



**TOWN OF HIGH LEVEL  
REGULAR COUNCIL MEETING  
Council Chambers, January 10, 2022 at 7:00 p.m.  
Live Streamed through Town of High Level Facebook**

**APPROVED MINUTES**

**IN ATTENDANCE:**

<b><u>COUNCIL</u></b>	Crystal McAteer	Mayor
	Boyd Langford	Deputy Mayor
	Brent Anderson	Councillor
	Robyn Dwyer	Councillor (arrived 7:01 p.m.)
	Terry Jessiman	Councillor
	Josh Lambert	Councillor
	Jan Welke	Councillor
<b><u>STAFF</u></b>	Clark McAskile	Chief Administrative Officer
	Jeri Phillips	Director of Finance & Administration
	Ruth Rolfe	Director of Community Services
	Rodney Schmidt	Director of Protective Services
	Keith Straub	Director of Operations
	Hayley Gavin	Land Use & Planning Manager
	Bill Schnarr	Communications Coordinator
	Zachary Mezzatesta	Land Use and Planning Officer
	Sandra Beaton	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  
January 10, 2022

Additions or amendments to the agenda.

**Resolution# 001-22**

Moved by Councillor Jessiman  
THAT Council adopt the January 10, 2022 Regular Meeting Agenda as  
circulated.

CARRIED

**3. PUBLIC HEARING**

3.1 Bylaw 1024-21, Amendment to Land  
Use Bylaw 1018-21

Mayor McAteer opened the Public Hearing at 7:01 p.m. for proposed  
Bylaw 1024-21, being an Amendment to Land Use Bylaw 1018-21 to:  
Rezone Plan 5526NY, Lots 1 and 6 from industrial (IND) to Community  
Use (CU), add Park as a discretionary use to the CU Land Use District,  
and remove hard-surfacing of any yard from the list of developments  
not requiring a development permit.

Zachary Mezzatesta, Land Planning Officer, delivered a presentation to  
Council.

Only elected officials and staff were present at the public hearing.  
No public members were present to speak in favour of or against  
proposed Bylaw 1024-21.

Administration did not receive any correspondence from the public in favour of or against proposed Bylaw 1024-21.

Mayor McAteer announced the conclusion of the Public Hearing for proposed Land Use Bylaw 1024-21 and requested a motion from Council to close the Public Hearing at 7:05 p.m.

**Resolution# 002-22**

Moved by Councillor Welke

THAT Council close the Public Hearing for proposed Bylaw 1024-21.

CARRIED

#### **4. PRESENTATIONS**

None.

#### **5. DELEGATIONS**

None.

#### **6. APPROVAL OF THE MINUTES**

6.1 December 13, 2021 Regular Council Meeting unapproved minutes.

**Resolution# 003-22**

Moved by Councilor Jessiman

THAT Council approve the Regular Council meeting minutes of December 13, 2021 as circulated.

CARRIED

#### **7. DELEGATION BUSINESS**

None.

#### **8. MAYOR'S REPORT**

8.1 Mayor's report

December 13 – January 10, 2022 (Report posted to Town's website)

Dec 15 – Rainbow Lake Roadshow

Dec 15 – Regional Economic Development Initiative (REDI) meeting

Dec 16 – Meeting with Minister Wilson

Discussion re Disaster Recovery Program, Inequity in Mental Health and Wellness, Recognizing First Nations Partnerships, and the Multi-purpose Facility

Dec 17 – Town Christmas Party

Dec 18 – Meeting with Dr. Oluwa, prospective Family Medicine physician for High Level.

Dec 22 – Boreal Housing/Local AHS

Dec 30 – Municipal Elected Official Course

Dec 31 – Basic Emergency Management

Jan 01 – Incident Command System – 100 Course

**Resolution# 004-22**

Moved by Councillor Welke

THAT Council accept the Mayor's report for information.

CARRIED

**9. COUNCIL COMMITTEE REPORTS**

9.1 Committee reports on which

Councillors are appointed:

- Deputy Mayor Langford
- Councillor Anderson
- Councillor Dwyer
- Councillor Jessiman
- Councillor Lambert
- Councillor Welke

Deputy Mayor Langford:

Dec 14 – High Level Forests Public Advisory Group

Tolko is working on their next Forest Management Plan

Dec 15 – REDI meeting

Dec 16 – Christmas Light Judging

Dec 17 – Town Christmas party

Councillor Anderson:

Dec 17 – Town Christmas Party

Dec 18 – Meeting with Dr. Oluwa

Councillor Dwyer:

Dec 18 – Meeting with Dr. Oluwa

Councillor Jessiman:

Dec 16 – Meeting with Minister Wilson

Dec 16 – Christmas Light Judging

Dec 17 – Town Christmas Party

Dec 18 – Meeting with Dr. Oluwa

Councillor Lambert:

Dec 17 – Town Christmas Party

Dec 18 – Meeting with Dr. Oluwa

Councillor Welke:

No meetings to report.

**Resolution# 005-22**

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# 006-22**

Moved by Councillor Lambert

THAT Council accept the Action List for information.

CARRIED

10.2 Upcoming Events List

**Resolution# 007-22**

Moved by Councillor Anderson

THAT Council accept the Upcoming Events List for information.

CARRIED

10.3 Monthly Report to Council

**Resolution# 008-22**

Moved by Councillor Dwyer

THAT Council accept the December 2021 Report to Council for information.

CARRIED

**11. ADMINISTRATIVE INQUIRIES**

None.

**12. OLD BUSINESS**

12.1 RFD: Second and Third Readings to Bylaw 1024-21.

**Resolution# 009-22**

Moved by Deputy Mayor Langford  
THAT Council give Second Reading to Bylaw 1024-21, amendment to Land Use Bylaw 1018-21.

CARRIED

**Resolution# 010-22**

Moved by Councillor Dwyer  
THAT Council give Third Reading to Bylaw 1024-21, amendment to Land Use Bylaw 1018-21.

CARRIED

**13. NEW BUSINESS**

13.1 Briefing Note: Non-structural Mitigation and Preparedness (NSMP) funding stream – Emergency Management Assistance program

**Resolution# 011-22**

Moved by Councillor Dwyer  
THAT Council provide a letter of support to the Non-structural Mitigation and Preparedness funding stream (NSMP) of the Emergency Management Assistance Program for Phase 4 of the Joint Emergency Plan with the Dene Tha' First Nation.

CARRIED

**14. CORRESPONDENCE FOR ACTION**

14.1 MLA Williams' request to meet with Council during the week of January 23, 2022.

**Resolution# 012-22**

Moved by Councillor Jessiman  
THAT Council invite MLA Dan Williams as a delegation to the Monday, January 24, 2022 Regular Council meeting.

CARRIED

**15. CORRESPONDENCE FOR INFORMATION**

15.1 Peace Library System, 2022 Budget

15.2 Regional Economic Development Initiative – November 2, 2021 meeting minutes

15.3 Mackenzie County – copy of letter to AHS re contract for Dr. Paul Soper

15.4 Town of Rainbow Lake – copy of letter to AHS re Mental Health Crisis in Northwest Alberta

15.5 Town of Rainbow Lake – copy of letter to AHS re Critical Staff Shortages in Northwest Alberta

15.6 Rural Municipalities of Alberta – Membership benefits/2020-2021 patronage rebate.

**Resolution# 013-22**

Moved by Councillor Jessiman  
THAT Council accept items 15.1 to 15.6 for information.

CARRIED

**16. NOTICE OF MOTIONS**

None.

**17. QUESTION PERIOD****18. CLOSED SESSION**

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

**Resolution# 014-22**

Moved by Councillor Lambert

THAT Council move into closed session at 7:37 p.m., pursuant to FOIP Part 1, Division 2, section 24.

CARRIED

The meeting recessed at 7:37 p.m.

The meeting resumed at 7:49 p.m.

The following individuals remained in closed session:

Elected officials – C. McAteer, B. Langford, B. Anderson, R. Dwyer, T. Jessiman, J. Lambert, and J. Welke.

Staff – C. McAskile, J. Phillips, K. Straub, B. Schnarr, H. Gavin, C. Carstens, Z. Mezzatesta, and S. Beaton.

**Resolution# 015-22**

Moved by Councillor Anderson

THAT Council move out of closed session at 8:07 p.m.

CARRIED

18.1 RFP: Strategic Plan 2022 -  
Advice from officials, pursuant to FOIP  
Part 1, Division 2, sections 24(1)(a),  
(b)(i), and (c)

**Resolution# 016-22**

Moved by Councillor Lambert

THAT Council instruct Administration to enter into a contract with CMR Consulting Inc. for the Strategic Plan 2022.

CARRIED

**19. ADJOURNMENT****Resolution# 017-22**

Moved by Councillor Jessiman

THAT Council adjourn the January 10, 2022 Regular Council meeting at 8:08 p.m.

CARRIED

[Original signed by C. McAteer]

\_\_\_\_\_  
Mayor

[Original signed by S. Beaton]

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Municipal Clerk