

# TOWN OF HIGH LEVEL

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## ORGANIZATION OF COUNCIL - INAUGURAL MEETING

**Monday, October 25<sup>th</sup> , 2021  
7:00 p.m.**

**Live Stream through Town of High Level Facebook**

"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."



**Organization of Council - Inaugural Meeting  
 Council Chambers at 7:00 p.m., October 25, 2021  
 Live-streamed through Town of High Level Facebook**

**AGENDA**

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<b><u>1. CALL TO ORDER</u></b>	
Chief Administrative Officer will call the meeting to order.	
<b><u>2. RETURNING OFFICER REPORT</u></b>	
Election Results read by the Returning Officer.	5
<b><u>3. COUNCIL OATH OF OFFICE</u></b>	
The Mayor will take an official oath of office. The Mayor then assumes chair. Each Councillor will take an official oath of office.	
<b><u>4. APPOINTMENT OF DEPUTY MAYOR AND ACTING MAYOR</u></b>	
4.1 Deputy Mayor	Council to appoint the position and length of term for Deputy Mayor (typically 1-year).
4.2 Acting Mayor	Council to appoint the position and length of term for Acting Mayor (typically 6 month rotations).
<b><u>5. CONFIRMATION OF SEATING</u></b>	
Council to confirm their seating arrangements in Council Chambers.	
<b><u>6. COUNCIL COMMITTEE APPOINTMENTS</u></b>	
6.1 Adoption of the Council Committees	Council to approve and adopt the Council Committees. <span style="float: right;">10-14</span>
6.2 Appointments to the Council Committees	Council to appoint council members to the Council Committees.
<b><u>7. COUNCIL MEETING CALENDAR</u></b>	
A. Adoption of the 2022 Council Meeting Calendar.	16
B. Set Dates:	
i) AUMA – Travel Nov 16, Conference Nov 17-19, 2021	17-18
ii) AUMA Pre-sessions	
iii) Council Orientation	
Nov 11 <sup>th</sup> (6:00 – 9:00 p.m.); and	
Nov 12 <sup>th</sup> (9:00 – 12:00 noon)	
iv) Council Budget Review & Planning, Nov 26-27, 2021	
<b><u>8. ADJOURNMENT</u></b>	

## **9. COUNCILLOR – INITIAL SETUP**

Councillors to review information required for payroll, IT requirements (cell phones/IPads/email addresses/access fobs), Commissioner of Oaths items, and business card information.

# **Returning Officer Report**



Town of High Level  
Municipal Election  
Monday, October 18, 2021  
Official Results

Results became official on Friday, October 22, 2021 at Noon

Mayor, Elected by Acclamation      MCATEER, Crystal

**Votes**

Candidates receiving the highest number of votes for each office to be filled is elected.

359	Elected	LAMBERT, Josh
300	Elected	WELKE, Jan (Incumbent)
273	Elected	LANGFORD, Boyd (Incumbent)
184	Elected	JESSIMAN, Terry (Incumbent)
204	Elected	ANDERSON, Brent (Incumbent)
174	Elected	DWYER, Robyn
155		DAVIS, Jayme
148		WISHAK, Brian
71		FORSYTH, Alan

Sandra Beaton,  
Returning Officer

# **Council Oath of Office**

# **Appointment of Deputy and Acting Mayor**

# Confirmation of Seating



# **Council Committee Appointments**

**COMMITTEES ON WHICH COUNCILLORS ARE APPOINTED**  
**REFERENCE DOCUMENT**

<b>INTERNAL COMMITTEE</b>	<b>MEMBERS</b>	<b>PURPOSE</b>	<b>MEETINGS</b>
Airport Beautification / Enhancement Task Force (est. March 2020)	Mayor McAteer and Councillor Jessiman Airport user group rep: Adam Kent (Nov 2020) MFTA rep: Public member: Darlene Anderson (Nov 2020)	The taskforce provides recommendations to Council regarding short-and long-term beautification/enhancement options, funding strategies, and partnership opportunities.	As needed
Assessment Review Board (ARB)	Mayor McAteer Deputy Mayor Langford (cert. to Apr 2021) Public Member: Jerry Chomiak (cert. to Feb 2022)	Established in accordance with the MGA, an assessment review board is an impartial tribunal that hears formal complaints against the assessment of properties, business, and local improvements.	As needed
Banner of Remembrance Committee	Councillor Welke / Alternate: Mayor McAteer Chamber of Commerce Rep: Cheryl Welke Veterans: Scott Chandler, Robyn Dwyer and Randy Hume	The committee was established to provide a forum for community members to assist and advise in the administration of a Banner of Remembrance program to honour local veterans.	As needed
High School Bursary Committee	Mayor McAteer, Councillor Morgan and Councillor Welke	Council supports students that want to achieve a higher level of education and return to the community to pursue their careers. This Committee selects the recipients of the Town of High Level Bursary Program.	Annually
High Level – Dene Tha’ partnership (formally CEDI)	Mayor McAteer, Deputy Mayor Langford	Established to maintain communication and cooperation for regional projects and programs.	Monthly - 1 <sup>st</sup> Wednesday
Inter-Governmental Negotiation Committee & Regional Sustainability Working Committee	Mayor McAteer, Deputy Mayor Langford and Councillor Morgan	The Inter-Governmental Negotiation Committee carries out negotiations between the Town of High Level and surrounding local governments.	As needed
Inter-Municipal Planning Commission (IMPC)	Councillor Morgan and Councillor Anderson Public Member: vacant	The Inter-Municipal Planning Commission approves all development and subdivision applications within the Inter-Municipal Development Planning Area.	Monthly

Inter-Municipal Subdivision and Development Appeal Board	Councillor Jessiman (cert. to Mar 2022), Deputy Mayor Langford (cert. - Oct 2021) Public Members: Julia Alemayehu (cert to Jan 2024) Karen Holditch and Jerry Chomiak (both cert to Oct 2021)	The Inter-Municipal Subdivision Development Appeal Board hears and determines appeals on behalf of the Town and County in respect to decisions of a Subdivision Authority or Development Authority within the Inter-Municipal Development Planning area.	As needed
Movie and Film Industry Task Force	New	Administration is recommending the formation of a Movie and Film Industry Taskforce. The Taskforce would recommend to Council regulations and incentives for the film industry working in High Level. The first task would be to create a terms of reference for approval by Council	
Naming Rights and Sponsorship Task Force (est. Feb 2021)	Mayor McAteer and Councillor Morgan DTFN Reps: Jordan Asels and Jocelyn Asels Public member HL area: Jacque Bateman	The task force was created to coordinate the sponsorship and naming strategies and activities for the new multipurpose facility.	As arranged
Subdivision & Development Appeal Board (SDAB)	Deputy Mayor Langford (Oct 2021) Councillor Jessiman (Mar 2022) Karen Holditch (Oct 2021) Jerry Chomiak (Oct 2021) Julia Alemayehu (Jan 2024)	The Subdivision Development Appeal Board hears and determines appeals on behalf of the Town in respect to decisions of a Subdivision Authority or Development Authority.	As needed
Town of High Level Municipal Emergency Advisory Committee (per Regional Emergency Management Bylaw 962-16)	Mayor McAteer, Councillor Jessiman and Councillor Anderson	Has the authority to declare a State of Local Emergency, ensures that emergency plans and programs are prepared to address emergencies or disasters in The Town of High Level, recommend local mitigations plans/initiatives to Council and participate in the Northwest Alberta Regional Emergency Advisory Committee.	As arranged
Northwest Alberta Regional Emergency Advisory Committee (per Regional Emergency Management Bylaw 962-16)	Councillor Jessiman and Councillor Anderson	Established to guide the creation, implementation and evaluation of the Northwest Alberta Regional Emergency Plan and programs.	As arranged

EXTERNAL COMMITTEES	MEMBERS	PURPOSE	MEETINGS
Boreal Housing Foundation	Mayor McAteer Public Member: Clark McAskile	A non-profit housing management body that provides a variety of housing options for seniors and low-income households in need throughout the Mackenzie Region. We offer services in La Crete, High Level and Fort Vermilion.	As arranged
Community Futures of Northwest AB	Councillor Welke / Alternate: Mayor McAteer	Community Futures Northwest Alberta assists and encourages this region's residents to enhance their Economic, Community Development and Industry Diversification efforts.	Monthly
Golden Range Society	Mayor McAteer / Alternate: Councillor Anderson	The Golden range Society was formed in 1987 by a small group of seniors interested in having social activities relating specifically to seniors so that they could continue an active lifestyle.	1 <sup>st</sup> Wed q/month
High Level and District Chamber of Commerce	Councillor Anderson Alternate: Councillor Welke	To promote the economic and social well-being of High Level and District as a unified voice of free enterprise.	2 <sup>nd</sup> Wed q/month
High Level Forests Public Advisory Group	Deputy Mayor Langford and Councillor Morgan	To obtain constructive community input, advice and recommendations to ensure all local interests are effectively involved in forest management planning	As arranged
High Level Policing Society	Councillor Jessiman / Alternate: Councillor Anderson	To liaise with the High Level RCMP Detachment and deliver the programming for the Victim Services Unit, Domestic Violence Unit, and the Child Advocacy Centre	Monthly
High Level Municipal Library Board	Councillor Morgan and Councillor Anderson Sylvia Kennedy (expires Nov 2022) ShawnaLee Jessiman (expires Jan 2024) Kathi Barrow (expires Dec 2021) Zaiell Robichaud (expires Dec 2021) Karen Brideau (expires Dec 2023)	The board helps to make decisions about how the library is to run. The Board also is involved in volunteering and fundraising endeavours.	Last Wednesday q/month
High Level Transportation Society	Councillor Anderson Alternate: Councillor Morgan	Oversees the operation of the High Level Handi-van	3 <sup>rd</sup> Tuesday q/month

Mackenzie Frontier Tourist Association (MFTA)	Councillor Morgan Alternate: Mayor McAteer	The Mackenzie Frontier Tourist Association works to fulfill the mandate to support and grow tourism in Northwestern Alberta through the provision of strategic leadership and through active, effective partnerships with government and key stakeholders.	3 <sup>rd</sup> Wed. q/month
Mackenzie Regional Charity Golf Committee	Councillor Morgan and Mayor McAteer	Has been turned over to the Northwest Health Foundation. Has not been held the past 2 years due to COVID.	
Mackenzie Regional Waste Management Commission	Deputy Mayor Langford and Councillor Morgan	Governs recycling and waste collection throughout the Mackenzie Region.	3 <sup>rd</sup> Saturday q/month
Northern Alberta Elected Leaders (NAEL)	Mayor McAteer and Deputy Mayor Langford	The Northern Alberta Elected Leaders (NAEL) offers a venue for northwestern municipal leaders to gather and share current practices and seek opportunities to collaborate NAEL advocates for change on numerous issues of common interest in the northwest.	As arranged
Northern Lakes College, Community Education Committee (CEC) – High Level Campus	Mayor McAteer Alternate: Deputy Mayor Langford	The CEC ensures that local residents have access to education and training that is suited to their needs and goals.	Monthly
Northwest Regional Fetal Alcohol Spectrum Disorder Society	Councillor Welke Alternate: Mayor McAteer	The NWR FASD Society is a one stop agency for anyone seeking information, supports and services on FASD in the Mackenzie Region of Alberta.	Monthly
Northwest Species at Risk Committee (NWSAR)	Mayor McAteer and Councillor Morgan	The NWSAR Committee ensures local voices and perspectives are included in higher-level government-led decision-making regarding species at risk recovery planning and policy,	As needed
Peace Library System (PLS)	Councillor Anderson Alternate: Councillor Morgan	Peace Library System works to ensure that its member libraries remain the essential information centers of their communities.	Quarterly

Regional Economic Development Initiative (REDI)	Mayor McAteer and Deputy Mayor Langford Alternate: Councillor Jessiman	The Regional Economic Development Initiative Association for Northwest Alberta (REDI) formed in 2002 exists to promote and enhance economic growth amongst its member communities and to promote the region as a whole, rather than as individual communities.	4 <sup>th</sup> Tues. q/month
Water North Coalition (WNC)	Mayor McAteer Alternate: Councillor Morgan	The WNC seeks to ensure, through collaboration, that sustainable water systems are available to every northern community.	As arranged

# **Council Meeting Calendar**

# 2022

## Town of High Level Council Meeting Calendar

January						
Su	M	Tu	W	Th	F	Sa
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30	31					

February						
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June						
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July						
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31						

August						
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September						
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November						
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December						
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## NOTES

- January 1st           New Years Day
- February 21st      Family Day
- April 15th           Good Friday
- April 18th           Easter Monday
- May 23rd            Victoria Day
- July 1st             Canada Day
- August 1st          Heritage Day
- September 5th     Labour Day
- September 30th    Nat'l Day for Truth and Reconciliation
- October 10th       Thanksgiving
- November 11th     Remembrance Day
- December 25th     Christmas Day
- December 26th     Boxing Day

Statutory Holidays - highlighted in pink

Council meetings - highlighted in blue  
2nd/4th Monday, except Jul, Aug, Dec & Stat Holidays

Committee of the Whole meeting - highlighted in yellow  
3rd Monday, except Jul, Aug & Dec (2nd Monday)  
and Statutory holidays

Organizational Meeting, October 24, 2022



# 2021 AUMA Convention & Trade Show Agenda

November 17 – 19, 2021

Edmonton Convention Centre

*Agenda subject to change, including session times and locations*

## Monday, November 15

12:00 p.m. – 3:00 p.m.	Registration <b>ASSEMBLY FOYER</b>
12:00 p.m. – 1:00 p.m.	Pre-Convention Lunch <b>MEETING ROOM FOYER</b>
1:00 p.m. – 4:30 p.m.	Pre-convention Sessions – Munis 101 <b>SALON 9</b>
1:00 p.m. – 4:30 p.m.	Pre-convention Sessions – Munis 101 <b>SALON 10</b>

## Tuesday, November 16

7:00 a.m. – 4:00 p.m.	Registration <b>ASSEMBLY FOYER</b>
7:30 a.m. – 8:30 a.m.	Pre-convention Sessions – Continental Breakfast <b>MEETING ROOM FOYER</b>
8:30 a.m. – 3:30 p.m.	Pre-convention Session – Legal Seminar (RMRF) <b>SALON 8</b>
	Pre-convention Session –Munis 101 (Day 2) <b>SALON 9</b>
	Pre-convention Session - Munis 101 (Day 2) <b>SALON 10</b>
11:45 a.m. – 12:45 p.m.	Pre-convention Sessions – Lunch <b>MEETING ROOM FOYER</b>

## Wednesday, November 17

8:00 a.m. – 5:30 p.m.	Registration <b>ASSEMBLY FOYER</b>
8:30 a.m. – 9:30 a.m.	Hot Buffet Breakfast <b>ASSEMBLY FOYER</b>
9:30 a.m.	Morning Announcements <b>HALL A</b>
10:00 a.m. – 11:15 a.m.	Board & Committee Reports [4 concurrent] <i>Advocating for small communities in a big world (Small Communities) SALON 8</i> <i>CPP – Current and future state (APEX Board of Directors) SALON 9</i> <i>New developments in hydrogen and what it means for municipalities (Infrastructure and Energy) SALON 10</i> <i>Drug decriminalization (Safe and Healthy Communities) SALON 11</i> <i>Building Indigenous Relations in your community SALON 12</i>
11:15 a.m. - 12:30 p.m.	Buffet Lunch <b>ASSEMBLY FOYER</b>
11:15 a.m. - 12:30 p.m.	VIP Lunch <b>SALON 4</b>
12:30 p.m. – 3:00 p.m.	Opening Ceremonies <b>HALL A</b> Processional O'Canada Indigenous Welcome Opening remarks & Greetings ATCO Remarks ( <i>Opening Ceremonies Sponsor</i> ) President's Remarks Brand Launch Opening Entertainment
3:00 p.m. - 5:30 p.m.	Trade Show Opens - Trade Show Dessert Reception <b>HALL BC</b>
4:30 p.m. - 6:00 p.m.	Alberta Municipal Affairs Reception <b>ASSEMBLY FOYER</b>
After 6:00 p.m.	Sponsors' Networking Events <b>VARIOUS LOCATIONS</b>

## Thursday, November 18

7:30 a.m. – 4:30 p.m.	Registration <b>ASSEMBLY FOYER</b>
7:30 a.m. - 8:30 a.m.	Hot Buffet Breakfast <b>ASSEMBLY FOYER</b>
8:20 a.m.	Morning Announcements <b>HALL A</b>
8:30 a.m. – 9:00 a.m.	AUMA Awards video <b>HALL A</b>
9:00 a.m. – 2:00 p.m.	Trade Show Opens <b>HALL BC</b>
9:00 a.m. – 9:15 a.m.	Opposition Leader Address <b>HALL A</b>
9:30 a.m. – 10:45 a.m.	Board & Committee Reports [4 concurrent] <i>Waste to energy and water conservation (Sustainability and Environment) SALON 4</i> <i>What do we do for you? (AUMA Executive Committee) SALON 8</i> <i>Cyber Security (Audit and Finance Committee) SALON 9</i> <i>Setting the table for success (Municipal Governance Committee) SALON 12</i>

9:30 a.m. – 10:45 a.m.	*CAO/CFO Session – <i>Executing Capital Plans in Uncertain Times</i> – <b>SALON 11</b>
11:00 a.m. – 12:00 p.m.	Education Sessions [6 concurrent] <i>Top Tips for Working with your Municipal Administration - LGAA</i> <b>SALON 4</b> <i>How to Implement a Community-focused Strategic Plan that Works</i> <b>SALON 8</b> <i>Economics, Energy, and Environment</i> <b>SALON 9</b> <i>How is that new technology working for you?</i> <b>SALON 10</b> <i>The Role that Elected Officials Play in Economic Development</i> <b>SALON 11</b> <i>Laughing matters</i> <b>SALON 12</b>
12 :00 p.m. – 1:50 p.m.	Trade Show Buffet Lunch and Prize Draws <b>HALL BC</b>
2:00 p.m. – 4:30 p.m.	Resolutions <b>HALL A</b>
4:30 p.m. – 5:30 p.m.	AUMA Networking Event and Awards Reception <b>ASSEMBLY FOYER</b>
6:00 p.m. – 9:00 p.m.	City of Edmonton Reception <b>CITY HALL</b>
After 6:00 p.m.	Sponsors’ Networking Events <b>VARIOUS LOCATIONS</b>

<b>Friday, November 19</b>	
<b>All programming is in HALL A on Friday. The program order you see below is subject to change and we will flow from one convention element into the next.</b>	
7:00 a.m. – 12 noon	Registration <b>ASSEMBLY FOYER</b>
7:00 a.m. - 8:30 a.m.	Hot Buffet Breakfast <b>ASSEMBLY FOYER</b>
8:00 a.m.	Morning Announcements AUMA Annual General Meeting Election of AUMA President Election of AUMA Directors Election of AUMA Vice Presidents Premier Address Minister of Municipal Affairs Minister Dialogue #1 Minister Dialogue #2 Entertainment – Steve Patterson Introduction of 2021-2022 Board of Directors Prize, Convention Close & Goodbye!
APPROX. 1:00 p.m.	Bag Lunch To Go <b>ASSEMBLY FOYER</b>
<b>Mark your calendars for next year!</b> <b>Calgary, AB</b> <b>September 21 – 23, 2022</b>	

# Adjournment

# **Councillor – Initial Setup**