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## Regular Open Council Meeting Agenda

**Monday, September 08, 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/ga0qdj3ras8?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 September 08, 2025, be adopted.**

**3. DELEGATIONS**

There are no delegations scheduled for this meeting.

**4. ADOPTION OF MINUTES**

4.2. Minutes of the Regular Open Council Meeting held August 25, 2025, for adoption

**THAT the Minutes of Regular Open Council meeting held August 25, 2025, be adopted.**

**5. MAYOR'S REPORT**

5.1. Mayor McAteer's Report August 26, 2025, to September 08, 2025

**THAT Council receive Mayor McAteer's report for the period of August 26, 2025, to September 08, 2025, for information.**

**6. COUNCIL COMMITTEE REPORTS**

6.1. Council Committee Reports

**THAT Council receive the Council Reports from Deputy Mayor Langford, Councillor Anderson, Councillor Lambert, Councillor Liboiron, and Councillor Welke for the period of August 26, 2025, to September 08, 2025, for information.**

**Deputy Mayor Langford:**

**Councillor Anderson:**

**Councillor Lambert:**

**Councillor Liboiron:**

**Councillor Welke:**

**7. ADMINISTRATIVE REPORTS**

7.1 CAO Report

**THAT Council receive CAO Thoss' report for the period of August 26, 2025, to September 08, 2025, for information.**

**8. ADMINISTRATIVE ENQUIRIES**

8.1. Policy 266-21 – Vitalization Grant Application – MPS-25-099

**THAT based on the September 8, 2025, report from the Town's Planning and Development Consultant, Council consider approval of the proposed application in the amount of \$20,000.00.**

8.2. Policy 266-21 – Vitalization Grant Application – MPS-25-107

**THAT based on the September 8, 2025, report from the Town's Planning and Development Consultant, Council consider approval of the proposed Vitalization Grant application in the amount of \$15,150.00 to be provided in the form of a tax incentive proportionally divided over three years from the date of completion of the improvements.**

8.3. Draft 2026-2029 Core Budget Presentation - Verbal

**THAT Council receive the Draft Core Budget Presentation for information.**

**9. OLD BUSINESS**

**10. NEW BUSINESS**

**11. CORRESPONDENCE FOR ACTION**

11.1. Correspondence for Action

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

- Sponsorship Letter - Bushe River Mud Bog 2025

**12. CORRESPONDENCE FOR INFORMATION**

12.1. Correspondence for information

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

- 2025 Town of High Level - Franchise Fee and Revenues

**13. NOTICES OF MOTION**

**14. QUESTION PERIOD**

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

15.1 Recess to In-Camera Meeting

**THAT pursuant to the *Access to Information 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 Section 29 (Advice from Officials) of the *Access to Information Act*.**

- **Advice from Officials – Verbal**
- **HR Update – Verbal**

**16. RECONVENE OPEN MEETING**

16.1 Reconvene Open Meeting

**THAT the Regular Open Council meeting be reconvened.**

**17. IN-CAMERA ITEMS**

**18. ADJOURNMENT**

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

**CALL TO ORDER**

## **ADOPTION OF AGENDA**

# DELEGATIONS

# APPROVAL OF MINUTES



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Minutes of the Regular Open Council Meeting held **August 25, 2025, 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 McAtteer Deputy Mayor Langford Councillor Brent Anderson Councillor Josh Lambert Councillor Mark Liboiron Councillor Jan Welke
<b>Staff:</b>	Viv Thoss, Chief Administrative Officer Roy Amalu, Director of Finance Jena-Rayne Clarke, Director of Community Services Rodney Schmidt, Director of Emergency Services Keith Straub, Director of Operations (via Teams) Bill Schnarr, Communications Coordinator Romer Talampas, Financial Analyst Munmun Ahlawat, Community Planner
<b>External:</b>	Barb Wilton, HR Consultant (via Teams) Jane Dauphinee, Planning Consultant (via Teams) Edward Cheung, CPA, CA, Town Auditor
<b>Regrets:</b>	Aya Balmores, Relief Legislative & Executive Assistant

**1. CALL TO ORDER**

Mayor McAtteer called the meeting to order at 7:04 p.m.

**2. ADOPTION OF MEETING AGENDA**

2.1. Adoption of Meeting Agenda

Moved by Councillor Anderson

**227-25 THAT the Regular Open Council meeting agenda for August 25, 2025, BE ADOPTED as amended with the following revision;**

- **Moved Item 9.2 Policy 277-25 Residential Development Incentive Grant Application to the In-Camera session.**

Carried

2.2. Adoption of Meeting Agenda – August 11, 2025

Moved by Deputy Mayor Langford

**228-25 THAT Council DIRECT Administration to table the agenda from the August 11, 2025, regular meeting of Council to the next regular council meeting.**

Carried

**3. MOTION TO CHANGE THE ORDER OF BUSINESS**

3.1 Change Order of Business

Moved by Councillor Welke

**229-25 THAT item 9.1 2023 Audited Financial Statements BE CONSIDERED before item 4. Delegations.**

Carried

3.2. 2023 Audited Financial Statements

Moved by Councillor Welke

**230-25 THAT Council RECEIVES the presentation relative to the audit results and approves the Town of High Level 2023 Audited Financial Statements as presented.**

Carried

**4. DELEGATIONS**

There are no delegations scheduled for this meeting.

**5. ADOPTION OF MINUTES**

5.1. Minutes of the Regular Open Council Meeting held August 11, 2025, for adoption.

Moved by Deputy Mayor Langford

**231-25 THAT Council DIRECT Administration to table the Minutes of Regular Open Council meeting held August 11, 2025, to the next regular council meeting.**

Carried

**6. MAYOR'S REPORT**

6.1. Mayor McAteer's Report August 12, 2025, to August 25, 2025.

Moved by Councillor Liboiron

**232-25 THAT Council RECEIVE Mayor McAteer's report for the period of August 12, 2025, to August 25, 2025, for information.**

Carried

**7. COUNCIL COMMITTEE REPORTS**

7.1. Council Committee Reports

Moved by Councillor Anderson

**233-25 THAT Council RECEIVE the Council Reports from Deputy Mayor Langford, Councillor Anderson, Councillor Lambert, Councillor Liboiron, and Councillor Welke for the period of August 12, 2025, to August 25, 2025, for information.**

**Deputy Mayor Langford:**

July 16 – Mackenzie Regional Waste Management Commission

Aug. 11 – Special In-Camera Meeting

Aug. 25 – Special Council Meeting

**Councillor Anderson:**

Aug. 25 – Special Council Meeting

**Councillor Lambert:**

Aug. 25 – Special Council Meeting

**Councillor Liboiron:**

Aug. 12 – Banner of Remembrance Meeting

Aug. 25 – Special Council Meeting

**Councillor Welke**

Aug. 19 – Northwest Regional FASD Society

Aug. 25 – Special Council Meeting

Carried

**8. ADMINISTRATIVE REPORTS**

8.1 CAO Report

Moved by Councillor Welke

**234-25 THAT Council RECEIVE CAO Thoss' report for the period of August 12, 2025, to August 25, 2025, for information.**

Carried

**9. ADMINISTRATIVE ENQUIRIES**

9.1. Town of High Level Election Procedure Bylaw No. 1057-25

Moved by Deputy Mayor Langford

**235-25 THAT Council GIVE first reading to Election Procedure Bylaw No. 1057-25;**

**AND THAT Council ACKNOWLEDGE that the *Local Authorities Election Act* governs the majority of election procedures, and that Council's role is limited to areas permitted under the Act.**

Carried

Moved by Councillor Liboiron

**236-25 THAT Council GIVE second reading to Election Procedure Bylaw No. 1057-25.**

Carried

Moved by Councillor Lambert

**237-25 THAT Council GIVE third reading to Election Procedure Bylaw No. 1057-25.**

Carried

9.2. Apex Utilities Inc. Franchise Fee Consideration

Moved by Deputy Mayor Langford

**238-25 THAT Council MAINTAIN the current 30% franchise rate generating \$880,556.00 in annual revenue.**

Carried

Moved by Deputy Mayor Langford

**239-25 THAT Council GIVE second reading to APEX Utilities Inc. Distribution Services System Franchise Agreement Bylaw 1056-25.**

Carried

Moved by Councillor Anderson

**240-25 THAT Council GIVE third reading to APEX Utilities Inc. Distribution Services System Franchise Agreement Bylaw 1056-25.**

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

Moved by Councillor Welke

**241-25 THAT the items of correspondence for action BE RECEIVED.**

- **Invitation to meet with Minister Dan Williams**
- **Alberta Municipalities Fall 2025 Convention**

Carried

12.2. Invitation to meet with Minister Dan Williams

Moved by Councillor Welke

**242-25 THAT Council DIRECT Administration to request a meeting with the Honourable Minister Dan Williams;**

**AND THAT the list of participants and the topics for discussion will be finalized and submitted following the conclusion of the municipal election.**

Carried

**13. CORRESPONDENCE FOR INFORMATION**

13.1. Correspondence for information

Moved by Councillor Lambert

**243-25 THAT the items of correspondence for information BE RECEIVED.**

- **Alberta Municipal Affairs Letter to Mayor McAteer**

Carried

**14. NOTICES OF MOTION**

There were no notice of motions brought forward.

**15. QUESTION PERIOD**

There was no one in gallery attendance who wished to speak.

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

16.1 Recess to In-Camera Meeting

Moved by Councillor Liboiron

**244-25 THAT pursuant to the *Access to Information 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 Section 29 (Advice from Officials) and Section 32 (Privileged Information) of the *Access to Information Act*.**

- a. Advice from Officials
- b. HR Update

Council recessed into an In-Camera meeting at 08:03 p.m.

**17. RECONVENE OPEN MEETING**

17.1 Reconvene Open Meeting

Moved by Councillor Anderson

**245-25 THAT the Regular Open Council meeting BE RECONVENED.**

The Regular Open Council Meeting reconvened at 9:20 pm

Carried

**18. IN-CAMERA ITEMS**

18.1. Policy 277-25 – Residential Development Incentive Grant Application

Moved by Councillor Liboiron

**246-25 THAT Council does not approve the proposed Residential Development Incentive Grant application in the amount of \$50,000.00, due to non-compliance with program requirements,**

**AND FURTHER THAT, Council is not prepared to issue a retroactive award.**

Carried

18.2. MIEX Project Review and Reassessment

Moved by Councillor Anderson

**247-25 THAT Council DIRECT Administration to pause the current MIEX project in order to reassess treatment options that more effectively address regulatory compliance, lifecycle costs, and operational risks, and to report back to Council with findings and recommendations.**

Carried

**19. ADJOURNMENT**

Moved by Councillor Lambert

**248-25 THAT there being no further business of the Regular Open Council meeting,  
It BE ADJOURNED.**

Carried

THE REGULAR OPEN COUNCIL MEETING ADJOURNED AT 9:20 pm

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER

DRAFT

# DELEGATION BUSINESS

# MAYOR'S REPORT

**COUNCIL COMMITTEE  
REPORTS**

# ADMINISTRATIVE REPORTS

# Chief Administrative Officer

# CAO Report



**Meeting Date:** September 8<sup>th</sup>, 2025

- Continue to explore available grant funding opportunities to support the Town in addressing critical infrastructure deficiencies. This effort is part of a broader strategy to secure external financial support for both urgent repairs and long-term upgrades, with the goal of minimizing the financial burden on local ratepayers.
- Continue to work collaboratively with staff to refine and implement a budget process that reflects best practices, meets all statutory requirements, and prioritizes transparency and public engagement. The process is designed to ensure residents have meaningful opportunities to observe, participate in, and provide feedback at key stages, fostering accountability and strengthening community involvement.
- Continue to work closely with staff and Municipal Planning Services to manage daily operations, including the review and approval of planning applications such as approach access, utility permits, development permits, and variance requests. I'm also coordinating with consultants to ensure the successful advancement and completion of ongoing departmental projects.
- I am also providing interim oversight of the Emergency Services Department. I continue to support daily operations and work with the team to ensure service delivery remains aligned with municipal standards and council's strategic priorities.
- Continue to work closely with the Provincial Grants Division and internal staff to reconcile the Town's 2024 capital expenditures with the corresponding grant funding. This process is essential to ensure accurate and complete financial documentation is available for the auditors to finalize the 2024 audited financial statements.
- Continue to work closely with Assistant Deputy Minister Sandberg of Municipal Affairs to recover outstanding reserve funds used during the 2023 and 2024 wildfire evacuations. To date, the Town has successfully recovered \$1,751,926, with an additional \$671,295 still pending reimbursement, and efforts to secure the remaining funds are ongoing.
- Met with engineers and consultants to receive updates and progress reports on various ongoing projects. Additionally, requested their assistance in gathering valuable information on outstanding projects to help identify the steps needed to bring them to completion.
- Continue working with staff and consultants to address Alberta Environment outstanding non-compliance items. Their recent assessment identified several areas requiring improvement, and we are actively developing and implementing a comprehensive action plan to resolve these issues. This work remains ongoing and is a key focus to ensure full regulatory compliance.

# Chief Administrative Officer

# CAO Report



- I am assisting the Substitute Returning Officer in preparing for the upcoming municipal election. This includes helping to develop clear and informative communications for prospective candidates, outlining key deadlines, eligibility requirements, and the roles and responsibilities associated with holding office. Additionally, I am assisting in the development of training materials for election workers to ensure they are well-prepared to fulfill their duties effectively and in compliance with legislative requirements.
- Human Resources matters continue to require a significant investment of time, particularly in addressing complex staff-related issues and ensuring a respectful and productive workplace environment.
- Proceed with the initiation and continuation of recruitment activities for the Director positions.
- Continue to work closely with staff to develop clear, consistent public messaging on a range of municipal priorities and initiatives.
- I have overseen and managed a wide range of responsibilities over the past two weeks, with these tasks representing just a portion of the key initiatives undertaken to support statutory requirements, municipal operations and community development.

Respectfully submitted,

CAO Viv Thoss

## **ADMINISTRATIVE ENQUIRIES**



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

**Meeting Date:** September 8, 2025  
**Prepared By:** Jane Dauphinee, Municipal Planning Services  
**Subject:** Policy 266-21 – Vitalization Grant Application

<b>Legal Description:</b> Lot 56, Block 30, Plan 0324786	<b>Deemed Complete:</b> August 5, 2025
<b>Civic Address:</b> 9807 & 9808 100 Ave	<b>Status of 2025 Policy 248-14 Grant Applications</b> <ul style="list-style-type: none"><li>• No 2025 applications received</li><li>• No 2025 applications pending</li><li>• No 2025 applications approved</li></ul>
<b>LUB District:</b> C-1 (Downtown Commercial)	<b>Total Proposed Cost of Project:</b> <ul style="list-style-type: none"><li>• \$40,941.85</li></ul>
<b>MDP Area:</b> Commercial	<b>Grant Amount Requested:</b> <ul style="list-style-type: none"><li>• \$20,000</li></ul>
<b>Other Statutory Plans? Y/N</b> N	<b>Maximum Amount Eligible (50% of total cost up to \$20,000)</b> <ul style="list-style-type: none"><li>• \$20,000</li></ul>
<b>Date Received:</b> July 21, 2025	<b>CAO or Council Decision:</b> <ul style="list-style-type: none"><li>• Council – Grant amount exceeds \$2,500</li></ul>
	<b>If Council, Date of Council Meeting:</b> September 8, 2025

**Recommendation:**

THAT based on the September 8, 2025, report from the Town's Planning and Development Consultant, Council consider approval of the proposed application in the amount of \$20,000.00.

**CAO Comments:**

I support the recommendation. The proposed grant application is consistent with the grant eligibility criteria. The scope of the project and anticipated projects costs/expenses appear reasonable.

## **Background:**

The Town of High Level Vitalization Grant was established in 2021 to provide financial support to local businesses and organizations located within the **General Commercial and Highway Commercial Land Use Districts**, who wish to enhance the exterior façade of their building to meet the Town of High Level Design Guidelines.

The proposal will assist in the cost of façade improvements to an existing building that is being redeveloped into a daycare facility. The development permit for the day care facility was approved on April 16, 2025 under DP No. DP25-007.

The Town allocates \$100,000.00 annually to the Vitalization Grant program. As of July 31, 2025, no applications or grant funding under Policy 266-21 have been approved in 2025. This application is the first 2025 application received by the Town.

## **Discussion:**

### **Review of vitalization grant program Policy 248-21 Requirements**

<b>Does the application comply with the purpose of the policy?</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
	The proposed improvement will enhance the exterior façade of the building to meet the Town of High Level Design Guidelines.			
<b>Does the application comply with the policy &amp; grant objectives?</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
	Is the subject site within the General Commercial District or Highway Commercial District along 97 Street between 100 Avenue and 105 Avenue?			
	Will the proposed improvements result in permanent upgrades to the building(s) that meet the Town of High Level Design Guidelines and contribute to the vitalization of the Town of High Level?			
	Will the proposed improvements enhance the quality of life and well-being for the residents of High Level by increasing the aesthetic appeal of the General Commercial and Highway Commercial Districts?			
	Will the proposed improvements enhance the pride and profile of the Town of High Level for both residents and visitors?			

## Planning and Development Review

Planning and Development Review – General Considerations		YES	NO	N/A																				
	<p>Project cost estimate excludes any donated labour, services, equipment, or materials?</p> <p><i>Administration notes that an additional local quote was requested via email on August 27, 2025. No response was received.</i></p>																							
	<p>All project costs are eligible for grant funding.</p> <p>If no, which project costs are not eligible for funding?</p>																							
	<p>The following improvements qualify for grant funding:</p> <table> <tbody> <tr> <td>• Clear Glass Windows</td> <td>\$8,500.00</td> </tr> <tr> <td>• New awning</td> <td>\$500.00</td> </tr> <tr> <td>• Planters</td> <td>\$4,200.00</td> </tr> <tr> <td>• Hanging Planters</td> <td>\$991.90</td> </tr> <tr> <td>• Signage</td> <td>\$1,749.95</td> </tr> <tr> <td>• Façade Lighting</td> <td>\$2,000.00</td> </tr> <tr> <td>• Panel Siding</td> <td>\$16,000.00</td> </tr> <tr> <td>• Smart Panel Edges</td> <td>\$3,000.00</td> </tr> <tr> <td>• Wood Framing</td> <td>\$4,000.00</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>\$40,941.85</b></td> </tr> </tbody> </table>	• Clear Glass Windows	\$8,500.00	• New awning	\$500.00	• Planters	\$4,200.00	• Hanging Planters	\$991.90	• Signage	\$1,749.95	• Façade Lighting	\$2,000.00	• Panel Siding	\$16,000.00	• Smart Panel Edges	\$3,000.00	• Wood Framing	\$4,000.00	<b>TOTAL</b>	<b>\$40,941.85</b>			
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<b>TOTAL</b>	<b>\$40,941.85</b>																							
	Has the applicant provided a description of the project, expected outcomes, and demonstrated how it will meet the Town of HighLevel Design Guidelines?																							
	Has the applicant demonstrated that they can complete the project successfully, raise funds in addition to the funds requested in the grant, and provide a list of previous managed projects or activities?																							

### Financial:

- N/A

### Council Options:

1. THAT Council approve the grant request in the amount of \$20,000.00.
2. THAT Council refuse the grant request in the amount of \$20,000.00.
3. THAT Council Direct Administration to take any other action deemed appropriate by Council.

## **Attachments:**

### **Attachment 1 – Grant Application Package**

#### **Approvals:**



**CAO, Viv Thoss**



**Author: Jane Dauphinee, Municipal  
Planning Services**

## **Schedule A: Compliance with Town of High Level Design Guidelines**

The following assessment sheets are to evaluate if the proposed application complies with the Town of High Level Design Guidelines:

### **Downtown**

<b>Design Element</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
4.1(1) Building Setback			
4.1(2) Store Frontage Widths			
4.1(3) Scale of Buildings and Appearance			
4.1(4) Transparency			
4.1(5) Awnings			
4.1(6) Enhancing Buildings at Night			
4.1(7) Landscaping			
4.1(8) Streetscape Amenities			
4.1(9) Signs			
4.2 Accessibility			
4.3(1) Building Design			
4.3(2) Store Frontage			
4.4(1) Roof Elements and Detail Treatments			
4.4(2) Awnings			

4.4(3)	Corner Lot Buildings		
4.4(4)	Mixed Use Development		
4.4(5)	Building Colour & Texture		
4.5(1)	Building Materials		
4.5(2)	Solar Gain		
4.5(3)	Green Roofs		
4.5(4)	Protective Strip		

# ESTIMATE

# 9 Star Contracting Inc.

6 DUNCAN CRESENT,  
RED DEER, T4R 1W4.  
ALBERTA, CANADA.

PHONE: 236-332-4486

E-MAIL: 9STARCA@GMAIL.COM

BILL TO  
9807 100 AVENUE  
TOWN OF HIGH LEVEL  
AB, TOH 1Z0

INVOICE NO.: 1115  
DATE: JULY 02, 2025

Sno	Item Description	Quantity	Rate	Amount
1	SD Hardie (S) 4' X 8' X 5/16" Panel - SM *SPC* Hardie (Statement) 4' X 8' X 5/16" Panel - SM *SPC* per pc*** FINAL SALENO RETURNS**ADD COLOUR*** COBLE STONE ***	7	\$85.95	\$601.65
2	SD Hardie (P) Trim 5/4" X 5.5" X 12' SM/R *SPC* Hardie (Primed) Trim 5/4" X 5.5" X 12' SM/R *SPC* per pc*** FINAL SALENO RETURNS**ADD COBLE STONE ***	17	\$45.95	\$781.15
3	SD HRD JAMES HARDIE TOUCH UP PAINT KTT ***** COBLE STONE ***	6	\$55.95	\$335.70
4	#10 1-1/2 TAPPING SCREW HARDIE-ANY COLOR(250 BOX) #10 1-1/2 TAPPING SCREW HARDIE- ANY COLOR(250 BOX) *** COBLE	1	\$35.95	\$35.95
5	SD QUAD LEPAGE SD QUAD LEPAGE ***ADD COLOUR ***** COBLE STONE ***	1	\$13.95	\$13.95
6	SD Smart Trim 6" x 16' Smart Trim 6" x 16' *PRIMED*	29	\$43.95	\$1,274.55
7	Sales Glass Sheets	8	\$1,062.50	\$8,500.00
8	SD PANEL SMART 4X10 Smart Panel 4x10 Primed **Non- returnable** SPC** *per sheet*	80	\$80.65	\$6,452.00
9	Sales CA359 PANEL Premium 24 Ga/ Woodgrain color **ESPRESSO ** (3-1/4" Panel 12 FETT	32	\$29.41	\$941.12 28

# 9 Star Contracting Inc.

# ESTIMATE

6 DUNCAN CRESENT,  
RED DEER, T4R 1W4.  
ALBERTA, CANADA.

PHONE: 236-332-4486

E-MAIL: 9STARCA@GMAIL.COM

10	Sales CA359 PANEL Premium 24 Ga/ Woodgrain color **ESPRESSO ** (6" Panel - ) 12 FEET	32	\$37.20	\$1,190.40
11	Sales CA359 PANEL Premium 24 Ga/ Woodgrain color **ESPRESSO ** (9" Panel - ) 12 FEET,	32	\$59.60	\$1,907.20
12	Sales Awning with Installation Frame	1	\$500.00	\$500.00
13	Sales Hanging Planters	2	\$495.95	\$991.90
14	Sales Planters	6	\$700.00	\$4,200.00
15	Sales Signage	1	\$1,749.95	\$1,749.95
16	Sales Fancy Lights	8	\$250.00	\$2,000.00
17	Sales CA359 PANEL Premium 24 Ga/ Woodgrain color **ESPRESSO ** (3-1/4" Panel - ') 20 FEET,	7	\$49.01	\$343.07
18	Sales CA359 PANEL Premium 24 Ga/ Woodgrain color **ESPRESSO ** (6" Panel - ) 20 FEET	7	\$62.03	\$434.21
19	Sales CA359 PANEL Premium 24 Ga/ Woodgrain color **ESPRESSO ** (9" Panel - ') 20 FEET,	7	\$99.04	\$693.28
20	Sales F04 - 2pcs Outside Corner* ESPRESSO ** - 26ga, Black @ 10" LONG	4	\$81.95	\$327.80 <b>29</b>

# 9 Star Contracting Inc.

ESTIMATE

6 DUNCAN CRESENT,  
RED DEER, T4R 1W4.  
ALBERTA, CANADA.

PHONE: 236-332-4486

E-MAIL: 9STARCA@GMAIL.COM

21	Sales F15 - Snap' n J Trim - 24ga, Woodgrain Color * ESPRESSO ** @ 144" LONG	20	\$51.95	\$1,039.00
22	Sales STATER TRIM FOR CA359 *** 12 FT LONG *** ESPRESSO ** 5 PCS OF EACH	5	\$99.61	\$498.05
23	Sales JOINER ONYX BLACK 12 FT LONG	115	\$49.85	\$5,732.75
24	SD RY Screws #8 1 1/2" (100) BL RoyalAlu #8 PanHead Screws 100/bx***BLACK**	3	\$8.95	\$26.85
25	SD TYWEK Housewrap 9'x100' Tyvek Housewrap 9'x100' *per roll*	4	\$120.55	\$482.20
26	RF KMS Charge RF KMS Charge **Out of City** Charge per km**	1	\$2,200.00	\$2,200.00
27	Sales JOINER ONYX BLACK 12 FT LONG	7	\$49.85	\$348.95
28	Sales Hardie Panel Siding (4 x 8")	64	\$250.00	\$16,000.00
29	Sales Smart Panel Edges (4 x 8")	30	\$100.00	\$3,000.00
30	Sales Wood Framing Natural	125	\$32.00	\$4,000.00

<b>Subtotal:</b>	\$66,601.68
GST 5% (799330360):	\$3,330.08
<b>Total:</b>	\$69,931.76
<b>Total (CAD):</b>	<b>30</b> <b>\$69,931.76</b>

## Existing



Proposed





**Hanging Planters**  
1 on either side of the  
awning



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

**Meeting Date:** September 8, 2025  
**Prepared By:** Jane Dauphinee, Municipal Planning Services  
**Subject:** Policy 266-21 – Vitalization Grant Application

<b>Legal Description:</b> Lot 8, Block 36, Plan 832-1075	<b>Deemed Complete:</b> August 5, 2025
<b>Civic Address:</b> 10002 Rainbow Boulevard	<b>Status of 2025 Policy 248-14 Grant Applications</b> <ul style="list-style-type: none"><li>• No 2025 applications received</li><li>• One 2025 application pending</li><li>• No 2025 applications approved</li></ul>
	<b>Total Proposed Cost of Project:</b> \$30,300.00
<b>LUB District:</b> C-3 (Highway Commercial)	<b>Grant Amount Requested:</b> \$15,150.00
<b>MDP Area:</b> Commercial	<b>Maximum Amount Eligible (50% of total cost up to \$20,000)</b> \$15,150.00
<b>Other Statutory Plans? Y/N</b> N	<b>CAO or Council Decision:</b> Council – Grant amount exceeds \$2,500
<b>Date Received:</b> July 23, 2025	<b>If Council, Date of Council Meeting:</b> September 8, 2025

**Recommendation:**

THAT based on the September 8, 2025, report from the Town's Planning and Development Consultant, Council consider approval of the proposed *Vitalization Grant* application in the amount of \$15,150.00 to be provided in the form of a tax incentive proportionally divided over three years from the date of completion of the improvements.

**CAO Comments:**

I support the recommendation.

## **Background:**

The Town of High Level Vitalization Grant was established in 2021 to provide financial support to local businesses and organizations located within the **General Commercial and Highway Commercial Land Use Districts**, who wish to enhance the exterior façade of their building to meet the Town of High Level Design Guidelines.

The proposal will assist in the cost of façade improvements to an existing building that is being used as a Petro Canada Gas Station. No development permit is required for these improvements as they are non-structural renovations.

The Town allocates \$100,000.00 annually to the Vitalization Grant program. As of July 31, 2025, no applications or grant funding under Policy 266-21 have been approved in 2025. This application is the second 2025 application received by the Town.

## **Discussion:**

### **Review of vitalization grant program Policy 248-21 Requirements**

<b>Does the application comply with the purpose of the policy:</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
	The proposed improvement will enhance the exterior façade of the building to meet the Town of High Level Design Guidelines.			
<b>Does the application comply with the policy &amp; grant objectives?</b>				
	Is the subject site within the General Commercial District or Highway Commercial District along 97 Street between 100 Avenue and 105 Avenue?			
	Will the proposed improvements result in permanent upgrades to the building(s) that meet the Town of High Level Design Guidelines and contribute to the vitalization of the Town of High Level?			
	Will the proposed improvements enhance the quality of life and well-being for the residents of High Level by increasing the aesthetic appeal of the General Commercial and Highway Commercial Districts?			
	Will the proposed improvements enhance the pride and profile of the Town of High Level for both residents and visitors?			

## Planning and Development Review

Planning and Development Review – General Considerations		YES	NO	N/A
	<p>Project cost estimate excludes any donated labour, services, equipment, or materials?</p> <p><i>It is noted by administration that the Applicant reached out to High Level contractors and was not able to find a local contractor who could provide the services needed.</i></p>			
	<p>All project costs are eligible for grant funding.</p> <p>If no, which project costs are not eligible for funding?</p> <ul style="list-style-type: none"> <li>• Claying Asphalt \$2,350.00</li> </ul>			
	<p>The following improvements qualify for grant funding:</p> <ul style="list-style-type: none"> <li>• Concrete (property/building curb repairs) \$2,584.00</li> <li>• Paint \$5,315.00</li> <li>• Landscape \$10,145.00</li> <li>• Electrical \$6,485.00</li> <li>• Signs (Aesthetic) \$4,571.00</li> <li>• Garbage Enclosure \$1,200.00</li> </ul> <p><b>TOTAL</b> <b>\$30,300.00</b></p>			
	Has the applicant provided a description of the project, expected outcomes, and demonstrated how it will meet the Town of High Level Design Guidelines?			
	Has the applicant demonstrated that they can complete the project successfully, raise funds in addition to the funds requested in the grant, and provide a list of previous managed projects or activities?			

### **Council Options:**

1. THAT Council approve the grant request in the amount of \$15,150.00 to be provided in the form of a tax incentive proportionally divided over three years from the date of completion of the improvements.
2. THAT Council refuse the grant request in the amount of \$15,150.00.
3. THAT Council Direct Administration to take any other action deemed appropriate by Council.

## **Attachments:**

### **Attachment 1 – Grant Application Package**

#### **Approvals:**



**CAO, Viv Thoss**



**Author: Jane Dauphinee, Municipal Planning Services**

## **Schedule A: Compliance with Town of High Level Design Guidelines**

The following assessment sheets are to evaluate if the proposed application complies with the Town of High Level Design Guidelines:

### **Downtown**

<b>Design Element</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
4.1(1) Building Setback			
4.1(2) Store Frontage Widths			
4.1(3) Scale of Buildings and Appearance			
4.1(4) Transparency			
4.1(5) Awnings			
4.1(6) Enhancing Buildings at Night			
4.1(7) Landscaping			
4.1(8) Streetscape Amenities			
4.1(9) Signs			
4.2 Accessibility			
4.3(1) Building Design			
4.3(2) Store Frontage			
4.4(1) Roof Elements and Detail Treatments			
4.4(2) Awnings			
4.4(3) Corner Lot Buildings			

4.4(4)	Mixed Use Development			
4.4(5)	Building Colour & Texture		Green	
4.5(1)	Building Materials			
4.5(2)	Solar Gain			
4.5(3)	Green Roofs			
4.5(4)	Protective Strip			



9 July 2025

Subject: **Quote for “Petro Canada”** [10002 Rainbow Blvd, High Level, AB]

Dear *Fetch Panda*,

Thank you for the opportunity to provide a quote for “*Petro Canada Upgrade*”. We are pleased to present our proposal for your consideration. The quote below is based on the attached scope.

**Scope of work:**

As per the attached document and marked photos at the bottom of this document.

**Notes:**

1. VCL is pleased to provide a price of **\$ 28,850 CAD + GST (5%)** for the above scope of work. This price includes a VCL management fee of 5% of the total cost and a timeline of 2 weeks.
2. Upon acceptance, a 15% deposit will be payable before the commencement of the project.
3. Any change orders will be marked up by 10%

**Divisions of work:**

So.no	Trade	Scope of work	Price
1.	Concrete	City Property/building curb	2584
2.	Paint	New TRIM on existing building	5315
3.	Landscape	Added components for aesthetic appeal	6345
4.	Electrical	Energy efficient sofit lights	6485
5.	Miscellaneous	Signs, Claying Asphalt, Garbage Enclosure	8121



12 August 2025

**Re: Revision to Landscape and elaborate cost of Miscellaneous**

So.no	Trade	Scope of Work	Price
1	Miscellaneous	Claying Asphalt	2350
		Signs (Aesthetic signs)	4571
		Garbage Enclosure	1200
2	Landscape	Additional landscape	3800

Revision and breakdown have been provided as requested by Petro Canada.

Vishav

778.685.3006

- Valorous Construction Ltd

Valorousconstructionltd@gmail.com

Please feel free to contact us should you have any questions or require further clarification regarding our proposal. We are open to discussing any modifications to better suit your needs.

Vishav

778.685.3006



- Valorous Construction Ltd

[Valorousconstructionltd@gmail.com](mailto:Valorousconstructionltd@gmail.com)







2295423 AB LTD  
 O/A Petro Canada High Level  
 10002 Rainbow Blvd, High Level,  
 AB, T0H 1Z0

### Façade Lift of Site

<b>Project Name:</b>	Petro Canada High Level
<b>Address of site:</b>	10002 Rainbow Blvd, High Level, Alberta, T0H 1Z0
<b>Date:</b>	June 27, 2025
<b>1. Scope of Work</b>	Exterior Face Lift
<b>2. Supplied and Installed by Contractor</b>	<p><b>Includes but may not be limited to the following:</b></p> <p><b>FUEL FACILITY</b></p> <ul style="list-style-type: none"> <li>• Painting the existing Canopy posts/Pylon Sign</li> <li>• Soffit Lights upgrade</li> <li>• Exterior Fetch Panda Facia Signage (Supplied by others)</li> <li>• Street Art Design (High Level)</li> <li>• Upgrade the Pump Island</li> <li>• New Trim on existing building (Upgrade and paint)</li> <li>• Garbage Encloser</li> <li>• Hanging Signs</li> <li>• Asphalt Patch work and seal coating</li> <li>• Landscape sidewalk repair to meet Aesthetic Appeal</li> </ul>

Diesel

Convenience  
Store

Tour Mess  
Car Wash

JUL 8 886  
40







**PETRO-CANADA**  
**HIGH LEVEL**

# FUELING THE NORTH

SPIRIT OF HIGH LEVEL



## OLD BUSINESS

# NEW BUSINESS

**CORRESPONDENCE FOR  
ACTION**

## **Sponsorship Letter**

August 1<sup>st</sup>, 2025

Good day,

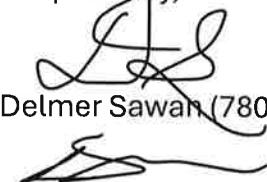
We hope this letter finds you well, we are seeking and requesting for your support for an upcoming community event of a truck and atv mud bog that we are organizing and that is scheduled to happen on Saturday, September 20<sup>th</sup> and Sunday, September 21<sup>st</sup>, 2025, in Bushe River, Alberta. This two-day event is focused on a positive fun filled environment for all families, neighbours, and community engagement that encourages on a fun, thrilling, and safe experience for everyone to enjoy. We hope to attract a large audience of motorsports enthusiast from all neighbours and surrounding communities both local and beyond.

To help ensure the success of this two-day mud bog event, we are reaching out to local business and organizations for sponsorship support. Your business organization involvement as a sponsor would not only provide invaluable assistance to this two-day event but we also offer significant visibility and promotional opportunities for your business organization. As the organizers of this event, we offer to promote your business logo or sign on all our event promotional materials such as on our posters, your business banners along the track side or grandstands that are visible to spectators viewing, acknowledgements and recognition announcements from our event announcer during the two-day event, and two complimentary two-day pass tickets.

Your sponsorship will be highly valued, and we will ensure that your support is clearly showcased, recognized and appreciated by all audiences and spectators to see and hear of at both days of our mud bog event. We are seeking and requesting for any amount of donation funds or items to assist in covering the costs of equipment, materials, prizes, and other fees associated such as rental equipment for the two-day mud bog. We are excited of the possibility of connecting with your business organization as our sponsor for this event and we look forward to collaborating with you and creating a safe and fun memorable experience for everyone.

Thank you for your time and consideration.

Respectfully,



Delmer Sawan (780) 821-3581, Bushe River Mud Bog 2025 Organizer.



Lisa Sawan (780) 926-9260, Bushe River Mud Bog 2025 Organizer.

**CORRESPONDENCE FOR  
INFORMATION**

August 29, 2025

Town of High Level  
10511-103 Street  
High Level, AB T0H 1Z0

Dear Mayor McAteer and Council,

**Re: TOTAL REVENUES DERIVED FROM DELIVERY TARIFF**

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As per Section 4 (a) of the Natural Gas Distribution Franchise Agreement currently in effect between the Town of High Level and Apex Utilities Inc., this correspondence serves to fulfill the Company's obligation to provide the Municipality with the following information:

1. The total revenues that were derived from the Delivery Tariff within the Municipal Area for the prior calendar year; and
2. An estimate of total revenues to be derived from the Delivery Tariff with the Municipal Area for the next calendar year.

This is provided to assist the Town with its budgeting process and to determine whether a percentage change to the current franchise fee is necessary for the next calendar year. If a fee percentage change is necessary, the Municipality should advise the Company in writing of the franchise fee to be charged by November 15, 2025. Failing notification, the current franchise fee percentage of **30.00%** will remain unchanged.

	<b>2024 Actuals</b>	<b>2026 Estimates</b>
Delivery Revenues (Rate 1, 11, 2 & 12)	\$2,474,142.91	\$2,512,690.06
Delivery Revenues (Rate 3 & 13)	<u>\$53,8058.28</u>	<u>\$56,7925.24</u>
<b>Total Delivery Revenues</b>	<b><u>\$3,012,201.19</u></b>	<b><u>\$308,0615.31</u></b>
 <b>2024 Actual Franchise</b>	 <b>\$900,223.19</b>	
<b>2026 Estimated Franchise Fee</b>		<b>\$924,184.59</b>

If you have any questions regarding this process or about the information provided, please contact me directly at (780) 980-7305 or via email at [irichelh@apexutilities.ca](mailto:irichelh@apexutilities.ca). I look forward to hearing from you.

Sincerely,

**Apex Utilities Inc.**



Irv Richelhoff  
Supervisor Business Development

# NOTICE OF MOTIONS

# QUESTION PERIOD

**CLOSED SESSION**