



TOWN OF HIGH LEVEL

Committee of the Whole Meeting

Monday, May 16, 2022
Council Chambers @ 7:00 p.m.
(enter at) 10203-105 Avenue, High Level, AB

"We will strive to improve our community's quality of life by providing a safe, sustainable environment through planning, communication and cooperation, both locally and regionally."

CALL TO ORDER

ADOPTION OF AGENDA



COMMITTEE OF THE WHOLE MEETING
Council Chambers at 7:00 p.m.
May 16, 2022

AGENDA

Item		Pg
<u>1. CALL TO ORDER</u>		
<u>2. ADOPTION OF AGENDA</u>		
2.1 Committee of the Whole Meeting Agenda for May 16, 2022		4-5
<u>3. DELEGATIONS</u>		
None.		
<u>4. APPROVAL OF THE MINUTES</u>		
4.1 Committee of the Whole Meeting unapproved minutes of April 19, 2022	Council approval.	7-9
<u>5. DELEGATION BUSINESS</u>		
None.		
<u>6. OLD BUSINESS</u>		
None.		
<u>7. NEW BUSINESS</u>		
7.1 Debt Management Policy – DRAFT	Council review and discussion.	11-15
<u>8. CORRESPONDENCE FOR ACTION</u>		
None.		
<u>9. CORRESPONDENCE FOR INFORMATION</u>		
None.		
<u>10. NOTICE OF MOTIONS</u>		
None.		
<u>11. QUESTION PERIOD</u>		

12. CLOSED SESSION

12.1 2022 Designated Industrial Property Assessment
Complaints -
Advice from officials, pursuant to FOIP, Part 1, Division 2
Section 24(1)(b)(i)

12.2 RFD: Film Industry Task Force -
Personal privacy, pursuant to FOIP, Part 1, Division 2,
section 17(4)(d)

13. ADJOURNMENT

APPROVAL OF MINUTES



COMMITTEE OF THE WHOLE MEETING
Council Chambers
April 19, 2022 @ 7:00 p.m.

UNAPPROVED MINUTES

<u>Council</u>	Boyd Langford Crystal McAteer Brent Anderson Robyn Dwyer Terry Jessiman Josh Lambert	Deputy Mayor (Chair) Mayor (virtual) Councillor Councillor Councillor (virtual) Councillor
<u>Regrets</u>	Jan Welke	Councillor
<u>Staff</u>	Ruth Rolfe Keith Straub Bill Schnarr Hayley Gavin Charles Carstens Sandra Beaton	Director of Community Services Director of Operations Communications Coordinator Land Use and Planning Manager (virtual) HR & IT Manager Municipal Clerk/Recording Secretary

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

2.1 Adoption of the Committee of the Whole Agenda for April 19, 2022.

Deputy Mayor Langford asked if there were any additions or amendments to the agenda.

Recommendation 026-22

Moved by Councillor Dwyer

THAT Council adopt the April 19, 2022 Committee of the Whole agenda as circulated.

CARRIED

3. DELEGATIONS

None.

4. APPROVAL OF THE MINUTES

4.1 Committee of the Whole Meeting Minutes of March 21, 2022.

Recommendation 027-22

Moved by Councillor Lambert

THAT Council approve the Committee of the Whole meeting minutes of March 21, 2022 as circulated.

CARRIED

5. DELEGATION BUSINESS

None.

6. OLD BUSINESS

None.

7. NEW BUSINESS

7.1 Land Use Bylaw 1018-21, Proposed Amendment to allow select Commercial Uses within the R-3 (High-Density Residential Land Use District

Recommendation 028-22
Moved by Councillor Lambert
THAT Council accept the discussion regarding a proposed amendment to Land Use Bylaw 1018-21 for information.

CARRIED

8. CORRESPONDENCE FOR ACTION

None.

9. CORRESPONDENCE FOR INFORMATION

None.

10. NOTICE OF MOTIONS

None.

11. QUESTION PERIOD

None.

12. CLOSED SESSION

Deputy Mayor Langford ended this portion of the meeting, and then requested a motion to move into closed session.

Recommendation 029-22
Moved by Councillor Anderson
THAT Council move into Closed Session at 7:12 p.m., per FOIP Part 1, Division 2, sections 23 and 24.

CARRIED

The following individuals remained in the Closed Session portion of the meeting:

Elected officials – B. Langford, C. McAteer (virtual), B. Anderson, R. Dwyer, T. Jessiman, J. Lambert; and
Staff: R. Rolfe, K. Straub, B. Schnarr, H. Gavin (virtual), C. Carstens and S. Beaton.

Recommendation 030-22
Moved by Councillor Dwyer
THAT Council move out of Closed Session at 8:28 p.m.

CARRIED

12.1 Road Project Local Improvement Options –
Local public body confidences and Advice from officials, pursuant to FOIP Part 1, Div 2, sections 23(1)(b) and 24(1)(b)(i) and (g), respectively.

Recommendation 031-22
Moved by Councillor Lambert
THAT Council rise and report the Road Project Local Improvement Options item to the May 9th Regular Council meeting.

CARRIED

12.2 Draft Strategic Plan Goals & Objectives, and Draft Survey Questions – Advice from Officials pursuant to FOIP Part 1, Div 2, sections 24(1)(a), (b)(i) and (c)

Recommendation 032-22
Moved by Councillor Anderson
THAT Council received the discussion regarding the Draft Strategic Plan Goals & Objectives for information.

CARRIED

13. ADJOURNMENT

Recommendation 033-22
Moved by Councillor Lambert
THAT Council adjourn the April 19, 2022 Committee of the Whole meeting at 8:29 p.m.

CARRIED

Mayor

Municipal Clerk

Unapproved

NEW BUSINESS



Town of High Level

268-22

Title: Debt Management Policy
Authority: Council
Council Motion: Resolution# XXX-22
Date: May 24, 2022
Rescinds: None

1. Purpose

This Policy provides financial guidelines and appropriate controls for the issuance and use of new debt and to ensure the responsible management of the Town's financial resources.

2. Statement

- 2.1 Debt is an ongoing component of the Town's capital financing structure and is integrated into the Town's long term plans and strategies.
- 2.2 Debt must be Affordable and Sustainable. The Town must maintain Flexibility to issue Debt in response to emerging financing needs.
- 2.3 Debt must be structured in a way that is fair and equitable to those who pay and benefit from the underlying assets over time.
- 2.4 Debt decisions must contribute to a sustainable and vibrant Town by balancing quality of life and financial considerations.
- 2.5 The issuance of new Debt must be approved by Town Council.
- 2.6 Debt must be managed, monitored and reported upon.

3.0 Definitions

- 3.1 **Affordability** – means ability to pay for debt servicing costs and life cycle expenditures for the underlying asset. The overall measure of affordable debt is the burden of debt servicing costs and life cycle expenditures relative to Town revenues.
- 3.2 **Capital Expenditures** – means expenditures incurred to acquire, develop, renovate or replace capital assets in accordance with terms outlined in the Town's Tangible Capital Asset Policy.
- 3.3 **Town Revenues** - means annual revenues as reported in the latest audited financial statements of the Town prior to the time of calculation, as calculated under the Debt Limit Regulation A.R. 255/2000, as amended and includes revenues from taxes, utilities, user fees, departmental and corporate programs, developer and customer contributions, and excluding any grants from the Government of Canada and/or Alberta for the purposes of acquiring capital property.

- 3.4 **Debt** – means borrowing as defined under MGA section 241(a). In the case of the Town, this is usually in the form of a debenture varying in debt Terms. Other forms of debt include but are not limited to, leases of capital property as defined under MGA section 241, Public Private Partnerships (PPP), Community Revitalization Levy financing, and loans and loan guarantees issued under section 264 & 265 of MGA.
- 3.5 **Debt Servicing** – means annual required debt repayments including interest and principal.
- 3.6 **Debt Term** – The period of time during which Debt payments are made. At the end of the Debt Term, the Debt must be paid in full.
- 3.7 **Flexibility** – is the ability of the Town to issue new debt in response to emerging financing needs.
- 3.8 **Internal Municipal Debt Limits** - means the Town’s maximum debt level.
- 3.9 **Interim financing** – means borrowing made for the purpose of temporarily financing a capital project as defined under MGA section 259.
- 3.10 **Long-Term Debt** – debt with terms greater than five years as defined under MGA section 258.
- 3.11 **MGA** – means the Municipal Government Act, RSA 2000, c M-26 as amended.
- 3.12 **Provincial Regulation** – means the Debt Limit Regulations AR 255/2000 as amended.
- 3.13 **Self-Liquidating Debt** – debt assumed to fund capital expenditures by activities or programs which are self-funded, including but not limited to Utilities and local improvements.
- 3.14 **Short-Term Debt** – debt with terms of five years or less as defined under MGA section 257. For the purpose of this procedure, short-term debt excludes a line of credit and the issue and sale of commercial paper in the form of short-term promissory notes maturing not more than one year from the date of issue for the purpose of financing operating expenditures.
- 3.15 **Sustainable** – means meeting present needs without compromising the ability to meet future needs.
- 3.16 **Tax Levy Revenues** – means revenues generated to pay for tax-supported operations. This includes revenues such as property taxes, non-municipally owned utility user fees, fines, permits and investment income.
- 3.17 **Tax-Supported Debt** - means debt issued for capital expenditures related to tax-supported operations. This debt is repaid using tax levy revenues.

3.18 **Utilities** - are self-funded operations providing a service to its customers.

4.0 Policy Guidelines

4.1 Use of Debt

4.1.1 The Town will not issue long-term debt or short-term debt obligations to finance current operating expenditures.

4.1.2 When making a decision about the use of debt, alternative capital financing sources should be considered.

4.1.3 Long-term debt will be considered for capital expenditures for:

4.1.3.1 large projects with long-term benefits;

4.1.3.2 projects with benefits to the community at large;

4.1.3.3 growth related projects;

4.1.3.4 emerging needs to support corporate priorities and approved strategic plans;
and

4.1.3.5 major rehabilitation of existing assets.

4.1.4 Short-term debt can be considered for interim financing for capital expenditures.

4.2 Debt Approval

4.2.1 A multi-year debt guideline and corresponding debt service funding strategies, consistent with the capital planning and budget cycle, will be developed. The guideline will be segregated by debt categories as identified under clause 4.5.1.

4.2.2 Capital projects for debt financing will proceed through the budget process.

4.2.3 New debt issues will:

4.2.3.1 be affordable, sustainable and maintain the Town's financial flexibility;

4.2.3.2 identify sources of funding for debt repayment; and

4.2.3.3 align with the Town's capital plans and Strategic Plan.

4.3 Debt Planning & Management

4.3.1 All issuance of debt requires an authorized bylaw.

4.3.2 Internal processes and systems will be developed and maintained to ensure sound debt management.

4.4 Debt Limits

4.4.1 The Town has established an internal Municipal debt limit equal to 80% of the debt limit established by provincial regulation.

- 4.4.2 Total debt service costs will not exceed 80% of the debt service limit established by provincial regulation.
- 4.4.3 Debt service costs for tax-supported debt will not exceed 20% of the taxes available for municipal purposes.
- 4.5 Debt Categories
 - 4.5.1 To support debt planning, management and reporting, debt is categorized into two groups based on the funding source for debt service as follows:
 - 4.5.1.1 Tax-Supported Debt;
 - 4.5.1.2 Self-Liquidating Debt.
- 4.6 Debt Amortization Term
 - 4.6.1 Debt term shall not exceed the probable lifetime of the underlying asset.
 - 4.6.2 The following elements should be considered when establishing the debt term:
 - 4.6.2.1 cost minimization,
 - 4.6.2.2 availability of debt servicing funding,
 - 4.6.2.3 fair distribution of costs between periods,
 - 4.6.2.4 capital life cycle implications.
- 4.7 Debt Structure
 - 4.7.1 Alternative Debt repayment structures can be utilized to issue debt, e.g. fixed and variable rates.
 - 4.7.2 Alternative borrowing techniques and strategies such as lease financing shall be considered if benefits can be demonstrated.
- 4.8 Debt Repayment Funding
 - 4.8.1 New Debt Service costs will be funded by long-term sustainable revenue.
 - 4.8.2 New Debt Service costs for Utilities, local improvements and community revitalization levy financing will be funded through corresponding revenues.
- 4.9 Debt Prepayment or Refinancing
 - 4.9.1 Procedures will be developed to review and consider cost saving opportunities through prepayment or refinancing of existing debt.
- 4.10 Reporting
 - 4.10.1 For benchmarking, the Town's debt will be monitored and reported in the Capital Plan, at a minimum, against the limits and guidelines identified in section 4.4.

5.0 Assistance & Interpretation Contact Information

Director of Finance and Administration
Office: (780) 821-4002
Email: dfa@highlevel.ca

Chief Administrative Officer
Office: (780) 821-4001
Email: cao@highlevel.ca

Cell phone contact details may be listed in the staff directory.

6.0 Revision History

<i>Rev. No.</i>	<i>Date</i> <i>(YYYY/MM/DD)</i>	<i>Description</i>	<i>Status</i>
0.0	2022/05/24	Approved by Council, Res# XXX-22	Active

CLOSED SESSION