

There was no one in gallery attendance that wished to speak

**16. RECESS TO IN-CAMERA MEETING**

16.1. Recess to In-Camera Meeting

Moved by Councillor Lambert

**402-24 THAT pursuant to the *Freedom of Information and Protection of Privacy Act*, the meeting BE CLOSED to the public on the basis that the subject matter of all agenda items to be considered related to matters listed under Part 1, Division 2, sections 24(1)(a) advice, proposals, recommendations, analyses or policy options developed by or for a public body or a member of the Executive Council and (d) plans relating to the management of personnel or the administration of a public body that have not yet been implemented.**

Council recessed into an In-Camera meeting at 8:01 p.m.

Carried

**17. RECONVENE OPEN MEETING**

17.1. Reconvene Open Meeting

Moved by Councillor Anderson

**403-24 THAT the Regular Open Council meeting BE RECONVENED.**

The Regular Open Council Meeting reconvened at 9:06 p.m.

Carried

Minutes of the Regular Open Council Meeting held November 25<sup>th</sup>, 2024

**18. IN-CAMERA ITEMS**

There were no In-Camera items brought forward.

**19. ADJOURNMENT**

Moved by Councillor Anderson

**404-24 THAT there being no further business of the Regular Open Council meeting,  
it BE ADJOURNED.**

Carried

THE REGULAR OPEN COUNCIL MEETING ADJOURNED AT 9:06 P.M.

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER



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Minutes of the Regular Open Council Meeting held **January 13<sup>th</sup>, 2025, at 7:00 p.m.**  
in the Council Chambers, Town Hall, 10203-105<sup>th</sup> Avenue, High Level, AB

**In Attendance:**

**Council:** Mayor Crystal McAteer  
Deputy Mayor Boyd Langford  
Councillor Brent Anderson  
Councillor Terry Jessiman  
Councillor Josh Lambert  
Councillor Mark Liboiron  
Councillor Jan Welke

**Staff:** Viv Thoss, Chief Administrative Officer  
Logan Bartholow, Director of Planning & Development  
Jena-Rayne Clarke, Director of Community Services  
Keith Straub, Director of Operations  
Bill Schnarr, Communications Coordinator  
Aya Balmores, Relief Legislative & Executive Assistant  
Michael Trabysh, Finance Consultant

**Regrets:** Rodney Schmidt, Director of Emergency Services

**1. CALL TO ORDER**

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

**2. ADOPTION OF MEETING AGENDA**

2.1. Adoption of Meeting Agenda

Moved by Councillor Liboiron

**001-25 THAT the Regular Open Council meeting agenda for January 13<sup>th</sup>, 2025 be adopted.**

Carried

**3. DELEGATIONS**

There were no delegations scheduled for this meeting.

**4. ADOPTION OF MINUTES**

4.1. Minutes of the Regular Open Council Meeting held November 25<sup>th</sup>, 2024, for adoption

Deputy Mayor Langford noted that there was no mover for the in-camera resolution and directed staff to make the appropriate corrections and bring the minutes back for adoption at the next council meeting.

**THAT the Minutes of Regular Open Council meeting held November 25<sup>th</sup>, 2024, BE ADOPTED.**

4.2. Minutes of the Regular Open Council Meeting held December 9<sup>th</sup>, 2024, for adoption

Moved by Deputy Mayor Langford

**002-25 THAT the Minutes of Regular Open Council meeting held December 9<sup>th</sup>, 2024, BE ADOPTED, as amended with following correction;**

- Correction of Item 11.1 - Name Correction for Hon. Minister Todd Loewen

Carried

**5. MAYOR'S REPORT**

5.1. Mayor McAteer's Report December 9<sup>th</sup>, 2024 - January 13<sup>th</sup>, 2025

Mayor McAteer stated that she didn't do much over the Christmas holidays and would provide an update on Boreal Housing at the in-camera meeting.

**6. COUNCIL COMMITTEE REPORTS**

6.1. Council Committee Reports

Moved by Councillor Lambert

**003-25 THAT Council RECEIVE the Council Committee Reports from Deputy Mayor Langford, Councillor Anderson, Councillor Jessiman, Councillor Lambert, Councillor Liboiron, and Councillor Welke for the period of December 9<sup>th</sup>, 2024, to January 13<sup>th</sup>, 2025, for information.**

Carried

**Deputy Mayor Langford:**

Dec. 19<sup>th</sup> - Christmas Light Contest  
Jan. 13<sup>th</sup> - Northwest Species at Risk Committee

**Councillor Anderson:**

Jan. 7<sup>th</sup> - Special Council Meeting  
Jan. 8<sup>th</sup> - Golden Range Society

**Councillor Jessiman:**

Jan. 7<sup>th</sup> - Special Council Meeting

**Councillor Lambert:**

Jan. 7<sup>th</sup> - High Level Chamber of Commerce Meeting  
Jan. 7<sup>th</sup> - Special Council Meeting

**Councillor Liboiron:**

Jan. 7<sup>th</sup> - Special Council Meeting

**Councillor Welke:**

Dec. 10<sup>th</sup> - Interview with Alberta Health Advisory Council  
Dec. 11<sup>th</sup> - Northwest Regional FASD Society  
Dec. 13<sup>th</sup> - Town Christmas Party  
Dec. 16<sup>th</sup> - Northwest Regional FASD Building Grant Meeting  
Jan. 7<sup>th</sup> - Special Council Meeting

**7. ADMINISTRATIVE REPORTS**

7.1. CAO Report - Verbal

CAO Thoss provided a verbal report for the period of December 9<sup>th</sup>, 2024, to January 13<sup>th</sup>, 2025.

**8. ADMINISTRATIVE ENQUIRIES**

8.1. 2025 Development fees

Moved by Deputy Mayor Langford

**004-25 THAT Council GIVE 1<sup>st</sup> reading to Bylaw 1049-25.**

Carried

Moved by Councillor Anderson

**005-25 THAT Council GIVE 2<sup>nd</sup> reading to Bylaw 1049-25.**

Carried

Moved by Councillor Lambert

**006-25 THAT Council GIVE unanimous consent 3<sup>rd</sup> reading to Bylaw 1049-25.**

Carried

Moved by Councillor Liboiron

**007-25 THAT Council GIVE 3<sup>rd</sup> reading to Bylaw 1049-25.**

Carried

8.2. Water Treatment Plant Pre-Treatment Upgrading Project Funding

Moved by Deputy Mayor Langford

**008-25 THAT Council APPROVES the Water Treatment Pre-Treatment Upgrading Project; AND THAT Council DIRECT Administration to Fund unbudgeted project costs by a 10-year Debenture.**

Carried

8.3. Echo-Pioneer 2-year Advertising and Readership Agreement

Moved by Councillor Liboiron

**009-25 THAT Council AUTHORIZE Administration to sign the Town of High Level Advertising & Readership Agreement as presented by Mackenzie Report Inc.**

Carried

**9. OLD BUSINESS**

There were no old business items brought forward.

**10. NEW BUSINESS**

There were no new business items brought forward.

**11. CORRESPONDENCE FOR ACTION**

11.1. Correspondence for Action

**The Council RECEIVE the item of correspondence for action.**

- Municipal Affairs - Meeting Request with Minister McIver

Moved by Councillor Lambert

**010-25 THAT Council DIRECT Administration to request a meeting with Honourable Ric McIver during the 2025 Spring Municipal Leaders' Caucus to be held March 6-7, 2025.**

Carried

Moved by Deputy Mayor Langford

**011-25 THAT Council SEND three (3) Councillors and the CAO to the 2025 Spring Municipal Leaders' Caucus in Edmonton, AB to be held March 6-7, 2025.**

Carried

**13. CORRESPONDENCE FOR INFORMATION**

13.1. Correspondence for Information

Moved by Councillor Anderson

**012-25 THAT the items of correspondence for information BE RECEIVED.**

- Minister of Public Safety and Emergency Services letter to Mayor Crystal McAtee
- Alberta Municipal Affairs Letter to Mayor Crystal McAtee
- Royal Canadian Mounted Police Letter to Mayor Crystal McAtee
- Alberta Forest Products Association Letter to Mayor Crystal McAtee and Council

Carried

13.2. Outgoing Correspondence

Moved by Councillor Liboiron

**013-25 THAT the items of outgoing correspondence BE RECEIVED.**

- CAO Viv Thoss, 2023 Financial Information Return Letter to Honourable Brandy Cox, Deputy Minister, Alberta Municipal Affairs

Carried

**14. NOTICES OF MOTION**

There were no notices of motion brought forward.

**15. QUESTION PERIOD**

There was no one in gallery attendance that wished to speak

**16. RECESS TO IN-CAMERA MEETING**

16.1. Recess to In-Camera Meeting

Moved by Councillor Welke

**014-25 THAT pursuant to the *Freedom of Information and Protection of Privacy Act*, the meeting BE CLOSED to the public on the basis that the subject matter of all agenda items to be considered related to matters listed under Part 1, Division 2, sections 25(1)(c) information the disclosure of which could reasonably be expected to interfere with contractual or other negotiations of the Government of Alberta or a public body.**

Council recessed into an In-Camera meeting at 7:45 p.m.

Carried

**17. RECONVENE OPEN MEETING**

17.1. Reconvene Open Meeting

Moved by Councillor Welke

**015-25 THAT the Regular Open Council meeting BE RECONVENED.**

The Regular Open Council Meeting reconvened at 8:40 p.m.

Carried

**18. IN-CAMERA ITEMS**

18.1. Item Brought Forward from In-Camera

Moved by Councillor Welke

**016-25 THAT Council AUTHORIZE the Chief Administrative Officer to enter into an agreement for federal funding for housing;  
AND THAT Council AUTHORIZE the Chief Administrative Officer or their designate to directly award related projects under \$75,000 to minimize procurement timelines.**

Carried

**19. ADJOURNMENT**

Moved by Councillor Welke

**017-25 THAT the being no further business of the Regular Open Council meeting,  
it BE ADJOURNED.**

Carried

THE REGULAR OPEN COUNCIL MEETING ADJOURNED AT 8:41 P.M.

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER

DRAFT

# DELEGATION BUSINESS

# MAYOR'S REPORT

**COUNCIL COMMITTEE  
REPORTS**

# **ADMINISTRATIVE ENQUIRIES**



## **Town of High Level Regular Council Meeting Request for Decision**

**Meeting Date:** **January 27, 2025**  
**Prepared By:** **Logan Bartholow, Director of Planning & Development**  
**Subject:** **Second and Third Readings of Bylaw 1048-24**

### **Recommendation:**

That Council consider giving second and third readings to Bylaw 1048-24, an amendment to Land Use Bylaw 1018-21.

### **CAO Comments:**

I support the recommendation.

### **Overview:**

The proposed amendment to the Land Use Bylaw establishes land use classifications for lands annexed into the Town through Provincial Order in Council (O.C.) 195/24. The classifications are designed to generally align with the previous designations assigned when the lands were under Mackenzie County's jurisdiction.

As part of the amendment, two new land use districts will be introduced: Airport and Forestry Services. These districts provide customized zoning options for properties that cannot be effectively regulated under the Town's current land use framework.

To ensure compatibility between airport operations and surrounding uses, the amendment also introduces an Airport Restriction Area overlay. This overlay is intended

to prevent airport development from negatively impacting nearby properties and to mitigate the potential for surrounding land uses to interfere with airport development.

The amendment includes additional definitions to support the proposed land use classifications and overlay. The Land Use Bylaw's existing maps will also be replaced with updated versions, along with supporting maps to reflect these changes.

This is an administrative initiative and does not represent a Land Use Bylaw Amendment application made by an applicant. As per Section 3.2.4 of Land Use Bylaw 1018-21, the Town may at any time initiate an amendment to Land Use Bylaw 1018-21.

### **Background:**

#### Land Use Bylaw Amendment Rationale:

On June 20, 2024, the Province of Alberta issued an Order in Council (O.C. 195/2024) annexing land from Mackenzie County to the Town of High Level (Attachment 2). This annexation, effective July 1, 2024, resulted in an additional ~4,500 acres of land being added to the Town of High Level.

Following this annexation, the Town must now apply land use classifications to the newly annexed land to ensure compliance with Section 640 of the Municipal Government Act. Section 640 requires every municipality to pass a land use bylaw, which, among other stipulations, must divide the municipality into districts of a number and area deemed appropriate by the Council.

#### Summary of Land to Be Rezoned

The annexed land is primarily composed of undevelopable Crown land. However, it also includes the High Level Airport, airport related developments, several single-family dwellings, various forestry service properties, and key water and wastewater infrastructure.

The proposed amendment to Land Use Bylaw 1018-21 would assign land use classifications to these properties, allowing them to continue functioning as they currently do. At present, these properties lack land use classifications due to the recent annexation.

### **Policy Considerations:**

#### Intermunicipal Development Plan

Intermunicipal Development Plan (IDP) 881-09 will require updating to reflect the new municipal boundaries and additional amendments will likely be necessary to address impacts caused by the changed jurisdictions. However, the

proposed amendment aligns with several general policies of the Intermunicipal Development Plan:

#### Recreation and Natural Areas

The designation of much of the annexed land as reserve land will preserve the natural value of the area around Footner Lake. Additionally, including the designation of Footner Lake and its riparian areas further enhances the protection of natural areas in and around Footner Lake.

#### Circulation and Referral Process

In alignment with the requirements of the IDP, this proposed Land Use Bylaw amendment has been circulated to the County for comment, as the land in question falls within the IDP area. The County has confirmed that they do not have concerns about the proposed amendments.

#### Municipal Development Plan

While Municipal Development Plan 881-09 will require amendments to include and generally provide policy direction for land annexed through O.C. 195/2024, there are several current objectives and policies that align with the proposed amendments:

- **Objective 6.1:** Protect and preserve the natural habitat and watercourses in High Level and surrounding areas.
- **Policy 5.6.1:** The Town shall encourage the High Level Airport to become a self-sustaining, viable operation that continues to serve the region as an important transportation facility.

#### Town of High Level Strategic Plan 2022-2026

The proposed amendment to Land Use Bylaw 1018-21 aligns with Goal 1 (Vibrant Economy), Objective 4 (Provide adaptable land use and zoning diversity), by introducing new land use districts that properly address the unique functions of the High Level Airport and the forestry services in the surrounding area.

#### **Communication/Notification Summary:**

A copy of the proposed Bylaw 1048-24 has been directly circulated to the Senior Leadership team, Mackenzie County, and the Northwest Regional Facilities Coordinator for Forestry and Parks.

Following the first reading of Bylaw 1048-24 on December 9, 2024, Administration completed the following statutory engagement notices:

1. Notice of the public hearing on January 27, 2025, at 7PM was be advertised in a newspaper circulating within town for two consecutive weeks.

2. Copies of the public hearing notice and details on the proposed amendment to Land Use Bylaw 1018-21 were made available on the Town's Facebook page and website.
3. Notice was mailed to all landowners and neighbouring landowners affected by the proposed bylaw, including those neighbouring properties in Mackenzie County.

In total, two phone calls and one email were received from members of the public inquiring about the proposed bylaw. Upon discussing their questions with the Director of Planning & Development they all indicated they had no concerns with the proposed bylaw.

### **Council Options:**

#### **At Second and Third Reading:**

- a) Postponement of the Second and Third Reading until a future Council meeting.
  - a. This does not require re-advertising.
- b) Provide Second and Third Reading as presented (Approve the Bylaw).
- c) Provide Second and Third Reading as amended.
  - a. This may require readvertisement for an additional public hearing.
- d) Defeat the Bylaw as presented.

### **Attachments:**

**Attachment 1 – Land Use Bylaw Amendment: Bylaw 1048-24 (First Reading Signed)**

**Attachment 2 – Order in Council 195-2024**

### **Approvals:**



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**CAO, Viv Thoss**



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**Author: Logan Bartholow,  
Director of Planning &  
Development**



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**TOWN OF HIGH LEVEL  
LAND USE BYLAW AMENDMENT  
BYLAW NO. 1048-24**

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THE COUNCIL OF THE TOWN OF HIGH LEVEL, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

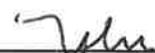
1. Town of High Level Land Use Bylaw 1018-21 is hereby amended.
2. Town of High Level Land Use Bylaw 1018-21 is amended by:
  - a. Adding various definitions under Section 2.0 as described on the attached Schedule "A".
  - b. Adding additional policies to Section 5.5 as described on the attached Schedule "B".
  - c. Adding Section 5.28 AIRPORT RESTRICTION AREA as described on the attached Schedule "C".
  - d. Adding AIRPORT (AP) and FORESTRY SERVICES (FS) as new land use classifications under section 12.0 as described on the attached Schedule "D".
  - e. Applying land use classification to various properties more particularly shown and described on the attached Schedule "E".
  - f. Removing all maps in APPENDIX 1 and replacing them with the maps shown and described on the attached Schedule "F".

This Bylaw will come into effect on the date of the final passing thereof.

READ A FIRST TIME this 9<sup>th</sup> day of December, 2024



MAYOR



CHIEF ADMINISTRATIVE OFFICER

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_\_

MAYOR

CHIEF ADMINISTRATIVE OFFICER

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_\_

MAYOR

CHIEF ADMINISTRATIVE OFFICER

**Schedule "A"**

**AIRPORT RESTRICTION AREA** means the area as shown on Map 2 of APPENDIX 1.

**HANGARS AND TERMINAL FACILITIES** means a DEVELOPMENT, which provides services to aircraft, aircraft passengers, and air freight located adjacent to, or in close proximity to, a municipally approved runway. Services provided within these facilities may include airport operations and administration, food and personal services, freight and baggage handling, vehicle rentals, and aircraft maintenance and repair.

**NEF 25- AREA** means the Noise Exposure Forecast Area that lies between the 25 NEF Contour and the boundary of the AIRPORT RESTRICTION AREA.

**NEF 25-30 AREA** means the NOISE EXPOSURE FORECAST AREA that lies between the 25 NEF Contour and the 30 NEF Contour.

**NEF 30-35 AREA** means the NOISE EXPOSURE FORECAST AREA that lies between the 30 NEF Contour and the 35 NEF Contour.

**NEF 35-40 AREA** means the NOISE EXPOSURE FORECAST AREA that lies between the 35 NEF Contour and the 40 NEF Contour.

**NEF 40+ AREA** means the NOISE EXPOSURE FORECAST AREA enclosed by the 40 NEF Contour.

**NOISE EXPOSURE FORECAST AREA** means an area that falls within a NOISE EXPOSURE FORECAST CONTOUR, between two NOISE EXPOSURE FORECAST CONTOURS, or between one NOISE EXPOSURE FORECAST CONTOUR and the boundary of the AIRPORT RESTRICTION AREA.

**NOISE EXPOSURE FORECAST CONTOUR** means a numbered contour as shown on Map 4 of APPENDIX 1.

**Schedule “B”**

5.5.5 Footner Lake, its riparian areas, and an imaginary buffer extending 100 metres from the top bank of Footner Lake shall be designated as an ENVIRONMENTALLY SENSITIVE AREA.

5.5.6 Within all LAND USE DISTRICTS:

- a) No DEVELOPMENT shall be permitted within 30 metres of the top bank of Footner Lake or its riparian areas, except where that DEVELOPMENT is deemed essential for the repair, maintenance, or construction of critical public infrastructure as deemed by a municipal, provincial, or federal government.
- b) All DEVELOPMENT within 100 metres of the top bank of Footner Lake or its riparian areas shall be considered a DISCRETIONARY USE.

## Schedule "C"

**5.28 AIRPORT RESTRICTION AREA**

- 5.28.1 The following requirements apply to all land and land use districts shown in the AIRPORT RESTRICTION AREA unless otherwise stated. No DEVELOPMENT shall be exempt from adhering to the requirements of the AIRPORT RESTRICTION AREA.
- 5.28.2 Commercial airport-related DEVELOPMENT shall not be permitted unless otherwise located at a municipally approved site.
- 5.28.3 Private airstrips shall not be permitted within the AIRPORT RESTRICTION AREA.
- 5.28.4 The DEVELOPMENT AUTHORITY shall not allow DEVELOPMENT within the AIRPORT RESTRICTION AREA that may be negatively impacted by air travel or may impede the current operation and future DEVELOPMENT of the High Level Airport.
- 5.28.5 The DEVELOPMENT AUTHORITY or SUBDIVISION AND DEVELOPMENT APPEAL BOARD may issue a DEVELOPMENT PERMIT with or without any conditions under these restrictions for any DEVELOPMENT that involves a USE that is classified as "YES" in Table 5.6, or if the USE is similar in the opinion of the DEVELOPMENT AUTHORITY or SUBDIVISION AND DEVELOPMENT APPEAL BOARD, and meets other requirements and uses of the Land Use Bylaw.
- 5.28.6 The DEVELOPMENT AUTHORITY or SUBDIVISION AND DEVELOPMENT APPEAL BOARD may permit a DEVELOPMENT that involves a USE classified as "A," "B," or "C" in Table 5.6, or if the USE is similar in the opinion of the DEVELOPMENT AUTHORITY or SUBDIVISION AND DEVELOPMENT APPEAL BOARD, only if the appropriate conditions specified by that classification have been met or are prescribed as a condition on the DEVELOPMENT PERMIT.
- 5.28.7 The DEVELOPMENT AUTHORITY or SUBDIVISION AND DEVELOPMENT APPEAL BOARD shall not permit a DEVELOPMENT if that USE is classified as "NO" within Table 5.6 of this section, or if the USE is similar in the opinion of the DEVELOPMENT AUTHORITY or SUBDIVISION AND DEVELOPMENT APPEAL BOARD to a prohibited use, or involves a use that is not listed in Table 5.6.
- 5.28.8 A USE listed in Table 5.6 includes ACCESSORY USES and and ACCESSORY BUILDINGS OR STRUCTURES unless otherwise noted.

5.28.9 A DEVELOPMENT PERMIT shall not be issued for a DEVELOPMENT in any LAND USE DISTRICT if the proposed DEVELOPMENT exceeds the maximum elevation specified on Map 3 of APPENDIX 1 or as indicated on the Certificate of Title for the subject property.

5.28.10 No DEVELOPMENT, especially those including a TRANSMITTING STATION, shall be allowed in the AIRPORT RESTRICTION AREA which would, in the opinion of the DEVELOPMENT AUTHORITY or SUBDIVISION AND DEVELOPMENT APPEAL BOARD, negatively affect communication and electronic facilities necessary to the operation of a commercial airport.

5.28.11 No DEVELOPMENT, except for critical infrastructure as deemed by a municipal, provincial, or federal government, shall be allowed within the AIRPORT RESTRICTION AREA that would result in an increased presence of birds at or around a commercial airport.

5.28.12 Additional conditions and requirements shall be placed on all DEVELOPMENTS that fall within a NOISE EXPOSURE FORECAST CONTOUR as outlined in Table 5.6. DEVELOPMENTS for USES not listed in table 5.6 and which are not similar in the opinion of the DEVELOPMENT AUTHORITY or SUBDIVISION AND DEVELOPMENT APPEAL BOARD shall be classified at the discretion of the DEVELOPMENT AUTHORITY or SUBDIVISION AND DEVELOPMENT APPEAL BOARD.

- a) All USES with the "YES" classification shall be permitted.
- b) All USES with the "NO" classification shall not be permitted.
- c) All USES with the "A" classification shall only be approved if the DEVELOPMENT AUTHORITY is satisfied that acoustic insulation features, if required, have been considered and included in the building design.
- d) All USES with the "B" classification in Table 5.6 shall be made aware that they fall within the respective NOISE EXPOSURE FORECAST CONTOUR and should consider implementing internal acoustic insulation features.
- e) All USES with the "C" classification in Table 5.6 shall only be permitted if they are related directly to aviation-oriented activities or services and shall only be approved if the DEVELOPMENT AUTHORITY is satisfied that acoustic insulation features, if required, have been considered and included in the building design.

Existing DEVELOPMENTS for USES with the "NO" classification are permitted to renovate or improve these DEVELOPMENTS so long as no structural changes are undertaken.

TABLE 5.6 LAND USE CLASSIFICATIONS RELATED TO NOISE EXPOSURE FORECAST CONTOURS

Airport					
	NEF 40+ Area	NEF 40-35 Area	NEF 35-30 Area	NEF 30-25 Area	NEF 25- Area
HANGERS AND TERMINAL FACILITIES	YES	YES	YES	YES	YES
HELICOPTER LANDING PAD	YES	YES	YES	YES	YES
Residential					
	NEF 40+ Area	NEF 40-35 Area	NEF 35-30 Area	NEF 30-25 Area	NEF 25- Area
All Residential Uses	NO	NO	NO	A	YES
All Temporary/Industrial Accommodations	NO	NO	NO	A	YES
Agriculture					
	NEF 40+ Area	NEF 40-35 Area	NEF 35-30 Area	NEF 30-25 Area	NEF 25- Area
AGRICULTURE	YES	YES	YES	YES	YES
Commercial					
	NEF 40+ Area	NEF 40-35 Area	NEF 35-30 Area	NEF 30-25 Area	NEF 25- Area
AUTOMOTIVE SALES & RENTALS	B	B	B	B	YES
RECREATIONAL VEHICLE SALES AND SERVICE	B	B	B	B	YES
RESTAURANT	C	C	B	B	YES
RETAIL - CONVENIENCE	C	C	B	B	YES
RETAIL - GENERAL	C	C	B	B	YES
Industrial / Utilities					
	NEF 40+ Area	NEF 40-35 Area	NEF 35-30 Area	NEF 30-25 Area	NEF 25- Area
ALTERNATIVE ENERGY TECHNOLOGY	YES	YES	B	B	YES
BULK OIL, FUEL, AND CHEMICAL STORAGE	YES	YES	YES	YES	YES
INDUSTRIAL OPERATION	B	B	B	B	YES

LOGGING SERVICE	B	B	B	B	YES
LUMBER YARD	B	B	B	B	YES
PUBLIC USE	YES	YES	YES	YES	YES
SHIPPING CONTAINER	YES	YES	YES	YES	YES
TRANSMITTING STATION	YES	YES	YES	YES	YES
WAREHOUSE	YES	YES	YES	YES	YES
<b>Public / Recreational</b>					
	NEF 40+ Area	NEF 40- 35 Area	NEF 35- 30 Area	NEF 30- 25 Area	NEF 25- Area
CAMPGROUND	NO	NO	NO	A	YES
CEMETERY	NO	NO	NO	NO	YES
EMERGENCY SERVICES FACILITY	YES	YES	YES	YES	YES
EXHIBITION GROUNDS	NO	NO	NO	NO	YES
GOVERNMENT SERVICES	C	C	YES	B	YES
NON-PROFIT COMMUNITY SUPPORT SERVICES	C	C	C	B	YES
PUBLIC PARKS & PLAYGROUNDS	NO	NO	NO	YES	YES
RECREATIONAL SERVICES, OUTDOOR	NO	NO	NO	YES	YES
RECREATIONAL SERVICES, INDOOR	NO	NO	NO	YES	YES
TOURIST INFORMATION FACILITY	C	C	C	B	YES
PUBLIC PARKS & PLAYGROUNDS	NO	NO	NO	YES	YES
<b>Other</b>					
	NEF 40+ Area	NEF 40- 35 Area	NEF 35- 30 Area	NEF 30- 25 Area	NEF 25- Area
ACCESSORY BUILDINGS AND STRUCTURES	YES	YES	YES	YES	YES
BUILDING – MOVED IN	C	C	B	B	YES
SIGNAGE	YES	YES	YES	YES	YES

## Schedule "D"

12.6 AIRPORT (AP)**INTENT**

The intent of the AP LAND USE DISTRICT is to allow DEVELOPMENT at and within the immediate vicinity of the High Level Airport (YOG).

**USES**

TABLE 12.6 PERMITTED AND DISCRETIONARY USES IN THE AP LAND USE DISTRICT

PERMITTED USES	DISCRETIONARY USES
ACCESSORY BUILDINGS	AGRICULTURE
HANGERS AND TERMINAL FACILITIES	ALTERNATIVE ENERGY TECHNOLOGY
HELICOPTER LANDING PAD	AUTOMOTIVE SALES & RENTALS BULK OIL, FUEL AND CHEMICAL STORAGE GOVERNMENT SERVICES PUBLIC USE RECREATIONAL VEHICLE SALES AND SERVICES SHIPPING CONTAINER RESTAURANT RETAIL - CONVENIENCE RETAIL – GENERAL TOURIST INFORMATION FACILITY TRANSMISSION STATION

**SITE PROVISIONS:**

Notwithstanding any provision within Section 5 of this BYLAW, any property or SITE located within the AP LAND USE DISTRICT is subject to the LOT, SITE, and BUILDING requirements as follows:

TABLE 12.7 AP LAND USE DISTRICT LOT, SITE AND BUILDING REQUIREMENTS

Component	All Uses
YARD – FRONT (minimum)	6m/19.6ft.

YARD – FLANKAGE (minimum)	0m/Oft. however, LOT CORNER must comply with Subsection 5.3 of this BYLAW.
YARD – SIDE (minimum)	0m/Oft. however, the BUILDING must conform to the distances required in the <i>National Building Code – Alberta Edition</i> .
YARD – REAR (minimum)	4m/13.1ft.
BUILDING HEIGHT (maximum)	16m/52.4ft. or 4 stories
LOT COVERAGE (maximum)	60%

Note: These requirements are based upon each DEVELOPMENT being contained on its own individual LOT.

#### **ADDITIONAL REQUIREMENTS**

- 12.6.1 DEVELOPMENTS involving more than one PRINCIPAL BUILDING on a LOT are subject to the requirements of Subsection 5.24.
- 12.6.2 All establishments located on a SITE bordering a highway shall be screened from the highway in a manner incorporating LANDSCAPING or BERM or both to the satisfaction of the DEVELOPMENT AUTHORITY
- 12.6.3 Any nuisance factor generated by a DEVELOPMENT, including but not limited to:
  - a) dust, fly ash or other particulate matter;
  - b) odorous gas or odorous matter; and
  - c) toxic gas or any other toxic substance;
 must be contained within an enclosed ON-SITE BUILDING.
- 12.6.4 Article 12.6.3 does not relieve against any compliance with any other standards established by any Federal, Provincial or Municipal enactments.
- 12.6.5 All driveways, ACCESSES or approaches from a street to the LOT shall be in a location acceptable to the DEVELOPMENT AUTHORITY. The driveway, ACCESS and approach shall have a steel culvert to enable satisfactory ditch drainage and be HARD-SURFACED unless otherwise approved by the DEVELOPMENT AUTHORITY.
- 12.6.6 PARCELS within the AP LAND USE DISTRICT that have existing residential USES, are permitted to renovate or improve these DWELLING UNITS, so long as no structural changes are undertaken.

- 12.6.7 Under no circumstances will the DEVELOPMENT AUTHORITY allow existing residential USES within the AP LAND USE DISTRICT to be replaced with a new DWELLING UNIT.
- 12.6.8 Under no circumstances will the DEVELOPMENT AUTHORITY allow PARCELS within the AP LAND USE DISTRICT that do not currently have a residential USE, to add a new residential USE.
- 12.6.9 All DEVELOPMENTS are subject to the requirements of Sections 5 and 6 of this BYLAW.

**DISCRETIONARY USE CRITERIA AND CONSIDERATIONS**

- 12.6.10 When assessing a DISCRETIONARY USE within this LAND USE DISTRICT, the DEVELOPMENT AUTHORITY shall require the applicant to demonstrate that any potential impacts of the activity shall not adversely affect surrounding USES. Matters that shall be addressed in the application may include, but is not limited to, the potential impacts of noise, hours of operation, traffic generation and visual appearance of the SITE and STRUCTURES.
- 12.6.11 When considering an AGRICULTURE USE in the AP LAND USE DISTRICT, the DEVELOPMENT AUTHORITY will only consider the growing of a crop on parcels larger than 20 acres/8 hectares.
- 12.6.12 Under no circumstances will the DEVELOPMENT AUTHORITY consider an AGRICULTURE USE that includes the raising of livestock within the AP LAND USE DISTRICT.
- 12.6.13 The DEVELOPMENT AUTHORITY may impose conditions on DISCRETIONARY USES that avoid, remedy or mitigate any impacts, including monitoring conditions to confirm compliance.

**SIGNAGE REQUIREMENTS**

- 12.6.14 SIGNS – FREESTANDING or SIGNS – DIRECTORY are permitted provided that:
  - a) no SIGN shall exceed a maximum height of 10m/32.8ft.;
  - b) no SIGN – FREESTANDING or SIGN – DIRECTORY shall have SIGNAGE that exceeds:
    - a. 6m<sup>2</sup>/64.5sq.ft in SIGN AREA per SIGN FACE for a one or two business BUILDINGS;

- b. 8.75m<sup>2</sup>/94.1sq.ft. in SIGN AREA per SIGN FACE for a three (3) business BUILDINGS;
- c. 11.5m<sup>2</sup>/123.7sq.ft. per SIGN FACE in SIGN AREA for a four (4) business BUILDINGS; and
- d. 14.25m<sup>2</sup>/153.3sq.ft. in SIGN AREA per SIGN FACE for a five (5) or more business

12.6.11 SIGNS – PROJECTING are permitted provided that:

- a) no SIGN shall exceed a maximum size of 6m<sup>2</sup>/64.5sq.ft. in SIGN AREA;
- b) no SIGN shall project more than 1m/3.2ft. from the BUILDING wall;
- c) there shall be a maximum of one SIGN – PROJECTING per business on a property; and
- d) no SIGN shall project more than 30cm/11.8in above the roof of a BUILDING.

12.6.12 SIGNS – FASCIA are permitted provided that:

- a) SIGNAGE does not exceed 12% of the total surface area of the BUILDING face where the SIGN is to be erected; and
- b) no individual SIGN shall exceed 3m/9.85ft. in height.
- c) shall not exceed the length of the wall of the BUILDING upon which the SIGN is to be displayed; and
- d) No SIGN – FASCIA shall project more than 25cm/9.84in from a wall that a SIGN is affixed to.

12.6.13 SIGNS – PORTABLE OR MOBILE are permitted for a limited time of up to one (1) year, at the discretion of the DEVELOPMENT AUTHORITY.

12.6.14 SIGNS – SANDWICH are permitted provided that the SIGN shall:

- a) not exceed a single SIGN FACE area of 1m<sup>2</sup>/10.8sq.ft;
- b) no more than one SIGN – SANDWICH is provided per LOT;
- c) it is not located within the required SIGHT TRIANGLE; and
- d) it does not obstruct pedestrian or vehicular traffic along any publicly owned land such as a sidewalk or street right-of-way.

**12.7 FORESTRY SERVICES (FS)****INTENT**

The intent of the FS Land Use District is to accommodate municipal, provincial, and federal forestry related DEVELOPMENT.

**USES**

TABLE 12.8 PERMITTED AND DISCRETIONARY USES IN THE FS LAND USE DISTRICT

PERMITTED USES	DISCRETIONARY USES
ACCESSORY BUILDING OR STRUCTURE	AGRICULTURE
EMERGENCY SERVICES FACILITY	ALTERNATIVE ENERGY TECHNOLOGY
GOVERNMENT SERVICES	BULK OIL, FUEL, AND CHEMICAL
OUTDOOR STORAGE	STORAGE
TRANSMISSION STATION	CAMPGROUND
WAREHOUSE	EMERGENCY SERVICES FACILITY
	INDUSTRIAL OPERATION
	PUBLIC USE
	LOGGING SERVICE
	LUMBER YARDS
	NON-PROFIT COMMUNITY SUPPORT
	SERVICES
	RECREATIONAL SERVICE - OUTDOOR
	RELOCATABLE INDUSTRIAL
	ACCOMODATION
	SHIPPING CONTAINER
	TEMPORARY BUNKHOUSE

**SITE PROVISIONS:**

Notwithstanding any provision within Section 5 of this BYLAW, any property or SITE located within the FS LAND USE DISTRICT is subject to the LOT, SITE, and BUILDING requirements as follows:

TABLE 12.9 FS LAND USE DISTRICT LOT, SITE AND BUILDING REQUIREMENTS

Component	All Uses
YARD – FRONT (minimum)	6m/19.6ft.
YARD – FLANKAGE (minimum)	10m/32.8ft
YARD – SIDE (minimum)	10m/32.8ft
YARD – REAR (minimum)	10m/32.8ft
BUILDING HEIGHT (maximum)	16m/52.4ft. or 4 stories
LOT COVERAGE (maximum)	60%

Note: These requirements are based upon each DEVELOPMENT being contained on its own individual LOT.

#### ADDITIONAL REQUIREMENTS

- 12.7.1 DEVELOPMENTS involving more than one PRINCIPAL BUILDING on a LOT are subject to the requirements of Subsection 5.24.
- 12.7.2 All DEVELOPMENTS are subject to the requirements of Sections 5 and 6 of this BYLAW.
- 12.7.3 All DEVELOPMENT PERMIT applications must align with municipal, provincial, or federal priorities and be accompanied by a letter of endorsement from the relevant government authority, except where that government authority is the applicant.
- 12.7.4 The DEVELOPMENT AUTHORITY may issue a DEVELOPMENT PERMIT subject to such conditions as necessary to meet the purpose of this LAND USE DISTRICT.
- 12.7.5 All establishments located on a SITE bordering a highway shall be screened from the highway in a manner incorporating LANDSCAPING or BERM or both to the satisfaction of the DEVELOPMENT AUTHORITY
- 12.7.6 Any nuisance factor generated by a DEVELOPMENT, including but not limited to:
  - a) dust, fly ash or other particulate matter;
  - b) odorous gas or odorous matter; and
  - c) toxic gas or any other toxic substance;

must be contained within an enclosed ON-SITE BUILDING.

12.7.7 Article 12.6.3 does not relieve against any compliance with any other standards established by any Federal, Provincial or Municipal enactments.

12.7.8 All driveways, ACCESSES or approaches from a street to the LOT shall be in a location acceptable to the DEVELOPMENT AUTHORITY. The driveway, ACCESS and approach shall have a steel culvert to enable satisfactory ditch drainage and be HARD-SURFACED unless otherwise approved by the DEVELOPMENT AUTHORITY.

### **DISCRETIONARY USE CRITERIA AND CONSIDERATIONS**

12.7.9 When assessing a DISCRETIONARY USE within this LAND USE DISTRICT, the DEVELOPMENT AUTHORITY shall require the applicant to demonstrate that any potential impacts of the activity shall not adversely affect surrounding USES. Matters that shall be addressed in the application may include, but is not limited to, the potential impacts of noise, hours of operation, traffic generation and visual appearance of the SITE and STRUCTURES.

12.7.10 The DEVELOPMENT AUTHORITY may impose conditions on DISCRETIONARY USES that avoid, remedy or mitigate any impacts, including monitoring conditions to confirm compliance.

### **SIGNAGE REQUIREMENTS**

12.7.11 SIGNS – FREESTANDING or SIGNS – DIRECTORY are permitted provided that:

- c) no SIGN shall exceed a maximum height of 10m/32.8ft.;
- d) no SIGN – FREESTANDING or SIGN – DIRECTORY shall have SIGNAGE that exceeds:
  - e. 6m<sup>2</sup>/64.5sq.ft in SIGN AREA per SIGN FACE for a one or two business BUILDINGS;
  - f. 8.75m<sup>2</sup>/94.1sq.ft. in SIGN AREA per SIGN FACE for a three (3) business BUILDINGS;
  - g. 11.5m<sup>2</sup>/123.7sq.ft. per SIGN FACE in SIGN AREA for a four (4) business BUILDINGS; and
  - h. 14.25m<sup>2</sup>/153.3sq.ft. in SIGN AREA per SIGN FACE for a five (5) or more business

12.7.12 SIGNS – PROJECTING are permitted provided that:

- e) no SIGN shall exceed a maximum size of 6m<sup>2</sup>/64.5sq.ft. in SIGN AREA;
- f) no SIGN shall project more than 1m/3.2ft. from the BUILDING wall;

- g) there shall be a maximum of one SIGN – PROJECTING per business on a property; and
- h) no SIGN shall project more than 30cm/11.8in above the roof of a BUILDING.

12.7.13 SIGNS – FASCIA are permitted provided that:

- e) SIGNAGE does not exceed 12% of the total surface area of the BUILDING face where the SIGN is to be erected; and
- f) no individual SIGN shall exceed 3m/9.85ft. in height.
- g) shall not exceed the length of the wall of the BUILDING upon which the SIGN is to be displayed; and
- h) No SIGN – FASCIA shall project more than 25cm/9.84in from a wall that a SIGN is affixed to.

12.7.14 SIGNS – PORTABLE OR MOBILE are permitted for a limited time of up to one (1) year, at the discretion of the DEVELOPMENT AUTHORITY.

12.7.15 SIGNS – SANDWICH are permitted provided that the SIGN shall:

- e) not exceed a single SIGN FACE area of 1m<sup>2</sup>/10.7sq.ft;
- f) no more than one SIGN – SANDWICH is provided per LOT;
- g) it is not located within the required SIGHT TRIANGLE; and
- h) it does not obstruct pedestrian or vehicular traffic along any publicly owned land such as a sidewalk or street right-of-way.

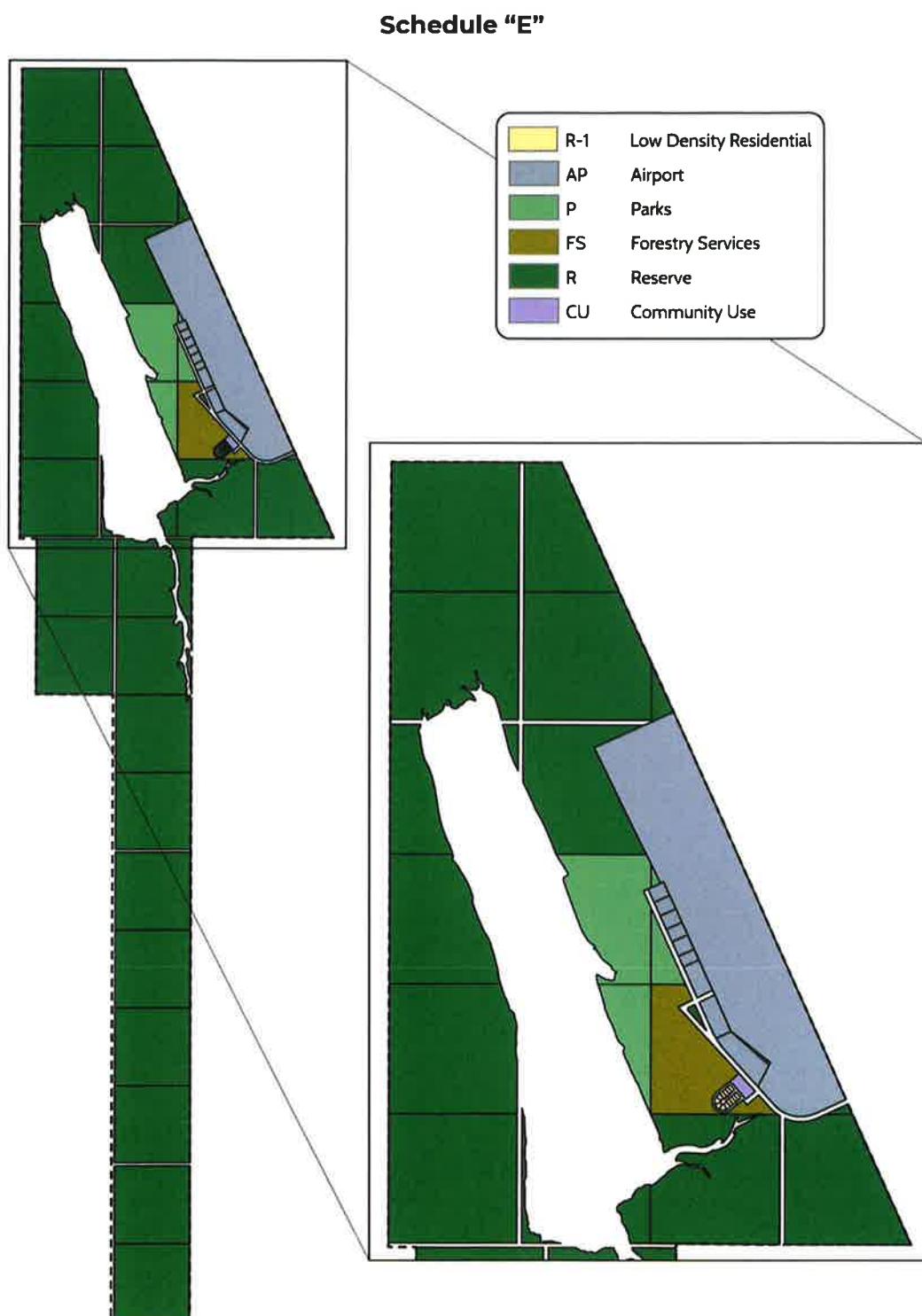


Figure 1. New land use classification for land annexed through O.C. 195/2024

Rural Legal	Urban Legal	Zoning
-	9821131;9	AP
-	9821131;8	AP
-	9821131;7	AP
-	9821131;6	AP
-	9821131;4	AP
-	9821131;3	AP
-	9821131;2	AP
-	9821131;1	AP
-	6018NY;3;9	R-1
-	6018NY;3;8	R-1
-	6018NY;3;7	R-1
-	6018NY;3;6	R-1
-	6018NY;3;3	R-1
-	6018NY;3;2	R-1
-	6018NY;3;13	R-1
-	6018NY;3;12	R-1
-	6018NY;3;11	R-1
-	6018NY;3;10	R-1
-	6018NY;3;1	R-1
-	6018NY;3;1	R-1
-	6018NY;2;1	CU
-	6018NY;1;3	R
-	6018NY;1;2	AP
-	6018NY;1;2	AP
-	0821345;1;1	AP
NW-7-110-19-W5	-	R
NW-18-110-19-W5	-	R
SW-19-110-19-W5	-	R
NW-19-110-19-W5	-	R
SW-7-110-19-W5	-	R
NW-30-110-19-W5	-	R
SW-18-110-19-W5	-	R
SW-30-110-19-W5	-	R
SW-31-110-19-W5	-	R
SW-31-110-19-W5	-	R
SW-31-110-19-W5	-	R
NW-31-110-19-W5	-	R
NW-31-110-19-W5	-	R
SE-18-111-19-W5	-	R
NE-18-111-19-W5	-	R

SE-6-111-19-W5	-	R
NE-6-111-19-W5	-	R
SE-18-111-19-W5	-	R
SW-17-111-19-W5	-	R
SE-5-111-19-W5	-	R
SW-4-111-19-W5	-	R
SE-7-111-19-W5	-	R
NW-8-111-19-W5	-	R
SW-8-111-19-W5	-	P
NW-17-111-19-W5	-	R
NE-5-111-19-W5	-	FS
NW-4-111-19-W5	-	R
NW-5-111-19-W5	-	P
NW-5-111-19-W5	-	R
NE-7-111-19-W5	-	R
NE-7-111-19-W5	-	R
SW-5-111-19-W5	-	R
SW-5-111-19-W5	-	R
SW-5-111-19-W5	-	R
SE-8-111-19-W5	-	P
SE-8-111-19-W5	-	P
SE-17-111-19-W5	-	R
NE-36-110-20-W5	-	R
SE-36-110-20-W5	-	R
SE-5-111-19-W5	-	R

Table 1. detailed description of proposed land use classifications.

**Schedule "F"**

This Schedule E contains the following maps:

1. Map 1 - Land Use Districts
2. Map 2 - Airport Restriction Area
3. Map 3 - Airport Height Restrictions
4. Map 4 - Airport Noise Exposure Forecast

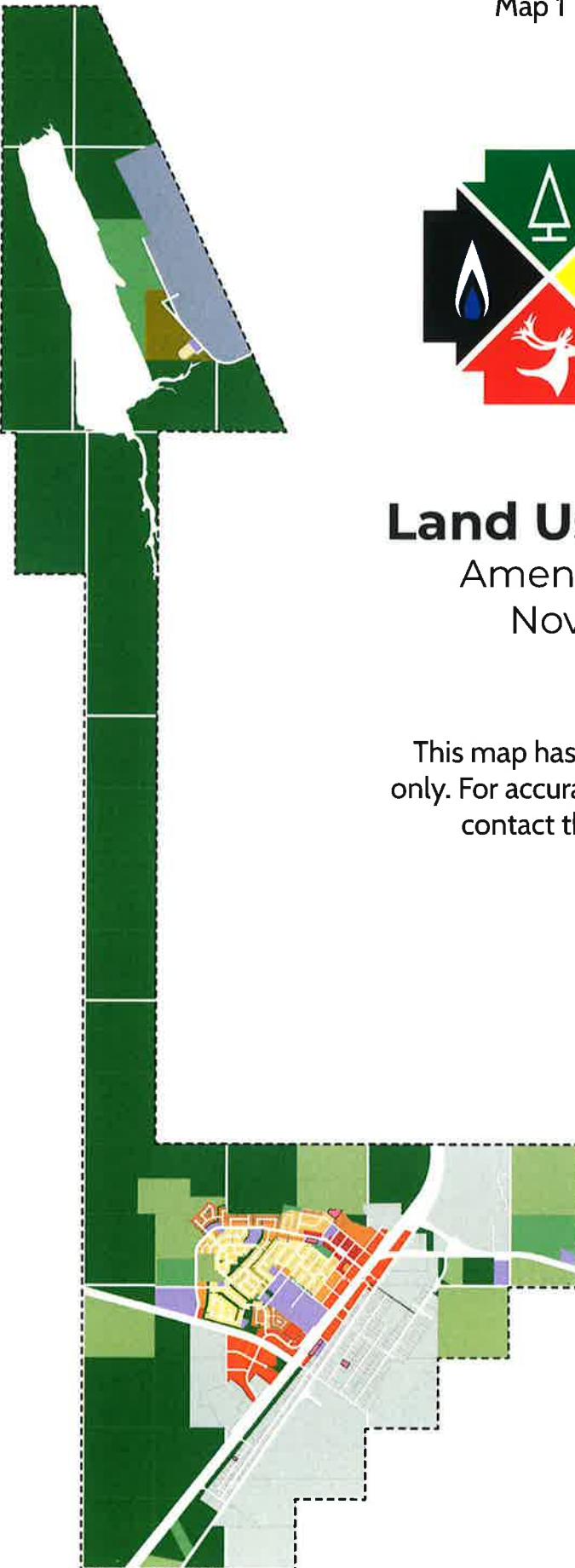
Map 1



## Land Use Districts Map

Amendments current to  
November 22, 2024

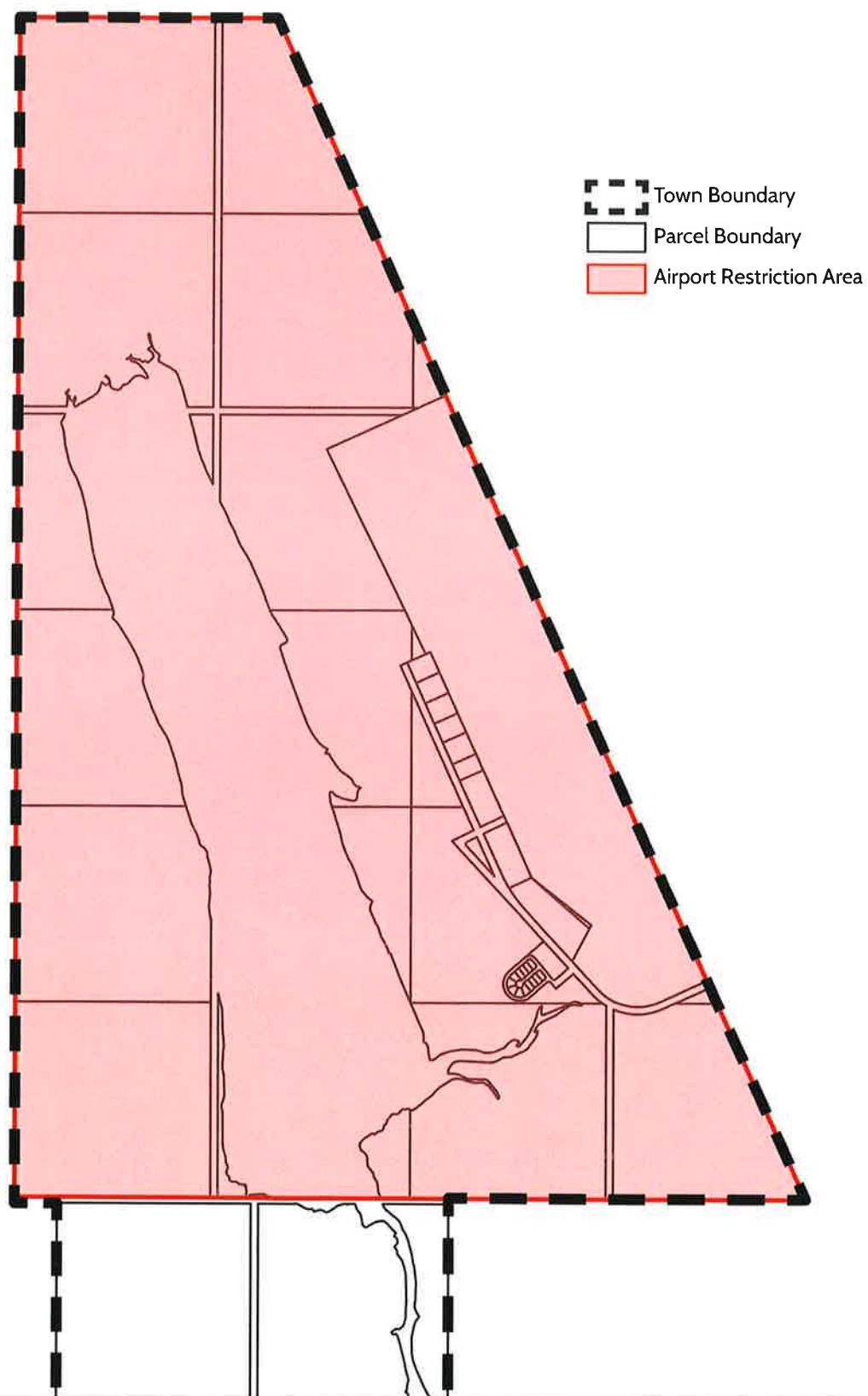
This map has been provided for convenience only. For accurate zoning of individual properties contact the Planning & Development department.



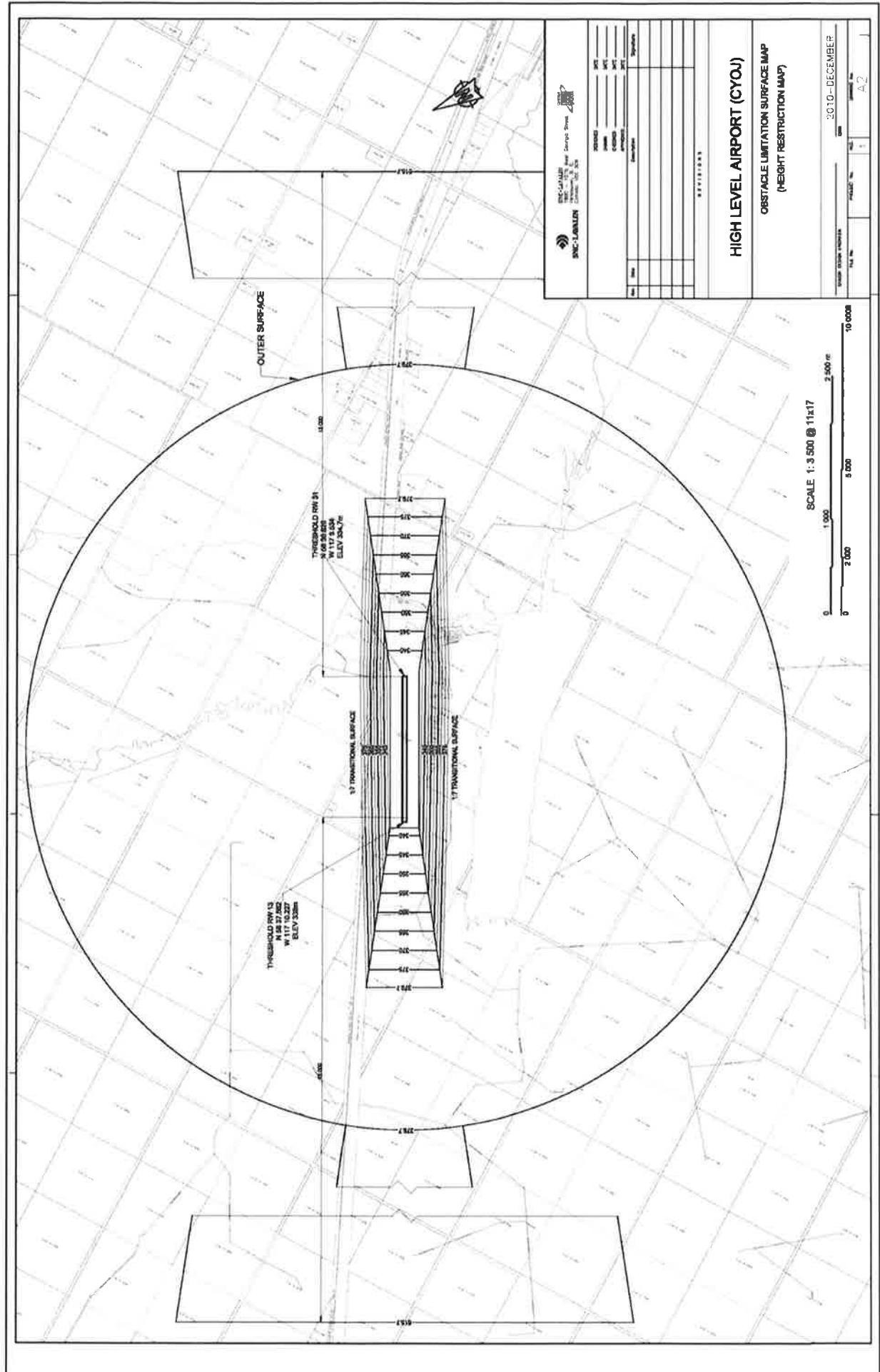
[Dashed Line Icon]	Town Boundary
[Light Yellow Box]	R-1 Low Density Residential
[Yellow Box]	R-2 Medium Density Residential
[Orange Box]	R-3 High Density Residential
[Red-Orange Box]	R-4 Manufactured Home
[Dark Red Box]	C-1 Downtown Commercial
[Orange-Red Box]	C-3 Highway Commercial
[Light Blue Box]	IND Industrial
[Blue Box]	AP Airport
[Green Box]	A Agriculture
[Dark Green Box]	P Parks
[Olive Green Box]	FS Forestry Services
[Dark Olive Green Box]	R Reserve
[Purple Box]	CU Community Use
[Pink Box]	DC Direct Control

Map 2

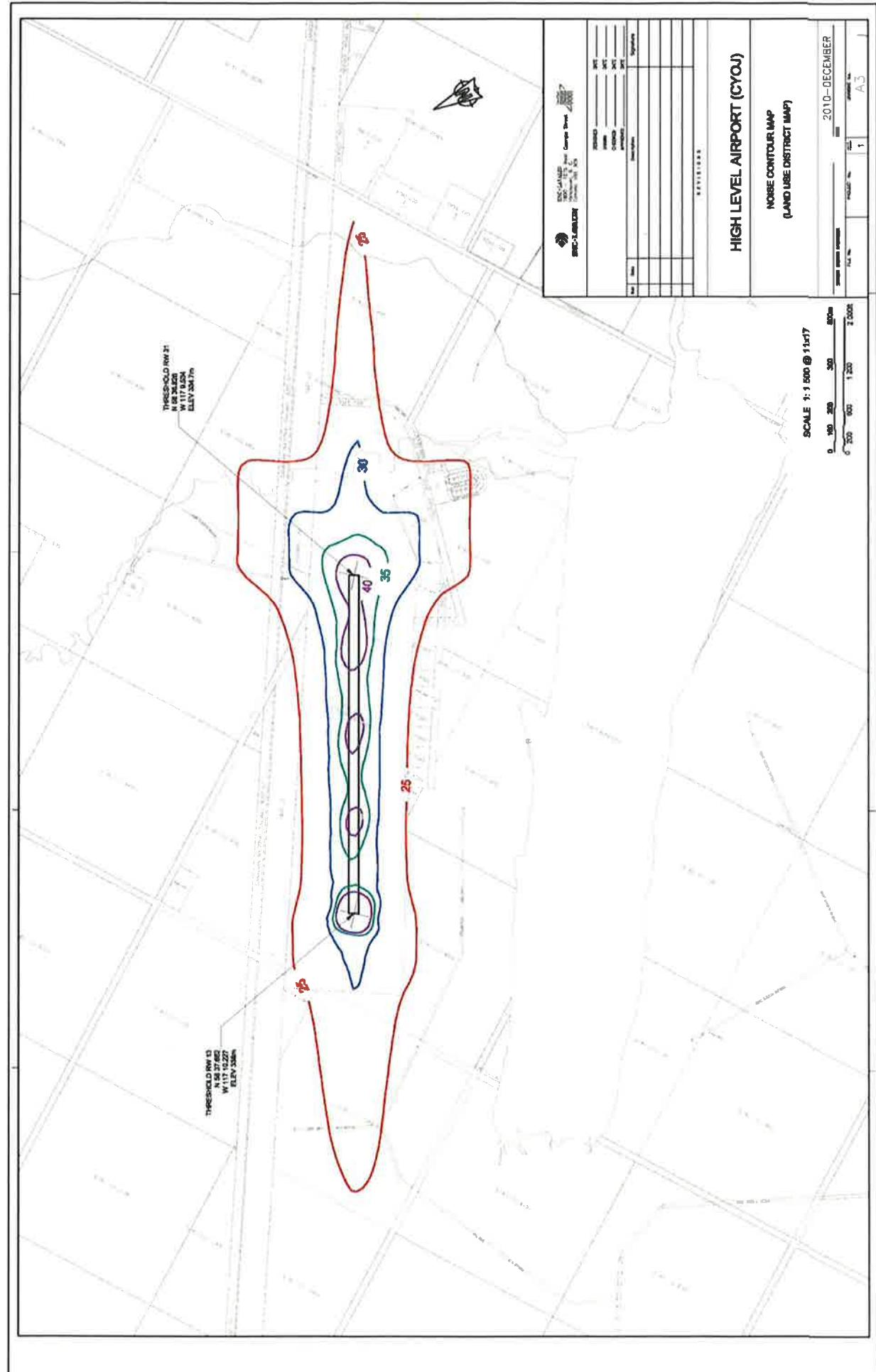
## Airport Restriction Area



### Map 3



Map 4





Province of Alberta  
Order in Council

O.C. 195/2024

JUN 20 2024

# ORDER IN COUNCIL

Approved and ordered:

Shakharis

Lieutenant Governor  
or  
Administrator

The Lieutenant Governor in Council makes the Order Annexing Land from Mackenzie County to the Town of High Level set out in the attached Appendix.

CHAIR

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For Information only

Recommended by: Minister of Municipal Affairs

Authority: Municipal Government Act  
(section 125)

**APPENDIX**  
**Municipal Government Act**  
**ORDER ANNEXING LAND FROM MACKENZIE COUNTY**  
**TO THE TOWN OF HIGH LEVEL**

- 1** In this Order, “annexed land” means the land described in Schedule 1 and shown on the sketch in Schedule 2.
  
- 2** Effective July 1, 2024, the annexed land is separated from Mackenzie County and annexed to the Town of High Level.
  
- 3** Any tax arrears owing to Mackenzie County at the end of June 30, 2024, in respect of the annexed land and any assessable improvements to it are transferred to and become payable to the Town of High Level together with any lawful penalties and costs levied in respect of those taxes, and the Town of High Level, on collecting those taxes, penalties and costs, must pay them to Mackenzie County.
  
- 4(1)** For the purpose of taxation in 2024, Mackenzie County must assess the annexed land and the assessable improvements to it.  
**(2)** Taxes payable for the 2024 taxation year in respect of the annexed land and any assessable improvements to it are to be paid to Mackenzie County and upon collecting those taxes Mackenzie County must pay 50% of the taxes collected to the Town of High Level.
  
- 5** For the purpose of taxation in 2025 and subsequent years, the assessor for the Town of High Level must assess the annexed land and the assessable improvements to it.

**Schedule 1**

**DETAILED DESCRIPTION OF THE LAND SEPARATED  
FROM MACKENZIE COUNTY AND ANNEXED TO THE  
TOWN OF HIGH LEVEL**

THE WEST HALF OF SECTION SEVEN (7), TOWNSHIP ONE HUNDRED AND TEN (110), RANGE NINETEEN (19), WEST OF THE FIFTH (5) MERIDIAN.

THE WEST HALF OF SECTION EIGHTEEN (18), TOWNSHIP ONE HUNDRED AND TEN (110), RANGE NINETEEN (19), WEST OF THE FIFTH (5) MERIDIAN.

THE WEST HALF OF SECTION NINETEEN (19), TOWNSHIP ONE HUNDRED AND TEN (110), RANGE NINETEEN (19), WEST OF THE FIFTH (5) MERIDIAN.

THE WEST HALF OF SECTION THIRTY (30), TOWNSHIP ONE HUNDRED AND TEN (110), RANGE NINETEEN (19), WEST OF THE FIFTH (5) MERIDIAN.

THE WEST HALF OF SECTION THIRTY-ONE (31), TOWNSHIP ONE HUNDRED AND TEN (110), RANGE TWENTY (20), WEST OF THE FIFTH (5) MERIDIAN.

THE EAST HALF OF SECTION THIRTY-SIX (36), TOWNSHIP ONE HUNDRED AND TEN (110), RANGE TWENTY (20), WEST OF THE FIFTH (5) MERIDIAN.

THE EAST HALF OF SECTION SIX (6), TOWNSHIP ONE HUNDRED AND ELEVEN (111), RANGE NINETEEN (19), WEST OF THE FIFTH (5) MERIDIAN.

THE WEST HALF OF SECTION FIVE (5), TOWNSHIP ONE HUNDRED AND ELEVEN (111), RANGE NINETEEN (19), WEST OF THE FIFTH (5) MERIDIAN.

ALL THAT PORTION OF THE EAST HALF OF SECTION FIVE (5), TOWNSHIP ONE HUNDRED AND ELEVEN (111), RANGE NINETEEN (19), WEST OF THE FIFTH (5) MERIDIAN EXCLUDING THE EAST-WEST ROAD ALLOWANCE ON THE SOUTH SIDE OF SAID HALF SECTION.

ALL THAT PORTION OF THE WEST HALF OF SECTION FOUR (4), TOWNSHIP ONE HUNDRED AND ELEVEN (111),

RANGE NINETEEN (19), WEST OF THE FIFTH (5) MERIDIAN LYING WEST OF THE WEST BOUNDARY OF PLAN 1937 LZ EXCLUDING THAT PORTION OF SAID HALF SECTION LYING SOUTH OF THE NORTH BOUNDARY OF THE EAST-WEST ROAD ALLOWANCE ON THE SOUTH SIDE OF SAID HALF SECTION AND EXCLUDING THAT PORTION OF THE NORTH-SOUTH ROAD ALLOWANCE ON THE WEST SIDE OF SAID HALF SECTION LYING SOUTH OF THE PROJECTION WEST OF THE NORTH BOUNDARY OF THE EAST-WEST ROAD ALLOWANCE ON THE SOUTH SIDE OF SAID HALF SECTION.

ALL THAT PORTION OF THE SOUTHWEST QUARTER OF SECTION NINE (9), TOWNSHIP ONE HUNDRED AND ELEVEN (111), RANGE NINETEEN (19), WEST OF THE FIFTH (5) MERIDIAN LYING WEST OF THE WEST BOUNDARY OF PLAN 1937 LZ.

ALL THAT PORTION OF SECTION EIGHT (8), TOWNSHIP ONE HUNDRED AND ELEVEN (111), RANGE NINETEEN (19), WEST OF THE FIFTH (5) MERIDIAN LYING WEST OF THE WEST BOUNDARY OF PLAN 1937 LZ.

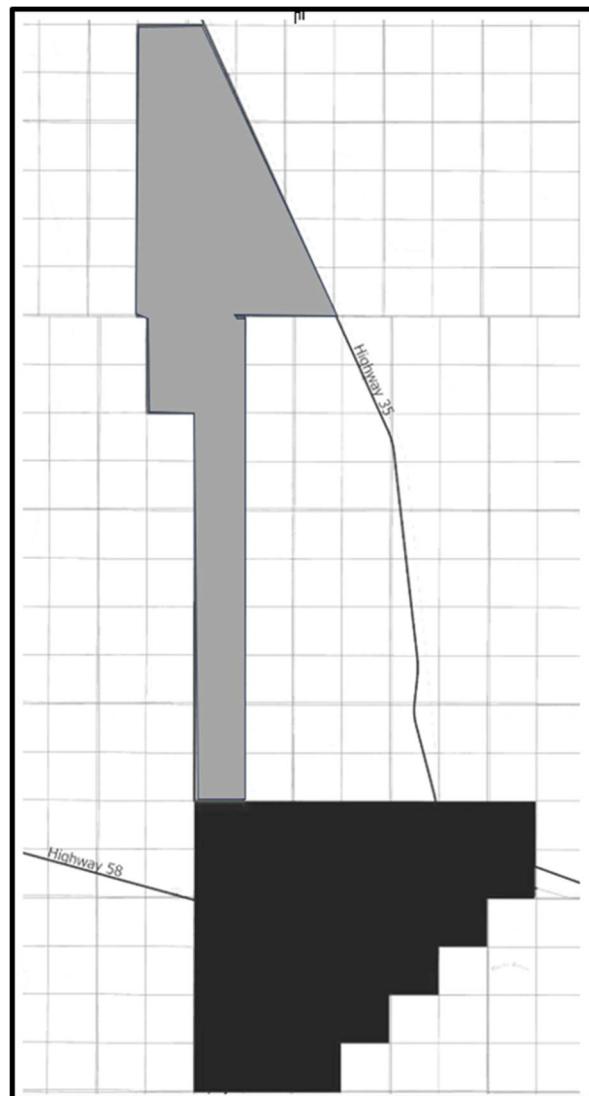
THE EAST HALF OF SECTION SEVEN (7), TOWNSHIP ONE HUNDRED AND ELEVEN (111), RANGE NINETEEN (19), WEST OF THE FIFTH (5) MERIDIAN.

THE EAST HALF OF SECTION EIGHTEEN (18), TOWNSHIP ONE HUNDRED AND ELEVEN (111), RANGE NINETEEN (19), WEST OF THE FIFTH (5) MERIDIAN.

ALL THAT PORTION OF SECTION SEVENTEEN (17), TOWNSHIP ONE HUNDRED AND ELEVEN (111), RANGE NINETEEN (19), WEST OF THE FIFTH (5) MERIDIAN LYING WEST OF THE WEST BOUNDARY OF PLAN 1937 LZ.

## Schedule 2

### SKETCH SHOWING THE GENERAL LOCATION OF THE LAND SEPARATED FROM MACKENZIE COUNTY AND ANNEXED TO THE TOWN OF HIGH LEVEL



#### Legend



Existing Town of High Level



Annexation Area

## OLD BUSINESS

# NEW BUSINESS

**CORRESPONDENCE FOR  
ACTION**

## Viv Thoss

---

**Subject:** FW: Join me at ABmunis President's Summit and Municipal Leaders Caucus  
**Attachments:** Draft Agenda for 2025 Spring Municipal Leaders' Caucus.pdf; Draft Agenda for 2025 President's Summit.pdf

---

**From:** Tyler Gandam <[president@abmunis.ca](mailto:president@abmunis.ca)>  
**Sent:** January 10, 2025 12:39 PM  
**To:** town <[town@highlevel.ca](mailto:town@highlevel.ca)>  
**Subject:** Join me at ABmunis President's Summit and Municipal Leaders Caucus

Dear Mayors, Councillors and CAOs,

As a Mayor and President of Alberta Municipalities, I know firsthand the pressure you face as a leader and member of your community. We are facing increased conflict with our constituents, as well as our peers in the council chambers. That's why our 2025 Alberta Municipalities President's Summit is focused on the topic of civility.

Our President's Summit on March 5 provides the opportunity for in-depth, in-person discussions on various aspects of civility in municipal leadership, including promoting a civil social media landscape, harassment in council chambers and the workplace, and ways to look after yourself and others.

By attending, you will have the opportunity to learn from experts and peers, as well help shape the future of municipal leadership across our province to ensure safe and healthy workplaces for years to come.

To help save on travel costs, we're holding President's Summit alongside Spring Municipal Leaders Caucus (MLC) which follows the Summit on March 6 & 7. Over those two days, you will engage with your colleagues on important topics including resources for the upcoming municipal election, a session dedicated to policing, and breakout session specific to your municipality type. MLC also provides the opportunity to hear from the Premier, Minister of Municipal Affairs, and Leader of the Opposition.

It's going to be fun. It's going to be informative. It's going to be engaging. Don't miss out.

[Register today!](#)

**Tyler Gandam | President**

---

E: [president@abmunis.ca](mailto:president@abmunis.ca)  
300-8616 51 Ave Edmonton, AB T6E 6E6  
Toll Free: 310-MUNI | 877-421-6644 | [www.abmunis.ca](http://www.abmunis.ca)



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*We respectfully acknowledge that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples. We acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 4, 6, 7, 8 and 10 and Six Regions of the Métis Nation of Alberta.*

**Agenda for Spring 2025 Municipal Leaders' Caucus**  
**March 6 and 7, 2025**  
**Westin Hotel, 10135-100 Street NW, Edmonton**  
**\*Subject to Change\***

Thursday, March 6	
8:30 a.m.	Registration and Breakfast/CAO Breakfast
9:30 a.m.	President's Opening Remarks and Transition from President's Summit
9:45 a.m.	Minister of Municipal Affairs' Remarks
10:00 a.m.	Update from Federation of Canadian Municipalities
10:05 a.m.	Break
10:20 a.m.	Plenary Session on Water
11:20 a.m.	Plenary Session on Resources for Municipal Election
11:50 a.m.	Opposition Leader's Remarks
12:00 p.m.	Lunch
1:00 p.m.	Municipal Breakout Sessions: • Cities • Towns • Villages & Summer Villages – (healthcare to be one topic among other interactive discussions)
2:20 p.m.	Premier's Remarks
2:35 p.m.	Ministers Dialogue Session I
3:35 p.m.	Break
3:45 p.m.	Ministers Dialogue Session II
4:45 p.m.	Closing Remarks
5:00 - 6:30 p.m.	Ministers' Reception sponsored by RMRF

Friday, March 7	
8:00 a.m.	Registration and Breakfast
9:00 a.m.	Plenary Session on Municipal Finance Research Project
9:25 a.m.	Plenary Session on Resolutions
9:50 a.m.	Requests for Decision
10:05 a.m.	President's Report and Update from AMSC
10:30 a.m.	Break
10:45 a.m.	Plenary Session on Policing
11:45 a.m.	Closing Remarks and Lunch to Go

**Agenda for Spring 2025 President's Summit**  
**March 5, 2025**  
**Westin Hotel, 10135-100 Street NW, Edmonton**  
**\*Subject to Change\***

Wednesday, March 5		
Time	Topic	Session Description
8:00 a.m.	Registration and Breakfast	
9:00 a.m.	Opening remarks	President Tyler Gandom to bring remarks on civility.
9:15 a.m.	Plenary: Common Ground Toolkit	<p><a href="#">Common Ground Politics</a> has been undertaking significant research into Alberta's political landscape over the past few years. The initiative includes a toolkit which builds common vocabulary for problems facing civil dialogue in politics.</p> <p>Dr. Wesley will speak to the Common Ground Toolkit and how to effectively use the kit in local government. ABmunis is a supporting partner of the Common Ground initiative.</p>
10:15 a.m.	Break	
10:30 a.m.	Breakout session: From Discord to Harmony: Mastering Conflict in Local Government	<p>Municipal elected officials often face conflicts in decision-making and interpersonal dynamics.</p> <p>This session will explore practical strategies for managing disagreements, fostering collaboration, and maintaining professional relationships in the face of political tension.</p> <p>Participants will gain tools for effective communication, conflict resolution, and navigating reactions in real time.</p>
10:30 a.m.	Breakout session: Promoting a civil social media landscape	<p>Social media plays a key role in political discourse and has been blamed for degradation in community conversations and abuse of elected officials and staff.</p> <p>Join our speakers to gain insight into developing strategies to help manage social media and how current elected officials are engaging and utilizing AI.</p> <p>This session will bring key take-aways to shaping a more positive political environment.</p>
12:00 p.m.	Lunch	

1:00 p.m.	Plenary – Canadian Barometers Project	<p>The Canadian Barometers research partnership focuses on understanding and improving municipal democracy by routinely surveying local elected officials on their experience with abuse and their level of satisfaction in the role.</p> <p>The plenary will dive into preliminary insights into their more recent survey and the ways in which this data helps support community leaders.</p>
1:20 p.m.	Plenary – Harassment in the Council Chamber and Workplace	<p>Municipal councillors are facing increased levels of harassment both in and outside of council chambers. Due to the unique nature of their role, they are not protected under workplace laws in the same way as a municipal employee. It is also challenging to hold councilors accountable should they create an unsafe workplace for municipal staff.</p> <p>This session will feature legal, law and policy perspectives on harassment in the municipal workplace.</p>
2:20p.m.	Break	
2:30 p.m.	Breakout sessions: Looking after yourself and your colleagues	<p>Leaders are often called on to support others, but they also need to look after themselves.</p> <p>This session will focus on concrete ways to care for yourself and others during times of difficulty.</p>
2:30 p.m.	Breakout Session: Acting in the moment: How, when and why	<p>This session aims to help participants identify harm that happens in their workplaces and council activities, and considerations for addressing that harm in real-time or after the fact.</p> <p>Through practical tools and discussions, participants will gain confidence in being a positive bystander, helping to prevent harm and fostering a culture of accountability and respect in their communities.</p>
4:00 p.m.	Break	
4:15 p.m.	Preparing Alberta's Future Municipal Leaders	<p>A session focused on the realities of running for municipal office. This panel will feature unique perspectives including:</p> <ul style="list-style-type: none"> <li>- Living through tumultuous times at the council level</li> <li>- Choosing to run for council during difficult transitions</li> <li>- Hiring a new CAO and developing a relationship</li> </ul>
4:45 p.m.	Closing remarks	

## Viv Thoss

---

**Subject:** FW: Meeting with the Honourable Ric McIver

---

**From:** MA Engagement Team <ma.engagement@gov.ab.ca>

**Sent:** Thursday, January 23, 2025 3:34 PM

**To:** Viv Thoss <cao@highlevel.ca>

**Cc:** Aya Balmores <municlerk@highlevel.ca>

**Subject:** RE: Meeting with the Honourable Ric McIver

Good afternoon Viv,

I hope you are having a great day.

As the ABmunis 2025 Spring MLC approaches, I would like to kindly ask you about the topics your council would like to discuss with the Minister during the event, so that the Minister is well informed and may provide a fulsome response in case your municipality is prioritized for a meeting.

Please, do not hesitate to reach out if you have any questions.

Kind regards,

**Gina Jimenez (She/her)**

Stakeholder Relations Advisor

Ministry of Municipal Affairs

Dear Chief Administrative Officer:

I am writing to inform you of a potential opportunity for municipal councils to meet with the Honourable Ric McIver, Minister of Municipal Affairs, at the 2025 Spring Municipal Leaders' Caucus (MLC), scheduled to take place at the Westin Edmonton from March 6 – 7, 2024. These meetings will be in person at the Westin Edmonton or the Alberta Legislature, as scheduling permits.

Should your council wish to meet with Minister McIver during the MLC, please submit a request by email with potential topics for discussion on the attached meeting request template to [ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca) no later than January 10, 2025.

We generally receive more requests than can be reasonably accommodated over the course of the convention. Requests which meet the following criteria will be given priority for meetings during the convention:

- Municipalities that identify up to three discussion topics related to policies or issues directly relevant to the Minister of Municipal Affairs and the department.
  - It is highly recommended to provide details on the discussion topics.
- Municipalities located within the Capital Region can be more easily accommodated throughout the year, so priority will be given to requests from municipalities at a distance from Edmonton and to municipalities with whom Minister McIver has not yet had an opportunity to meet.
- Meeting requests received after the deadline will not be considered for the convention.

Meeting times with the Minister are scheduled for approximately 15 minutes. This allows the Minister to engage with as many councils as possible. All municipalities that submit meeting requests will be notified at least two weeks prior to the convention as to the status of their request.

Municipal Affairs will make every effort to find alternative opportunities throughout the remainder of the year for municipalities the Minister is unable to accommodate during the convention.

If you encounter any issues with the meeting request template, please email the Engagement Team for assistance.

Engagement Team  
Municipal Services Division  
Municipal Affairs

Meeting Request:

**Alberta Municipalities Municipal Leaders Caucus Spring 2025**

If you have questions, require support and to submit form, please email:

[ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca)

**Municipal Information**

Municipality Name: \_\_\_\_\_

**Meeting Topics**

Please provide additional details about the topic for discussion

Topic 1	Topic 2	Topic 3

**Meeting Participants**

1	_____	Mayor/Reeve
2	_____	Chief Administrator
3	_____	Councillor
4	_____	Councillor
5	_____	Councillor
6	_____	Councillor
7	_____	Councillor
8	_____	Councillor
9	_____	Councillor

**CORRESPONDENCE FOR  
INFORMATION**



ALBERTA

Forestry and Parks

*Office of the Minister  
MLA, Central Peace - Notley*

AR-21324

Her Honour Crystal McTeer  
Mayor  
High Level  
10511 - 103 Street  
High Level AB T0H 1Z0

Dear Her Honour Crystal McTeer:

As Minister of Forestry and Parks, I am very interested in effective wildfire mitigation. While I am pleased that many communities have applied for fireguard funding, I have concerns that the proposals are not broad enough to reduce the negative impacts of a Jasper-like wildfire event.

The 2023 wildfire season in Alberta experienced extreme weather conditions, with 2.2 million hectares of land burned by wildfire and more than 50 communities impacted by the 2023 wildfire season. The recent tragedy of the Jasper wildfire has also highlighted the urgent need for continued investment in mitigation and preparedness measures.

The Forest Resource Improvement Association of Alberta (FRIAA) Fireguard Program is intended for large-scale mitigation work, which will help to bring tree-top wildfires to the ground where they are easier to control. I am requesting that your community take bolder and stronger actions to achieve those objectives.

The province has requested that FRIAA approve funding for community fireguard projects that are designed with the following considerations demonstrated:

- 1) Large fireguards (several hundred meters wide), unless it can be otherwise demonstrated that a smaller guard complements an established mitigation plan;
- 2) All flammable woody fuel and land-clearing debris have been cleared with a long-term strategy in place to maintain the fireguard's fuel-free condition and the absence of hazardous fuels in the zone between the fireguard and the built environment; and
- 3) Identify creative options to reduce treatment and maintenance costs, using merchantable timber revenues, the fibre to support bioenergy such as wood pellet facilities, and grazing to reduce both short-term and long-term costs.

.../page 2

Please continue to work with FRIAA and the local forest area staff to achieve these objectives. My ministry also continues to work with industry on landscape-level strategies to mitigate the risk of wildfire-related impacts on our communities.

Thank you for your commitment to effective wildfire mitigation.

Sincerely,



Honourable Todd Loewen  
Minister  
Forestry and Parks

cc: Todd Nash - FRIAA Forest Area Manager

## Viv Thoss

---

**From:** Northern Alberta Elected Leaders <northernalbertaelectedleaders@gmail.com>  
**Sent:** Saturday, January 18, 2025 10:04 AM  
**To:** Northern Alberta Elected Leaders  
**Subject:** Adopted Minutes of November 8th Nael Meeting  
**Attachments:** Nael Minutes Nov 8 24 Revised (1).docx

Good Morning,

Please find attached the adopted minutes of our Nov. 8/24 meeting of Nael, held in Grimshaw. Please circulate to your Councils.

Remember our next meeting is scheduled for March 14th in Peace River.

Thanks

Jim Rennie

Northern Alberta Elected Leaders

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Northern Alberta  
Elected Leaders  
59 Leedy Drive  
Whitecourt,  
Alberta T7S 1X1  
780-778-0202

MINUTES

November 8, 2024  
Coast Grimshaw Hotel  
Grimshaw, Alberta

In Attendance (In Person)

Carolyn Kolebaba	Chair
Wendy Wald	Town of Grimshaw
Robert Willing	MD of Peace
Stacey Messner	Town of Grimshaw
Nicole Johnson	Village of Berwyn
Larry Davidson	Birch Hills County
Albert Poetker	Birch Hills County
Phil Kolodychuk	MD of Fairview
Amanda Frayn	County of Grande Prairie
Nick VanRootselaak	MD of Spirit River #135
Myrna Lanctot	Village of Donnelly
Elaine Manzer	Town of Peace River
Vern Lymburner	Town of Valleyview
Brenda Burridge	Town of Fox Creek
Art Laurin	Northern Sunrise County
Roxann Dreger	Village of Rycroft
Shelly Shannon	Town of Peace River
Vern Lymburner	Town of Valleyview
Cam Rycroft	Town of Beaverlodge
Murry Kerik	MD of Lesser Slave Lake
Brian Panasiuk	Town of High Prairie
Terry Ungarian	County of Northern Lights
Tom Pickard	Town of Whitecourt
Kate Potter	Town of Sexsmith
Jim Rennie	NAEL
Belinda Russell	Town of Grimshaw (Recording Secretary)

In Attendance (Via Zoom)

Jackie Clayton	City of Grande Prairie
Kerri Merritt	Saddle Hills County
Kristen Smith	Saddle Hills County
Leanne Beaupre	County of Grande Prairie
Boyd Langford	Town of High Level
Amber Bean	Clear Hills County

Paula Guindon	MD of Smoky River
Allan Rowe	Clear Hills County
Tyler Airth	Big Lakes County
Marcel Auger	MD of Opportunity No. 17

Registration 9:45 AM

Chair Kolebaba called the meeting to order at 10:00 a.m.

- Greetings from Mayor Wald, Town of Grimshaw

Request to be allowed to record meeting

- No objections received

Adoption of Agenda

APPROVED by consensus

### **Roundtable and Introductions:**

Zoom Attendees

- Jackie Clayton, Mayor – City of Grande Prairie
  - Prov to Local Police transition, 12 members will have 30 and 50 (evaluating the same or less- 5-year transition) integrated dispatch
  - Stonebridge hotel – transitional housing, 63 B3 units operated by mustard seed
  - Grand North Winterfest- Looking to have a casual meeting in GP & Northern BC
- Cary Merritt & Kristen Smith - Saddle Hills County
  - Big projects- rural waterlines, delivering potable water, adding northern fiber in area, Central Peace Project - bringing water out of the Reace River, grants from province (about 100 million)
- Leanne Beaupre - County of Grande Prairie
  - Excited for Maskwa Medical Clinic Project, agreement with province and NWP, students are already applying
- Amber Bean – Clear Hills County
  - Fiber optics to be installed in area
  - Put forth resolutions for coyotes' endangerment
  - Water consumption rates
  - Rural crime, etc. still on-going issues
  - AG & Trade show
  - Mutual Aid and agreement with County and Manning
- Paula Guindon – MD of Smoky River
  - Wind projects waiting on prov
  - Held engagement survey over the summer for projects
  - Unpaid oil and gas taxes, don't feel supported by the province
  - Harvest is completed

- Tyler Airth – Big Lakes County
  - Left for another meeting
- Allan Rowe – Clear Hills County
  - Working on new election process
- Boyd Langford – Town of High Level
  - New CAO, from Southern BC
  - Housing continues to be a challenge, 6 new houses built, 16 next year, multi-units
  - 150 room hotel in the works
  - Paving upgrades for next year
  - Attended CRAA
  - Attended RMA for first time in 21 years
  - Airport annexation approved

#### **In Person Attendees**

- Wendy Wald - Town of Grimshaw
  - Welcome to the Town of Grimshaw
- Bob Willings – MD of Peace
  - Nuclear committee- will let Terry speak more on this
  - Business as usual
- Stacey Messner – Town of Grimshaw
  - We have written a letter to Minister of Health regarding the security at our Hospital
  - Grants have been launched for communities
- Nicole Johnson – Village of Berwyn
- Larry Davidson – Birch Hills County
- Albert Poetker – Reeve of Birch Hills County
  - Replaced Mainstreet's water and wastewater lines, need provincial government to help with funding on these projects
  - 86 bridge files in the community
- Phil Kolodychuk – Reeve of MD of Fairview
  - Process of hiring CAO
  - 3 new doctors coming
  - 1 bridge file

- Robert Macleod - Town of Manning
  - Manning is surviving, not a lot of growth, oil and gas is affecting community
  - Delair lodge experiencing financial struggle with upgrades
  - New high school is almost built and ready to open, elementary school will be moving in, high school won't come in until the fall, going from two schools to one, try save the school on the hill for a municipal building
  - Piloted water into river
  - Nursing is a challenge to support doctors
  - Ground ambulance has improved drastically
- Amanda Frayn - County of Grande Prairie
  - Highway 40 is in the works but need additional funding from Province
- Nick VanRootselaak – Deputy Reeve MD of Spirit River
  - Bridge structure has been declined twice and use highway 2 & 780
  - Brand New Seniors lodge opened but two levels not opened due to staffing
  - Purchased property to bring in affordable housing
  - Trying to close down ASFC office- looking for assistance on this issue, house 5 staff members and only want to have 1 staff 1 day a week.
  - Stores are closing
  - **ACTION:** all get together and write a letter to province regarding ASFC (possible Resolution for RMA)
- Myrna Lanctot - Village of Donnelly
  - New PW director
  - Waterline project complete and waiting on paving
  - Fiber optic is in and running
  - NW Regional Rep for Healthy Aging Alberta
  - NA Medical Program in GP, area will be hosting
- Elaine Manzer – Town of Peace River
  - Library System is advocate for Supernet extension and upgrades
  - Streetlights are being changed over to LED
  - Site C Dam- finished filling down will affect levels
  - NAIT boreal Forest Program received funding from Conoco Phillips Energy company 1.5 million to carry on work in the area
  - Pilot with Apex has ended, waiting on report
  - Town signage project is being tendered
  - Old bridge- waiting to hear from Alberta transportation
  - Two slides that need to be fixed but prov offered no financial support
  - 14 doctors, two specialists come in from Edmonton monthly
  - EMS hired more staff
  - Responding to AB Munis regarding taxes
  - Getting a second daycare
  - Jail release program is still an issue
  - New Francophone school opened up this year

- Brenda Birch – Town of Fox Creek
  - Town Completed own census- went up 803 people 50% increase
  - New daycare opened, hadn't had one since 1981, looking to expand for Out of School, co-operationally funded
  - NPHL team started up, 3 corporate sponsors for team
  - Pump station went down, that runs hotels, approved a brand-new pump system for this
  - New way find signs up
  - Paved Mainstreet, resurfaced potholes and sink holes
- Art Laurin - Northern Sunrise County
  - Finishing up Ag Building
  - Need to focus on highway paving within county
- Roxanne Dreger - Village of Rycroft
  - Finished paving on east side of town, with help of county funding
  - Looking to upgrade grandstands
  - Great presentation from Maskwa Medical Center
  - Peter has retired, hired new CAO Kevin Keller from Greenview
  - Burnt Hill project almost completed
- Shelley Shannon – Town of Peace River
  - CBC is coming to PR for “out of your way”
  - New groups of investors come to town, looking into real estate
- Vern Lymburner – Town of Valleyview
  - Water restrictions have been lifted, selling water to oilfield company
  - **ACTION:** looking for communities selling wastewater and what that looks like
  - RCMP fully moved in, and parking lot is paved
  - Traffic Circle is in the works
  - New school for 2026
  - Might be on Fifth Estate for shared library
  - Little Smokey signing up for solar powered – after Kate's speech
- Cam Rycroft, Mayor - Town of Beaverlodge
  - Summer is very active in our community for water & sewer projects
  - New fire hall for county
  - Planning phase and possible dirt move in summer
  - Housing is constant issue
- Murray Kerik, Reeve – MD of Lesser Slave Lake
  - Bridge- apply for all you can with STIP funding
  - 6 million for infrastructure
  - Wanted traffic division back for highways
  - Offered building for RCMP staff- declined
  - Old Smith highway 3-4 relocate to move from river
  - Move away from membrane system to conventional

- Brian Panasiuk – Town of High Prairie
  - Looking for new CAO
  - Challenges with Victim Services, full time and part time staff has quit
  - 2 doctors are leaving
  - Working with province on youth assessment center
- Terry Ungarian – County of Northern Lights
  - Harvest is all wrapped up and great crops
  - Independent Police Agency
  - Water levels are low in rivers and dugouts
  - Bridge closed for weight restrictions
  - ICF still a concern, extensions only
  - School in Manning to be demolished, hopefully be able to save the other for a municipal building of some sort.
  - Fire services are ongoing issue, support from Manning & Peace River, increased budget for this
  - Looking to purchase a new fire truck for Town of Manning
  - Clear Hills and Town to resolve Chinchaga issue
  - REC has been formed with local municipalities, taking the steps to get approval for Nuclear Plant in the area, could be 40–60-billion-dollar project, will help with economic development, may ask for letters of support from neighboring communities
  - Also joining CANA host communities, great advocates for nuclear
- Tom Picard – Town of Whitecourt
  - Busy summer with advocate in boreal forest, internal fire guards
  - Electricity Canada conference - Need to find a way to alert our citizens
  - Working on ERP with new ways of online media
  - ICF signed and going to bring region back to it was before
  - Big concern- soft wood lumber tariffs, German lumber is back, and US is purchasing from them rather than Canada, Whitecourt lumber- going to get word out
  - Culture and Events Center opening 50 mil project opening in 2026
- Kate Potter - Town of Sexsmith
  - Lots of things happening, new re brand to launch 40-year-old logo, keeping big sky and grain elevator
  - Library has been separated from the town as of Jan 2025.
  - Brand New Condenser in arena, a lot of surprises along the way, now up and running
  - New housing, fuel card lot
  - Sexsmith's big Christmas parade\*\*
  - New therapeutic center to be placed between Sexsmith and
- Lunch (12:30 – 1:00 pm)

- **Presentations**
  - Healthy Aging Alberta (Rebecca Aspden, Amanda Harriman-Gojtan, Michael Procinsky to present)
  - Bursaries at NADC report (invited, but no response)
  - Work NW Alberta (invited, but no response)
- **Adoption of Minutes**

APPROVED the June 14, 2024 meeting minutes.
- **Old Business**
  - Community Rail Advocacy Alliance update – Meeting next week with the transportation parliamentary secretary to discuss moving goods and services, responsibilities, impending strike and monopoly. CN is recruiting. Took on Hay River. Will meet with elected officials but not lobbyist. Focus on NW Alberta. Renewal Letter to expand membership, full membership \$2000.
  - NRED Grant- Getting quotation on flights, propose they fly on Thursday with MLA's and City of Edmonton Councillors (30 seats) from Edmonton to High Level, to Peace River, stay overnight, then to Whitecourt, tour, meal at Alexis Casino and then fly back to Edmonton Friday. Looking at spring 2025. No expenses to municipalities. Grant doesn't qualify- would like to gather each municipalities videos and present to MLA's at RMA and AB Muni's. **ACTION:** Committee created to draft a plan on how to present our northern municipalities to the MLA's (Kate, Bob, Wendy, Vern, Shelley)
- **New Business**
  - Acceptance of Financial Report  
APPROVED the Financial Report.
  - Set 2025 Membership Fees  
APPROVED the 2025 membership fees to remain the same
  - Province collecting municipal taxes (Chair Kolebaba to lead discussion)  
Recommended voicing concerns to Premier Danielle Smith
  - Report by Executive Director  
Spirit River Joining Nael
- **MLA Reports**

Invited:

  - Minister Dan Williams, Peace River (in person around 11:30)
    - 12 new bills already introduced, VOIP, Tourism, Service Alberta, education, health, sports
    - Always looking for feedback from municipalities and Nael
    - Q: Stacey- LaGrange gave # for 31, is there a cap? A: launching program for local to be reimbursed, will remind LaGrange of importance.
    - Q: Myrna- local hospital changing hours, who will operate main door, small communities have no security. A: there is work to be done in that area, such a

large province it will take some time to cover all areas, let me know of where we have the issues and will work towards those.

- Q: Kate- impact of living in the north A: huge priority and moving forth with system rejuvenation and access to electricity.
- Q: Rob- What is the plan the province has in place to support small communities who supported the oil and gas, roads still need to be opened, services still need to be offered. A: may have to look at the long term and amalgamate municipalities if there is a struggle with the viability of struggling communities.
- Q: Phil- need for cell service in rural Alberta A: cabinet has heard the issue twice, growing common issue, CRTC regulates this, hard to be a player in the telecommunications, prov has advocated
- Q: Brenda- local student wanted to get into university but it was full, so he went overseas for the training and wasn't allowed to return to Fox Creek because the education does not align. A: the colleges need to recognize the training, facilitate the issues rather than deny the applicants. Will get in touch with chair of college. Will bring up issues with the Minister of Health
- Q: Elaine- Is there an unintended consequence nurse works in hospital; can they pick up shifts in acute if not working in that area. A: trying to keep as much continuity as possible through out

- MLA Nolan Dyck, Grande Prairie (will join by Zoom at 2:30)
  - Attended RMA and was very well attended
  - Growth in jobs within province, growth in EI due to moving
  - Alberta and Ontario
  - Excitement within the health aspect of the area
  - AIMCO- costs have went up and returns weren't doing well
  - **ACTION:** Get Brenda Birch's Email to MLA regarding ambulances, issue in McLennan area as well.
- Parliamentary Secretary Tany Yao (will attend by Zoom)
  - Roxanne Mckenzie presented Northern Alberta Development Bursary presentation

- **Date and Location of next meeting.**

Date: March 14, 2025

Location: Peace River

At: 10 am

- **Motion to adjourn.**

Chair Kolebaba adjourned the meeting at 3:07 p.m.

# Departmental Monthly Report



**Department:** Community Services

**Month/Year:** December 2024

## Monthly Activity Summary

### Arena

Our outdoor rink and skate path are now open for the season. Our drop in youth shinny has been very popular, we had 65 youth attend in December. We are implementing a youth shinny punch pass.

### Pool

Our municipal pool reopened on December 10<sup>th</sup>, 2024, after being closed for approximately two and a half months due to ongoing mechanical issues. The pool is operational but still has many problems with its HVAC system. We applied for Local Government Fiscal Framework capital funding to address these issues.

### FCSS & Recreation

The Family and Community Support Services staff managed the Santa Elf for Seniors initiative, and this year, IDA and ATB hosted the Elf trees with the seniors' name tags on them. We would like to get more community businesses to join this initiative. We assisted 45 seniors in our community in receiving Christmas gifts.

In partnership with the High Level Native Friendship Centre, we hosted a Family New Year's Event with Bingo, a dance and countdown. We had 142 people register.

We hosted our 12 Days of Bookmas again this year, this initiative was led by a community member. Together, we were able to give out 1,176 books.

### Museum & Tourism

The museum staff our Night of Lights contest again this year. We had 19 houses enter. This event is always a community favourite.

# Departmental Monthly Report



## Ongoing Projects

- Assist CAO with reconciliation and recovery for 2023 and 2024 evacuation response costs.
- Assist with planning the Northwest ESS Conference.
- 2025 Budget and Departmental Workplan Preparation.
- Review the funding for capital projects and coordinate with contractors and engineering to establish updated work plans and projected project completion dates.

## Upcoming Initiatives

- Continue with the 2025 budget and departmental workplan preparation.
- Work with Soul Entertainment to confirm a performer for the 60<sup>th</sup> Anniversary Concert on June 7<sup>th</sup>, 2025
- Plan for the 10<sup>th</sup> Annual Frostival.

## Approvals

CAO - Viv Thoss

Author - Jena Clarke  
Director of Community Services

# Departmental Monthly Report



**Department:** Emergency Services

**Month/Year:** December 2024

## Monthly Activity Summary

### Fire Services

Nature of Calls	Number of Calls	Nature of Calls	Number of Calls
Outside fire	1	Cancelled - Medical	7
Vehicle Fire	1	MVC	6
Structure Fire	2	Assist RCMP	1
First Response - Medical	15	Gas/Smoke Odour	2
Assist EMS - Medical	23	False Alarms	12
<b>Total Calls December 2024</b>	<b>70</b>	Fire inspections	2
<b>Total Calls for 2024</b>	<b>760</b>		
<b>Call volume for 2023</b>	<b>613</b>		

The Fire Department weekly training concentrated on Hazmat and Fire Dynamics. The HLFD also assisted/developed eight (8) pre-fire plans in Town in the new Fire Department Management System.

### WUI Team

The WUI Team completed final draft of WUI-B Course and assisted with reviews of the Expression of Interests (EOI) with the Province. Advice was provided to various departments in December regarding the content of the EOI. Chief Schmidt hosted a webinar for Chief Officers on hosting WUI Teams for the EOI on Team Expansion. Chief Schmidt also assisted AEMA and WMB with a presentation to the NWT on the AB WUI Program.

### Emergency Management

There were no activations in December 2024. Staff worked with AHIMT to update 2025 training plan.

### Enforcement

No Municipal Orders were issued in December 2024.

Nature of Calls	Number of Calls
Animal at Large Complaints	2
Municipal Tickets	0
Bylaw Complaints	12
Noise Complaints	5
Public Complaints	4
Provincial Files	8
Traffic (Snow Removal)	19
Assist External Agency	2
<b>Total Calls December 2024</b>	<b>52</b>

# Departmental Monthly Report



## Safety

The Town's COR audit, completed and submitted in November, was released in December with a passing score.

## Ongoing Projects

- Assisting CAO with reconciliation and recovery for 2023 and 2024 Evacuation Response costs
- 2025 Budget and Departmental Workplan Preparations

## Upcoming Initiatives

- New WUI Team Expansion Training Plan and Curriculum Alignment
- 2025 Formal Fire Department Training Plan
- Finalized Fire Department Information Management System Rollout
- Health and Safety Audit Action Plan for 2025

## Approvals

CAO - Viv Thoss

Author - Rodney Schmidt,  
Director of Protective Services/Fire Chief

# Departmental Monthly Report



**Department:** Operations  
**Month/Year:** December 2024

## Monthly Activity Summary

### Airport

Our airport crew performed routine inspections, fulfilled our statutory obligations with Transport Canada, kept our runway clear of snow and ice during the adverse weather conditions we experienced in December 2024, and ensured our airport terminal was safe and accessible providing a seamless passenger experience.

Our CAO and Town of High Level Airport Accountable Executive, Viv Thoss has undergone annual training on the airport's Safety Management System, worked with staff on the Safety Management System Manual review and requested staff develop a plan to review the airport leases in 2025.

### Airport Statistics December 2024

Airport Movements	340
Passengers Enplaned	113
Passengers Deplaned	123
Complaints	0

### Public Works

Our public works crews sanded roads and sidewalks daily and cleared trails and roads to maintain safe and travelable conditions. The crew also set up the Town's Christmas tree and lights downtown. Our mechanic performed scheduled maintenance, servicing and inspections on fleet vehicles and equipment to maintain safe and reliable operations.

### Public Works Statistics December 2024

Task	Frequency	Distance
Snow Removal - Roads	twice a month	44 km
Snow Removal - Sidewalks	twice a month	8 km
Snow Removal - Trails	twice a month	5 km
Roadway Intersection Sanding	daily	17 km

# Departmental Monthly Report



## Utility Operations

Our utility crew, committed to upholding regulatory standards, completed several annual water plant maintenance and daily testing. They also played a crucial role in collecting historical data and facility information for the proposed MIEX pretreatment design.

### Utility Operations Statistics - December 2024

Bacteriological Samples Collected	12
Fleet Maintenance	5
Sewage System Service Calls	3
Utility Locate Request	6
Wastewater Samples Collected	2
Water Leaks	1
Water Meter Replacement	10
Water Turn Ons / Offs	2

## Ongoing Projects

- Assist CAO with reconciliation and collection of outstanding utility accounts for 2023 and 2024.
- Review the funding for capital projects and coordinate with contractors and engineering firms to establish updated work plans and projected project completion dates.
- Prepare the 2025 departmental budget and work plan.
- Provide the CAO with up-to-date capital project list, ARO data required for outstanding statutory financial reporting.

## Upcoming Initiatives

- Continue with the 2025 budget and departmental workplan preparation.
- Work with CAO to reconcile and collect outstanding utility accounts for 2023 and 2024.
- Finalize agreements and financing plans for the WTP Pretreatment and 100 Ave Rehabilitation projects.

## Approvals

CAO - Viv Thoss

Author - Keith Straub, Director of Operations

# Departmental Monthly Report



**Department:** Planning & Development

**Month/Year:** December 2024

## Monthly Activity Summary

In the month of December, 0 Development Permits and 0 Utility Line Assignments were issued.

### Planning and Development Statistics 2024

Development Permits	83
Building Permits	33
Electrical Permits	53
Gas Permits	26
Plumbing Permits	23
Utility Line Assignments	6
Business Licences	30

## Ongoing Projects

- Town of High Level Residential, Commercial, and Industrial Needs Assessment.
- Administration is working on choosing a consultant to lead the Wayfinding Strategy & Implementation Plan.
- Branding of the Towns Economic and Tourism activities are ongoing.
- Rebranding options are being developed for the Town's main Logo and Branding.
- An Amendment to Land Use Bylaw 1018-21 has received first reading, and the public hearing and subsequent hearings are scheduled for January 27, 2025.

## Upcoming Initiatives

- An e-permitting and licensing system is being implemented along with a new internal/external GIS system.
  - Administration has postponed the 2025 Business Licence renewals and is temporarily pausing the issuance of new Business Licences until the e-licensing system is set up. During this time, businesses can continue operating as usual.

## Approvals

CAO - Viv Thoss

Author - Logan Bartholow,  
Director of Planning & Development

## NOTICE OF MOTIONS

## QUESTION PERIOD

# CLOSED SESSION