

Committee of the Whole Council Meeting Agenda

Monday, September 15, 2025, at 7:00 p.m.

in the Council Chambers, Town Hall, 10203-105th Avenue, High Level, AB

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 Committee of the Whole Council meeting agenda for September 15, 2025, be adopted.

3. DELEGATIONS

There were no delegations scheduled for this meeting

4. **ADOPTION OF MINUTES**

- 4.1 Minutes of the Committee of the Whole Council Meeting held June 16, 2025 for adoption.

THAT the Minutes of Committee of the Whole Council meeting held June 16, 2025, be adopted.

5. **OLD BUSINESS**

6. **NEW BUSINESS**

7. **CORRESPONDENCE FOR ACTION**

There were no items for correspondence for action

8. **COMMITTEE REPORTS**

- 8.1 IDP/ICF Discussion

- 8.2 Mayor McAteer Request: FCM 2024 MAMP Grant Application & Reporting Details

THAT the Committee of the Whole receive the FCM 2024 Municipal Asset Management Program Grant Application and Reporting Information as presented for information.

- 8.3 Draft 2026-2029 Core Budget

THAT the Committee of the Whole RECOMMEND that Council receive the draft 2026-2029 the core budget report and presentation for information.

9. **NOTICES OF MOTION**

10. **QUESTION PERIOD**

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

- 11.1 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) and Section 19 (Disclosure harmful to business interests of a third party) of the *Access to Information Act*.

- **Advice from Officials**
- **Boreal Housing Update**

12. RECONVENE COMMITTEE OF THE WHOLE MEETING

12.1 Reconvene Committee of the Whole Meeting

THAT the Committee of the Whole meeting be reconvened.

13. IN-CAMERA ITEMS

14. ADJOURNMENT

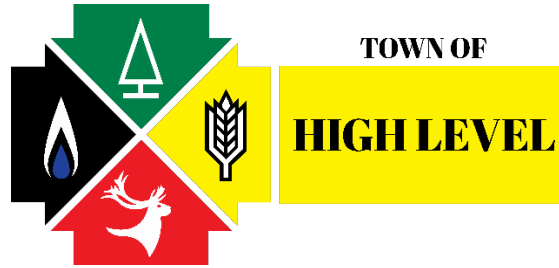
**THAT there being no further business of the Committee of the Whole meeting,
it be adjourned.**

CALL TO ORDER

ADOPTION OF AGENDA

DELEGATIONS

APPROVAL OF MINUTES



Minutes of the Committee of Whole Meeting held **June 16, 2025, at 7:00 p.m.**
in the Council Chambers, Town Hall, 10203-105th Avenue, High Level, AB

In Attendance:

Council: Mayor Crystal McAteer
Deputy Mayor Boyd Langford
Councillor Brent Anderson
Councillor Josh Lambert
Councillor Jan Welke

Staff: Roy Amalu, Director of Finance/Acting CAO
Keir Gervais, Director of Corporate Services
Jena-Raye Clarke, Director of Community Services
Rodney Schmidt, Director of Emergency Services
Keith Straub, Director of Operations
Bill Schnarr, Communications Coordinator
Aya Balmores, Relief Legislative & Executive Assistant

Consultants: Barb Wilson, HR Consultant

Regrets: Councillor Mark Liboiron
Viv Thoss, Chief Administrative Officer

1. CALL TO ORDER

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

2. **ADOPTION OF MEETING AGENDA**

2.1 Adoption of Meeting Agenda

Moved by Councillor Anderson

018-25 THAT the Committee of the Whole meeting agenda for June 16, 2025, BE ADOPTED as amended with the following addition:

- Item 8.1 Attraction, Selection and Promotion Policy
 - 4.2 – Probation Period
 - 4.3 – Performance Management

Carried

3. **DELEGATIONS**

There were no delegations scheduled for this meeting.

4. **ADOPTION OF MINUTES**

4.1 Minutes of the Committee of the Whole Meeting held May 21, 2025 for adoption.

Moved by Deputy Mayor Langford

019-25 THAT the Minutes of Committee of the Whole meeting held May 21, 2025, BE ADOPTED as amended.

Carried

5. **OLD BUSINESS**

There were no old business items brought forward.

6. **NEW BUSINESS**

There was no new business.

7. **CORRESPONDENCE FOR ACTION**

There was no correspondence for action.

8. COMMITTEE REPORTS

8.1 Attraction, Selection and Promotion Policy

Moved by Councillor Welke

020-25 THAT Committee of the Whole RECOMMEND Council approve the Attraction, Selection and Promotion Policy.

Further, THAT Committee of the Whole RECOMMEND Council rescind the following policies:

3.6 – Appointment of Employees

3.7 – Hiring and Assignment of Related Individuals

3.10 – Prerequisites for Employment

4.2 – Probation Period

4.3 – Performance Management

Carried

8.2 Local Authorities Pension Plan (LAPP) & APEX Supplementary Pension Plan Policy

Moved by Councillor Welke

021-25 THAT Committee of the Whole RECOMMEND Council approve the Local Authorities Pension Plan (LAPP) and APEX Supplementary Pension Plan Policy.

Carried

8.3 Asset Retirement Obligation Policy

Moved by Deputy Mayor Langford

022-25 THAT the Committee of the Whole RECOMMEND that Council adopt the 278-25 - Asset Retirement Obligation Policy.

Carried

9. NOTICES OF MOTION

There were no notices of motions.

10. QUESTION PERIOD

There were questions.

11. RECESS TO IN-CAMERA MEETING

11.1 Recess to In-Camera Meeting

Moved by Councillor Welke

- 023-25 THAT pursuant to the *Freedom of Information and Protection of Privacy 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 Part 1, Division 2, sections 24(1)(a) advice, proposals, recommendations, analyses or policy options developed by or for a public body or a member of the Executive Council and (d) plans relating to the management of personnel or the administration of a public body that have not yet been implemented.**

Carried

12. RECONVENE OPEN MEETING

12.1 Reconvene Open Meeting

Moved by Councillor Welke

- 024-25 THAT the Open Committee of Whole meeting BE RECONVENED.**

Carried

The Committee of Whole Meeting reconvened at 08:05 p.m.

13. IN-CAMERA ITEMS

13.1 Policy & Procedure Discussion

14. ADJOURNMENT

Moved by Councillor Anderson

- 025-25 THAT there being no further business of the Committee of Whole meeting, it BE ADJOURNED.**

Carried

THE COMMITTEE OF WHOLE MEETING ADJOURNED AT 08:05 p.m.

MAYOR

ACTING CHIEF ADMINISTRATIVE OFFICER

OLD BUSINESS

NEW BUSINESS

CORRESPONDENCE FOR ACTION

COMMITTEE REPORTS

Workplan and Budget - MAMP Funding Offer		
Eligible and Ineligible Costs		
<p>This table outlines which costs are eligible - and, more specifically, which costs are not eligible - for fund matching by the Municipal Asset Management Program. Please also note that definitions and eligibility of costs may vary from other FCM programs.</p> <p>Note: If your application is approved, expenses that are eligible must be:</p> <ul style="list-style-type: none"> · cash costs incurred by the lead applicant - in-kind contributions are not eligible · an integral and an essential component of the initiative, required to help achieve the project objectives · actually and reasonably incurred in accordance with applicable industry standards · supported by auditable documentation to enable verification of the actual cost incurred, eligibility of the activity conducted and level of effort required <p><i>FCM reserves the right to audit financial statements or expenses incurred at a future date, as audits of the submitted costs will not be conducted in the normal course of business when a disbursement claim is submitted. Please keep financial accounts and records, including but not limited to contracts, invoices, statements, receipts, timesheets and vouchers, until March 31, 2031.</i></p>		
Cost category	Eligible costs	Ineligible costs
1) Pre-application	N/A	<ul style="list-style-type: none"> • Any expenditure incurred prior to FCM's eligible expenditure date. • Expenditure of developing this proposal or application.
2) Administrative and Overhead Expenditures	<p>Administrative expenditures that are directly linked to and have been incurred for the project, such as:</p> <ul style="list-style-type: none"> • Communication expenditures (e.g. long-distance calls or faxes). • Outsourced printing or photocopying. • Acquisition of documents used exclusively for the project. • Document translation. • Transportation, shipping and courier expenditures for delivery of materials essential for the project. • Design and production of communication products to promote project outcomes and benefits to the public. 	<p>General overhead expenditures incurred in the regular course of business, such as:</p> <ul style="list-style-type: none"> • Office space, real estate fees and supplies. • Financing charges and interest payments. • Promotional items. • Permits or certifications. • Advertising, website development, project education materials or expenditures to disseminate project communications products. • Hospitality expenses (food and drink, alcohol, entertainment, etc.).
3) Capital Expenditures	<p>Asset management-related software.</p> <p><i>Note: FCM's contribution to this expense may not exceed 50% of FCM's total contribution to the project.</i></p>	Any other capital expenditures or amortization expenses.
4) Equipment Rental	<ul style="list-style-type: none"> • Rental of tools and equipment. • Related operating expenditures such as fuel and maintenance expenditures. 	Rental of tools or equipment related to regular business activities.
5) In-Kind	N/A	Any goods and services received through donation.
6) Training	<ul style="list-style-type: none"> • Expenditures associated with accessing reference materials such as standards, templates and toolkits. • Expenditures associated with attending training sessions, (provided externally) or bringing training in-house. • Food and drink, to the extent that these costs comply with the Treasury Board of Canada guidelines, and to the extent that they are necessary to conduct the training/workshop sessions 	<p>Any hospitality expenses such as:</p> <ul style="list-style-type: none"> • Alcohol • Door prizes • Entertainment • Music • Decorations • Flowers, centerpieces • Etc.
7) Professional and/or technical Services	Fees for professional or technical consultants and contractors, incurred in support of eligible activities.	<ul style="list-style-type: none"> • Expenditures associated with regular business activities not related to the project. • Legal fees.
8) Staff remuneration	<p>Daily rates actually paid by the Eligible Recipient to its Employees in Canada for time actually worked on the implementation of the Project.</p> <p>The daily rate per employee shall include the following costs:</p> <p>a) direct salaries: actual and justifiable sums paid by the Eligible Recipient to Employees in accordance with the Eligible Recipient's pay scales as regular salary <u>excluding</u> overtime pay and bonuses.</p> <p>b) fringe benefit: in accordance with the Eligible Recipient's policies, as follows:</p> <p>i. time-off benefits (prorated to the annual percentage (%) of time actually worked on the implementation of the Project): allowable number of days to be paid by the Eligible Recipient for the following payable absences: statutory holidays, annual vacation, and paid benefits: actual sums paid by the Eligible Recipient for paid benefits (prorated to the annual percentage (%) of time actually worked on the implementation of the Project): the Eligible Recipient's contribution to employment insurance and workers' compensation plans (where applicable), health and medical insurance, group life insurance, or other mandatory government benefits;</p> <p><i>Note: Labour costs must be documented in a manner that meets audit standards for verification of eligibility of cost and level of effort.</i></p>	<ul style="list-style-type: none"> • In-kind contribution of services. • Participant salaries. • Expenditures related to regular business activities. • Overtime Pay • Bonuses / performance pay. • Fringe benefits such as; <ul style="list-style-type: none"> o sick days o pension plan o any other fringe benefits not listed as eligible • Costs related to ongoing or other business activities and not specifically required for the project. • Staff wages while receiving training or attending learning events. • Professional membership fees or dues.
9) Supplies and Materials	Supplies and materials required to undertake the project.	Expenditures related to regular business activities
10) Taxes	The portion of Provincial/Harmonized Sales Tax and Goods and Services Tax for which your organization is not eligible for rebate.	The portion of Provincial /Harmonized Sales Tax and Goods and Services Tax for which your organization is eligible for rebate, and any other expenditures eligible for rebates.
11) Travel and Accommodation	<p>For individuals on travel status (individuals travelling more than 16 km from their assigned workplace - using the most direct, safe and practical road.);</p> <ul style="list-style-type: none"> • Travel and associated expenses for implementing partners, guest speakers and consultants to the extent that the travel and accommodation rates comply with the Treasury Board of Canada guidelines, and to the extent that such travel is necessary to conduct the initiative. <p>www.canada.ca/en/treasury-board-secretariat/services/travel-relocation/travel-government-business.html</p> <ul style="list-style-type: none"> • Where justified, participant travel costs may be claimed with prior written consent from FCM. Under no circumstances will participant honorariums be covered. 	Any travel expense that is not paid in accordance with the National Joint Council Travel Directive.

Workplan and Budget - MAMP Funding Offer						Instructions
Lead applicant:	Town of High Level					This is the legal name of your organization.
Project title:	Asset Management Program Advancements in High Level					
Applicant Type:	Municipal government with a population over 1,000 people					
Activity	Start date (dd month yyyy)	End date (dd month yyyy)	Eligible cost (\$)	Ineligible cost (\$)	Total cost (\$)	
Activity 1: Implementation of Asset Management Software (including roads, bylaw, parks and recreation)	01-01-2022	01-01-2023				Notes: Activities must match those in Part C section 8 of the Application Form. The project timeline may not exceed 12 months.
Implementation of Asset Management Software (including roads, bylaw, parks and recreation), delivered			\$19,700.00	\$0.00	\$19,700.00	Describe the steps that will be taken to complete the activity. Provide details broken down by major tasks needed to achieve the deliverables noted in section 8 of the Application Form. Identify who will be doing the work. Provide the costs for each task.
Asset Manager Reporting and Training (included in the price of implementation) - staff will be provided			\$6,400.00	\$0.00	\$6,400.00	
Project Management (includes kick-off meeting, project planning and go-live planning)			\$3,200.00	\$0.00	\$3,200.00	
Software testing, review and go-live support			\$3,200.00	\$0.00	\$3,200.00	
[Add task description here]			\$0.00	\$0.00	\$0.00	
Activity 1 Subtotals			\$32,500.00	\$0.00	\$32,500.00	
Activity 2: Training and Asset Datasets Improvement (including core assets: roads, bridges, water and wastewater)	01-01-2022	01-01-2023				If you have only one activity, do not fill out activity 2 and/or 3, leave cells blank.
Condition Protocols with Data Structuring and Refinement - creation of asset profiles and adding asset			\$14,400.00	\$0.00	\$14,400.00	
End User Training - key staff members will receive system user, system configuration and asset dataset			\$2,600.00	\$0.00	\$2,600.00	
[Add task description here]			\$0.00	\$0.00	\$0.00	
[Add task description here]			\$0.00	\$0.00	\$0.00	
[Add task description here]			\$0.00	\$0.00	\$0.00	
Activity 2 Subtotals			\$17,000.00	\$0.00	\$17,000.00	
Activity 3: Build Asset Management System Framework (including core assets: roads, bridges, water and wastewater)	01-01-2022	01-01-2023				
Lifecycle Frameworks (including core assets: roads, bridges, water and wastewater), delivered by PSD			\$20,500.00	\$0.00	\$20,500.00	
[Add task description here]			\$0.00	\$0.00	\$0.00	
[Add task description here]			\$0.00	\$0.00	\$0.00	
[Add task description here]			\$0.00	\$0.00	\$0.00	
[Add task description here]			\$0.00	\$0.00	\$0.00	
Activity 3 Subtotals			\$20,500.00	\$0.00	\$20,500.00	
Total costs			\$70,000.00	\$0.00	\$70,000.00	
Total eligible costs					\$70,000.00	
<div> <div>NB: Click on the Calculate Budget button to round off all figures to the nearest \$1.</div> <div>Calculate Budget</div> </div>						
Contingency costs: Have you included room for contingencies in some or all of your task costs? Please explain.						Contingency is not mandatory.
[Add explanation about contingency here.]						
Other Notes:						
[Add any other relevant details about your workplan and budget here.]						

Sources of Funding

Instructions

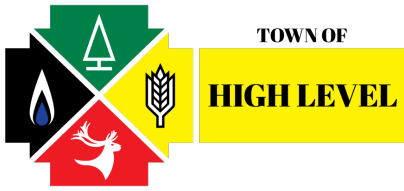
Use the table below to demonstrate how you will cover **all costs** of your proposed project. The total of all funding sources, including your municipal contribution, **must equal the total costs** (eligible + ineligible) in Tab 1: Budget and Workplan.

Sources of funding include your FCM grant, plus budget allocations from your organization (with date of budget approval), cash contributions stated in your council resolution, or funds from other government or non-government sources.

FCM grants may cover up to 90% of eligible costs, to a maximum of \$50,000, to undertake eligible activities. The spreadsheet will auto-calculate the maximum grant amount for which you are eligible, based on the total eligible costs in the budget.

Funding source	Description	Confirmed (Y/N)	Date committed dd month yyyy	Amount (\$)	Percentage of total budget
FCM grant	Grant	N	subject to approval	\$50,000	71.4%
<i>Town of High Level</i>	General Reserves	Y	January 25, 2021	\$20,000	28.6%
<i>Source of funding</i>				\$0	0.0%
<i>Source of funding</i>				\$0	0.0%
<i>Source of funding</i>				\$0	0.0%
<i>Source of funding</i>				\$0	0.0%
Total funding: [Should equal budget total costs, Line 13 below]				\$70,000	100%

Budget total costs	\$70,000
Budget total eligible costs	\$70,000



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

Meeting Date: September 15, 2025
Prepared By: Roy Amalu, Director of Finance
Subject: Draft 2026 – 2028 Core Operating Budgets

Recommendation:
THAT Council receives this report for information.

CAO Comments:
I support the recommendation.

Background:

In 2025 the Town of High Level's 2025 – 2027 Operating budget included an increase of 3% for 2026 and 4.39% for 2027.

In August 2025 the Town of High Level has a new process that was presented to Council and the work done to date is based on that process. As with any new process and with new staff there are always challenges so when looking into the details of each of the budgets the CAO found several items that needed further investigation and Administration appreciates Council's patience as we work through the details.

Administration discovered through the budget process that the computer software was outdated and are now in the process of updating them which will result in a faster and more accurate presentation of the budget.

In August staff were directed to prepare their budgets to a maximum of a 5% increase. Once the budgets were received the CAO and Director of Finance met with each Director to review their budgets. After the meetings these budgets were updated and rolled together to give Council the information in tonight's presentation.

Discussion:

As this is just to give Council a high level overview of the draft budget staff won't be showing the details of individual budget as that will be coming to the October 6th budget meeting.

Without including Capital or Service Level increase the initial Draft Operating Budget Currently is as follows:

2025	2026	2027	2028
\$ 20,818,820.78	\$ 20,891,397.70	\$ 21,260,854.54	\$ 21,571,975.26
\$ (20,818,820.78)	\$ (20,767,816.48)	\$ (20,926,848.39)	\$ (21,297,323.74)
	\$ 123,581.22	\$ 334,006.15	\$ 274,651.52
	1.59%	4.24%	3.35%

As Council can see the initial draft budget is showing an approx. 1.59% tax increase in 2026 significantly lower than the projected 3%. This reduction was a result of the thorough review done by the CAO and Division Directors.

Financial:

Staff will give Council a high-level presentation of the Core Budget but the foundation behind the information presented is by Division as follows:

Operations

The Operations budget includes water and sewer which are funded by user fees and parcel taxes and have no impact on taxation. The increase you see would be an increase in taxation, however this increase is alignment with the 3% that was previously projected.

Operations	2025	2026	2027	2028
Revenue	-(\$4,136,101.00)	-(\$4,310,099.40)	-(\$4,310,099.40)	-(\$4,310,099.40)
Expenses	7,113,843.01	7,371,233.09	7,505,203.03	7,601,746.44
	\$ 2,977,742.01	\$ 3,061,133.69	\$ 3,195,103.63	\$ 3,291,647.04
Budget Increase		2.80%	4.38%	3.02%

Protective Services

The Protective Services Budget Previously was reliant on \$215,000 from reserves for operating costs. Reserves should not be utilized for ongoing operations as it is not sustainable. A reserve fund is much like a bucket full of water so unless the interest filling the bucket is equal to the amount utilize the bucket will eventually be empty.

The restructuring of current position and CAO review of the budget has resulted in an overall decrease in the budget plus removes the reliance on reserves to fund on going operations.

Protective Services	2025	2026	2027	2028
Revenue	\$ (1,379,124.84)	\$ (1,180,250.00)	\$ (1,215,657.50)	\$ (1,252,127.23)
Expenses	2,861,293.36	2,513,524.20	2,582,269.93	2,653,078.02
	\$ 1,482,168.52	\$ 1,333,274.20	\$ 1,366,612.43	\$ 1,400,950.79
Transfers from Reserves	\$ 215,000.00	\$ -	\$ -	\$ -
Budget Increase		-(10.05%)	2.50%	2.51%

Community Services

Community Services like Protective Services was reliant on reserves to fund ongoing operations. The CAO worked with the Division and reviewed the budget based on that review Council will note there is a projected 0.4% decrease in their budget and removes the reliance on reserves to fund on going operations.

Community Services	2025	2026	2027	2028
Revenue	\$ (889,857.37)	\$ (644,357.00)	\$ (644,357.00)	\$ (644,357.00)
Expenses	3,054,399.50	2,800,233.31	2,884,240.31	2,970,767.52
	\$ 2,164,542.13	\$ 2,155,876.31	\$ 2,239,883.31	\$ 2,326,410.52
Transfers from Reserves	\$ 262,000.00	\$ -	\$ -	\$ -
Budget Increase		-(0.40%)	3.90%	3.86%

Development Services

With the Development Services budget Administration were unable to discontinue the use of reserves for operating costs without significantly increasing taxation. However, the CAO may reduce the transfer from reserves resulting in a slight increase in taxation and this will be brought forward for Council's discussion at the October 6th budget meeting.

Development Services	2025	2026	2027	2028
Revenue	\$ (1,660,792.00)	\$ (1,660,834.34)	\$ (1,660,877.53)	\$ (1,660,877.00)
Expenses	2,379,696.66	2,371,869.32	2,387,416.61	2,393,807.90
	\$ 718,904.66	\$ 711,034.98	\$ 726,539.08	\$ 732,930.90
Transfers from Reserves	\$ 514,641.00	\$ 514,641.00	\$ 514,641.00	\$ 514,641.00
Budget Increase		-(1.09%)	2.18%	0.88%

Administration

The Administration budget was another budget that was unable to discontinue the use of reserves for operating costs without an impact to taxation. The CAO wanted to keep the budget as close to the projected 3% as possible. Currently the Administration budget includes a \$60,000 transfer from reserves per year.

Council should also note that the Administration budget includes all property tax revenue for the Town which is why the revenue in this budget is much higher than the others.

Administration				
Revenue	\$ (12,752,945.57)	\$ (12,972,275.74)	\$ (12,972,275.74)	\$ (12,972,275.74)
Expenses	5,327,519.08	5,834,537.78	5,901,724.66	5,952,575.38
	\$ (7,425,426.49)	\$ (7,137,737.96)	\$ (7,070,551.08)	\$ (7,019,700.36)
Transfers from Reserves	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00
Budget Increase		3.87%	0.94%	0.72%

Approvals:

CAO, Viv Thoss

**Author: Roy Amalu
Director of Finance**

Attachments:

N/A

NOTICE OF MOTIONS

QUESTION PERIOD

CLOSED SESSION