



**TOWN OF HIGH LEVEL
REGULAR COUNCIL MEETING MINUTES
Council Chambers, July 5, 2021 at 7:00 p.m.
Live Stream through Town of High Level Facebook**

APPROVED MINUTES

IN ATTENDANCE:

<u>COUNCIL</u>	Crystal McAteer Boyd Langford Terry Jessiman Mike Morgan Jan Welke	Mayor Deputy Mayor Councillor Councillor Councillor
<u>REGRETS</u>	Brent Anderson	Councillor
<u>STAFF</u>	Clark McAskile Jeri Phillips Ruth Rolfe Keith Straub Rodney Schmidt Bill Schnarr Hayley Gavin Charles Carstens Sandra Beaton	Chief Administrative Officer Director of Finance and Administration Director of Community Services Director of Operations Director of Protective Services Communications Coordinator Land Use and Planning Manager Manager HR and IT Services Municipal Clerk/Recording Secretary

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

2.1 Regular Meeting Agenda for July 5, 2021

Additions or amendments to the agenda.
- Addition of New Business, Item 13.7 Northwestern Air Lease
- Remove Item 18.1 RSSA from Closed Session
- Addition of Closed Session, Item 18.1 Sidewalk project

Resolution# 248-21

Moved by Councillor Welke
THAT Council adopt the July 5, 2021 Regular Meeting Agenda as amended.

CARRIED

3. PUBLIC HEARING

3.1 Public Hearing for Bylaw 1023-21, Amendment to Land Use Bylaw 1018-21.

Mayor McAteer opened the Public Hearing at 7:02 p.m. for proposed Bylaw 1023-21, being an amendment to Land Use Bylaw 1018-21 to amend Appendix 1 "Maps" to rezone Lot B, Plan 1546TR from Park (P) to Community Use (CU); and add a provision to place a Manufactured Home – Mobile older than 20 years in Town.

Hayley Gavin, Land Use and Planning Manager delivered a presentation to Council.

Only elected officials and staff attended the public hearing.
 No public members were present to speak in favour of or against proposed Bylaw 1023-21.
 Administration did not receive any correspondence from the public in favour of or against proposed Bylaw 1023-21.

Mayor McAteer announced the conclusion of the Public Hearing for proposed Land Use Bylaw 1023-2 and requested a motion from Council to close the Public Hearing.

Resolution# 249-21

Moved by Councillor Morgan
 THAT Council close the Public Hearing for proposed Bylaw 1023-21 at 7:04 p.m.

CARRIED

4. PRESENTATIONS

None.

5. DELEGATIONS

5.1 High Level RCMP Detachment High Level RCMP Detachment Report June 2021
 Note: Due to commitments, a representative was not available to attend, but provided the June 2021 Report for Council.

6. APPROVAL OF THE MINUTES

6.1 June 28, 2021 Regular Council Meeting unapproved minutes. **Resolution# 250-21**
 Moved by Councillor Jessiman
 THAT Council approve the Regular Council meeting minutes of June 28, 2021 as circulated.

CARRIED

7. DELEGATION BUSINESS

7.1 High Level RCMP Detachment Report June 2021 **Resolution# 251-21**
 Moved by Councillor Welke
 THAT Council accept the High Level RCMP Detachment Report June 2021 for information.

CARRIED

8. MAYOR'S REPORT

8.1 Mayor's report for June 29 – July 5, 2021 Jun 29 – Bistcho Sub-regional Draft Plan...High Level Socio-Economic
 Jun 29 – Northwest Species at Risk Committee (NWSAR)
 Jul 01 – Participated in the Canada Day celebrations

Resolution# 252-21

Moved by Councillor Morgan
 THAT Council accept the Mayor's report for information.

CARRIED

9. COUNCIL COMMITTEE REPORTS

9.1 Committee reports on which Councillor are appointed:

- Deputy Mayor Langford
- Councillor Anderson
- Councillor Jessiman
- Councillor Morgan
- Councillor Welke

Deputy Mayor Langford:

Nothing to report.

Councillor Anderson:

Regrets.

Councillor Jessiman:

Expressed gratitude to the Fire Department and staff for their response to the West Fraser fire.

Councillor Morgan:

Jun 29 – NWSAR

Jul 01 – Participated in the Canada Day celebrations

Councillor Welke:

Jun 29 – Northwest Community Futures via zoom

Jun 29 – FASD Society – via zoom

Jul 01 – Participated in the Canada Day celebrations

Resolution# 253-21

Moved by Deputy Mayor Langford

THAT Council accept the Councillor Committee reports for information.

CARRIED

10. ADMINISTRATIVE REPORTS

10.1 Council's Action List

Resolution# 254-21

Moved by Councillor Morgan

THAT Council accept the Action List for information.

CARRIED

10.2 Capital Project Status Report

Resolution# 255-21

Moved by Deputy Mayor Langford

THAT Council accept the Capital Project Status Report for information.

CARRIED

10.3 Financial Report – May 2021

Resolution# 256-21

Moved by Councillor Welke

THAT Council accept the Financial Report – May 2021 for information.

CARRIED

10.4 Monthly Report to Council – June 2021

Resolution# 257-21

Moved by Councillor Morgan

THAT Council accept the Monthly Report to Council – June 2021 for information.

CARRIED

11. ADMINISTRATIVE INQUIRIES

None.

12. OLD BUSINESS

12.1 RFD: Second and Third Reading of Bylaw 1023-21

Resolution# 258-21

Moved by Councillor Morgan
THAT Council give Second Reading to Bylaw 1023-21, amendment to Land Use Bylaw 1018-21.

CARRIED

Resolution# 259-21

Moved by Councillor Jessiman
THAT Council give Third Reading to Bylaw 1023-21, amendment to Land Use Bylaw 1018-21.

CARRIED

13. NEW BUSINESS

13.1 RFD: Logo Selection for the Mackenzie Crossroads Visitor and Information Centre

Resolution# 260-21

Moved by Deputy Mayor Langford
THAT Council approve the logo that administration has put forward as the new 2021 "Logo Refresh" for the Mackenzie Crossroads Museum and Visitor Centre, commemorating the 30th anniversary of the building.

CARRIED

13.2 RFD: Engo ice Resurfacers Batteries, request for funds

Resolution# 261-21

Moved by Councillor Morgan
THAT Administration look into options to have a functional ice resurfacers in time for the High Level hockey season.

CARRIED

13.3 RFD: Land Purchase: Plan 982 6564; Block 33; Lot 27 (11206 Chinchaga Drive)

Resolution# 262-21

Moved by Deputy Mayor Langford
THAT Council approve up-to \$30,000 to purchase Plan 982 6564; Block 33; Lot 27 (11206 Chinchaga Drive), which secures the opportunity to better manage stormwater within and surrounding the Amber Heights Lift Station area, with the funds coming from Operations Surplus.

CARRIED

13.4 RFD: Draft Revision of 215-17 Workplace Violence and Harassment Policy

Resolution# 263-21

Moved by Councillor Morgan
THAT Council adopt the revised Workplace Violence and Harassment Policy as presented.

CARRIED

13.5 RFD: Council Remuneration Task Force

Resolution# 264-21

Moved by Councillor Morgan

THAT Council establishes the Remuneration Task Force with the following mandate:

1. Research how other communities set remuneration levels for the Mayor, Deputy Mayor, Councillors and Committee Members;
2. Review the current process to review and set remuneration levels that can be used by the Town on an on-going basis;
3. Recommend to Council remuneration levels to be used starting January 2022; and

FURTHER, THAT Council instruct Administration to advertise for new members and recruit one previous member.

CARRIED

13.6 Pre-Budget Strategic Planning Date Selection

Resolution# 265-21

Moved by Councillor Morgan

THAT Council table the pre-budget strategic planning date selection to the August 3, 2021 Regular meeting.

CARRIED

13.7 Northwestern Air Lease – Request for letter of support

Resolution# 266-21

Moved by Councillor Welke

THAT Council instruct Administration to write a letter of support for Northwestern Air Lease in their efforts to find additional aircraft.

CARRIED

14. CORRESPONDENCE FOR ACTION

None.

15. CORRESPONDENCE FOR INFORMATION

- 15.1 NWSAR Committee meeting unapproved minutes, June 29, 2021
- 15.2 Northern Alberta Elected Leaders meeting minutes, Feb 5, 2021
- 15.3 Regional Economic Development Initiative meeting minutes, May 26, 2021
- 15.4 Town of Ponoka Council, letter to Rural Municipalities

Resolution# 267-21

Moved by Councillor Jessiman

THAT Council accept items 15.1 to 15.4 for information.

CARRIED

16. NOTICE OF MOTIONS

None.

17. QUESTION PERIOD

None.

18. CLOSED SESSION

Mayor McAteer thanked the viewers and requested a motion from Council to move into Closed Session.

Resolution# 268-21

Moved by Councillor Jessiman

THAT Council move into closed session at 8:02 p.m., pursuant to FOIP Part 1, Division 2, sections 16 and 24.

CARRIED

The following individuals remained in the closed session meeting:
Elected officials: Mayor McAteer, Deputy Mayor Langford, and Councillors M. Morgan, T. Jessiman and J. Welke.

Staff: CAO McAskile, J. Phillips, R. Rolfe, K. Straub, R. Schmidt, B. Schnarr, C. Carstens, H. Gavin and S. Beaton.

Resolution# 269-21

Moved by Councillor Morgan

THAT Council move out of closed session at 8:35 p.m.

CARRIED

18.1 Sidewalk project –
Business interests of a third party and Advice from officials, pursuant to FOIP Part 1, Division 2, sections 16(1)(a)(ii) and 24(1)(b)(i), respectively.

18.2 Internet –
Advice from Officials, pursuant to FOIP Part 1, Division 2, section 24(1)(b)(i)

19. ADJOURNMENT**Resolution# 270-21**

Moved by Councillor Welke

THAT Council adjourn the July 5, 2021 Regular Council meeting at 8:35 p.m.

CARRIED

[Original signed by Crystal McAteer]
Mayor

[Original signed by Sandra Beaton]
Municipal Clerk