



**TOWN OF HIGH LEVEL  
REGULAR COUNCIL MEETING MINUTES  
Council Chambers at 7:00 p.m.  
February 24, 2020**

**APPROVED MINUTES**

**IN ATTENDANCE:**

|                       |  |  |
|-----------------------|--|--|
| <b><u>COUNCIL</u></b> | Boyd Langford<br>Brent Anderson<br>Mike Morgan<br>Jan Welke  | Deputy Mayor<br>Councillor<br>Councillor<br>Councillor   |
| <b><u>STAFF</u></b>   | Clark McAskile<br>Keith Straub<br>Carolyn Zenko<br>Ruth Rolfe<br>Bill Schnarr<br>Mark MacLean<br>Sandra Beaton | Chief Administrative Officer<br>Director of Operations<br>Director of Finance<br>Director of Community Services<br>Communications Coordinator<br>Safety Coordinator<br>Municipal Clerk/Recording Secretary |
| <b><u>REGRETS</u></b> | Crystal McAteer<br>Terry Jessiman<br>Ellis Forest<br>Rodney Schmidt  | Mayor<br>Councillor<br>Councillor<br>Director of Protective Services   |

**1. CALL TO ORDER**

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

**2. ADOPTION OF AGENDA**

Regular Meeting Agenda,  
February 24, 2020

Request for any additions or deletions to the agenda.

**Resolution# 059-20**

Moved by Councillor Welke

THAT Council adopt the February 24, 2020 Regular Meeting Agenda as circulated.

CARRIED

**3. PUBLIC HEARING**

None.

**4. PRESENTATIONS**

4.1 Long-Service Award  
Marvin Marinas, 5 years

Council thanked Mr. Marinas for his five (5) years of service and contributions to the Town of High Level.

**5. DELEGATIONS**

None.

**6. APPROVAL OF THE MINUTES**

6.1 Regular Council Meeting minutes of February 10, 2020.

**Resolution# 060-20**

Moved by Councillor Anderson  
 THAT Council approve the Regular Council meeting minutes of February 10, 2020 as circulated.

CARRIED

**7. DELEGATION BUSINESS**

None.

**8. MAYOR'S REPORT**

None.

**9. COUNCIL COMMITTEE REPORTS**

9.1 Committee reports on which Councillors are appointed:

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

Deputy Mayor Langford:

Feb 13 – CCI Wireless meeting  
 Feb 19 – Crestview Strategies consultant presentation  
 Feb 21 – Opening ceremonies for Frostival

Councillor Anderson:

Feb 19 – Crestview Strategies consultant presentation  
 Feb 20 – Inter-Municipal Planning Commission meeting  
 Feb 21 – Peace Library System meeting, Grande Prairie

Councillor Morgan:

Feb 19 – Crestview Strategies consultant presentation  
 Feb 20 – Inter-Municipal Planning Commission meeting

Councillor Welke:

Feb 19 – Crestview Strategies consultant presentation  
 Feb 21 – Frostival

**Resolution# 061-20**

Moved by Councillor Morgan  
 THAT Council accept the Councillor Committee reports for information.

CARRIED

**10. ADMINISTRATION REPORTS**

10.1 Council Meeting Action List

**Resolution# 062-20**

Moved by Councillor Morgan  
 THAT Council accepts the Council Meeting Action List for information.

CARRIED

10.2 Capital Project Status Report

**Resolution# 063-20**

Moved by Councillor Anderson  
 THAT Council accepts the Capital Project Status Report for information.

CARRIED

10.3 Town of High Level Safety Stats for 2019

Mark MacLean/Safety Coordinator delivered an overview of the Town's 2019 safety statistics.

**Resolution# 064-20**

Moved by Councillor Welke

THAT Council accepts the Town of High Level Safety Stats for 2019 for information.

CARRIED

10.4 2019 Write off of Uncollectable Accounts

**Resolution# 065-20**

Moved by Councillor Morgan

THAT Council authorize the write off amount of \$17,548.05 for the year ending December 31, 2019: general receivables of \$1,120.74, utilities of \$477.88, and taxes of \$15,949.43.

CARRIED

## **11. ADMINISTRATIVE INQUIRIES**

None.

## **12. OLD BUSINESS**

None

## **13. NEW BUSINESS**

13.1 Council Committees

- rise and report from the Feb 18/20 Committee of the Whole meeting.

**Resolution# 066-20**

Moved by Councillor Anderson

THAT Council approve the following changes to the Council Committees:

1. High Level and District Chamber of Commerce – Alternate Councillor Welke;
2. Northern Lakes College, Community Education Committee, High Level Campus – Councillor Welke, Alternate Councillor Morgan; and
3. Northwest Regional Fetal Alcohol Spectrum Disorder Society – Councillor Welke, Alternate Mayor McAteer.

CARRIED

13.2 Economic Developer's Assoc. of Alberta Conference

- rise and report from the Feb 18/20 Committee of the Whole meeting.

**Resolution# 067-20**

Moved by Councillor Welke

THAT Council decline participation in the 2020 Economic Developer's Association of Alberta Conference and defer the decision of participation at the 2021 conference to January of 2021.

CARRIED

13.3 2020 Council Conference Attendance

- rise and report from the Feb 18/20 Committee of the Whole meeting.

**Resolution# 068-20**

Moved by Councillor Morgan

THAT Council approve the attendees as discussed at the February 18, 2020 Committee of the Whole.

CARRIED

13.4 Emergency Management Stakeholder Summit Course  
- rise and report from the Feb 18/20 Committee of the Whole meeting.

**Resolution# 069-20**

Moved by Councillor Welke  
THAT all available councillors attend the Municipal Elected Officials-Roles and responsibilities in emergency management course on February 27<sup>th</sup>, from 5:00-9:00pm.

CARRIED

13.5 Land Use Bylaw Amendment to Section 7 Signage Control

**Resolution# 070-20**

Moved by Councillor Anderson  
THAT Council provide first reading to Bylaw 1000-20 and set a public hearing date for the March 23, 2020 Regular Council Meeting.

CARRIED

13.6 Land Use Bylaw Amendment for Change in Zoning

**Resolution# 071-20**

Moved by Councillor Welke  
THAT Council provide first reading to Bylaw 1001-20 and set a public hearing date for the March 23, 2020 Regular Council Meeting.

CARRIED

13.7 Request to Waive Land Use Bylaw Amendment Fee

**Resolution# 072-20**

Moved by Councillor Morgan  
THAT Council waive Brighter Future's \$300.00 fee for the land use bylaw amendment to rezone Lot 20, Block 27, Plan 4507 NY.

CARRIED

13.8 GMHL West Junior A Hockey League

**Resolution# 073-20**

Moved by Councillor Morgan  
THAT Council direct Administration to contact the representatives of the GMHL West Junior Hockey and let them know the Town is interested for the future and share recreation facility plans.

CARRIED

13.9 Payroll Query: MNP Wildfire Audit Review

**Resolution# 074-20**

Moved by Councillor Morgan  
THAT Council retroactively approve Deputy Mayor Langford, Councillor Anderson and Councillor Forest's attendance at the MNP Audit Review Meeting held January 14, 2020.

CARRIED

13.10 TOHL Coin and Chuckegg Creek Anniversary  
- rise and report from the Feb 18/20 Committee of the Whole meeting.

**Resolution# 075-20**

Moved by Councillor Welke  
THAT Council approve design version #2 including the Dene Tha' and the Town of High Level on the same side of the commemorative coins.

CARRIED

**Resolution# 076-20**

Moved by Councillor Morgan

THAT Council approve the Chuckegg Fire Anniversary event and set the date as Saturday, May 23<sup>rd</sup>, 2020.

CARRIED

**14. CORRESPONDENCE FOR ACTION**

None.

**15. CORRESPONDENCE FOR INFORMATION**

15.1 Mackenzie Regional Alliance of Municipalities

15.2 Refund of Development Permit Fee-Watt Mountain Wanderers

15.3 Boreal Housing Foundation

15.4 Society of Local Government Managers of Alberta-Larry Majeski Bursary

15.5 Robert E. Walter Memorial Scholarship

15.6 Aeromedical Emergency Services Ltd.

**Resolution# 077-20**

Moved by Councillor Anderson

THAT Council accept items 15.1 to 15.6 for information.

CARRIED

**16. NOTICE OF MOTIONS**

None.

**17. QUESTION PERIOD**

None.

**18. IN CAMERA****Resolution# 078-20**

Moved by Councillor Morgan

THAT Council move in camera at 7:22 pm.

CARRIED

**Resolution# 079-20**

Moved by Councillor Morgan

THAT Council move out of in camera at 7:30 pm.

CARRIED

18.1 Memorandum of Understanding between the Town of High Level and North West Species at Risk Committee

- rise and report from the Feb 18/20 Committee of the Whole meeting.

**Resolution# 080-20**

Moved by Councillor Morgan

THAT Council approve the memorandum of understanding and instruct Administration to proceed; and further that Administration amend the 2020 Operating budget to reflect the changes to the salary positions.

CARRIED

18.2 Fox Haven Golf & Country Club  
- rise and report from the Feb 18/20  
Committee of the Whole meeting.

**Resolution# 081-20**

Moved by Councillor Anderson

THAT Council reply to the Fox Haven Golf and Country Club, thanking them for their request and ask the Golf Club to apply to the Tourism Enhancement Grant for funding for their 50th Midnight Open golf tournament

CARRIED

**19. ADJOURNMENT**

**Resolution# 082-20**

Moved by Councillor Morgan

THAT Council adjourn the February 24, 2020 Regular meeting at 7:30 p.m.

CARRIED

\_\_\_\_\_  
Deputy Mayor

\_\_\_\_\_  
Municipal Clerk