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## Regular Open Council Meeting Agenda

**Monday, June 23, 2025, at 7:00 p.m.**  
in the Council Chambers, Town Hall, 10203-105<sup>th</sup> Avenue, High Level, AB

Electronic Participation via YouTube. The YouTube link for this meeting is:  
[https://youtube.com/live/\\_DxS\\_Hu2dDc?feature=share](https://youtube.com/live/_DxS_Hu2dDc?feature=share)

*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 Regular Open Council meeting agenda for June 23, 2025, be adopted.**

**3. DELEGATIONS**

There are no delegations scheduled for this meeting.

**4. ADOPTION OF MINUTES**

4.1 Minutes of the Regular Open Council Meeting held June 09, 2025, for adoption.

**THAT the Minutes of Regular Open Council meeting held June 09, 2025, be adopted.**

4.2 Minutes of the Special Council Meeting held June 16, 2025, for adoption.

**THAT the Minutes of Special Council meeting held June 16, 2025, be adopted.**

**5. MAYOR'S REPORT**

5.1 Mayor McAteer's Report June 10, 2025, to June 23, 2025.

**THAT Council receive Mayor McAteer's report for the period of June 10, 2025, to June 23, 2025, for information.**

**6. COUNCIL COMMITTEE REPORTS**

6.1 Minutes of the Committee of the Whole Meeting held April 22, 2025.

013-25 **THAT Council receive the minutes of Committee of the Whole meeting held April 22, 2025.**

004-25 **THAT the Committee of the Whole RECOMMEND Council SEND Deputy Mayor Langford to the Yellowknife Chamber Spring Trade Show in Yellowknife, NT to be held May 9-11, 2025.**

005-25 **THAT the Committee of the Whole RECOMMEND that Council SEND Mayor McAteer, Councillor Anderson, and Councillor Liboiron to the High Level & District 2025 Trade Show, scheduled for May 2-3, 2025, to prepare breakfast for the attending trade show vendors.**

6.2 Minutes of the Committee of the Whole Meeting held May 21, 2025.

019-25 **THAT Council receive the minutes of Committee of the Whole meeting held May 21, 2025.**

011-25 THAT the Committee of Whole RECOMMEND the delegation from Jordan Asels, CEO, N'DEH Limited Partnership & Representatives of the Dene Tha' First Nation regarding Moose Meadows Project 1, BE RECEIVED for information.

012-25 THAT the Committee of the Whole RECOMMEND the discussion of the Moose Meadows Phase 1 project BE RECEIVED for information.

6.3 Minutes of the Committee of the Whole Meeting held June 16, 2025.

THAT Council receive the minutes of Committee of the Whole meeting held June 16, 2025.

6.3.1 Attraction, Selection and Promotion Policy.

020-25 THAT Council approve the Attraction, Selection and Promotion Policy as recommended by the Committee of the Whole June 16, 2025.

Further, THAT Council rescinds 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

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

021-25 THAT Council approve the Local Authorities Pension Plan (LAPP) and APEX Supplementary Pension Plan Policy as recommended by the Committee of the Whole June 16, 2025.

6.4. Council Committee Reports

THAT Council receive the Council Reports from Deputy Mayor Langford, Councillor Anderson, Councillor Lambert, Councillor Liboiron, and Councillor Welke for the period of June 10, 2025, to June 23, 2025, for information.

Deputy Mayor Langford:

Councillor Anderson:

Councillor Lambert:

Councillor Liboiron:

Councillor Welke

**7. ADMINISTRATIVE REPORTS**

There are no administrative reports scheduled for this meeting.

**8. ADMINISTRATIVE ENQUIRIES**

There are no administrative enquiries scheduled for this meeting.

**9. OLD BUSINESS**

**10. NEW BUSINESS**

**11. CORRESPONDENCE FOR ACTION**

There are no items for correspondence for action

**12. CORRESPONDENCE FOR INFORMATION**

12.1 Correspondence for Information

**THAT the items of correspondence for information be received.**

- Alberta Municipalities – Preliminary Recommendations to Improve Rules for Recall of a Municipal Elected Official – June 10, 2025
- Memo from Minister of Technology and Innovation regarding the Access to Information Act – June 12, 2025
- Memo from Minister of Technology and Innovation regarding the Protection of Privacy Act – June 12, 2025
- Memo from Minister of Service Alberta and Red Tape Reduction regarding the Access to Information Act – June 12, 2025

12.2 Internal Correspondence

**THAT the items of internal correspondence be received.**

- Community Services Dept. Monthly Report – June 2025
- Emergency Services Dept. Monthly Report – May 2025

**13. NOTICES OF MOTION**

**14. QUESTION PERIOD**

15. **ADJOURNMENT**

THAT there being no further business of the Regular Open Council meeting,  
it be adjourned.

**CALL TO ORDER**

## **ADOPTION OF AGENDA**

# DELEGATIONS

# APPROVAL OF MINUTES



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Minutes of the Regular Open Council Meeting held **June 09, 2025, at 7:00 p.m.**  
in the Council Chambers, Town Hall, 10203-105<sup>th</sup> Avenue, High Level, AB

**In Attendance:**

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

**Staff:** Viv Thoss, Chief Administrative Officer  
Roy Amalu, Director of Finance  
Keir Gervais, Director of Corporate Services  
Jena-Rayé Clarke, Director of Community Services  
Keith Straub, Director of Operations  
Rodney Schmidt, Director of Emergency Services  
Bill Schnarr, Communications Coordinator  
Aya Balmores, Relief Legislative & Executive Assistant

**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 Liboiron

**156-25 THAT the Regular Open Council meeting agenda for May 12, 2025, BE ADOPTED.**

Carried

**3. DELEGATIONS**

There are no delegations scheduled for this meeting.

**4. ADOPTION OF MINUTES**

4.1. Minutes of the Public Hearing – Bylaw 1053-25 held May 26, 2025, for adoption.

Moved by Councillor Lambert

**157-25 THAT the Minutes of Public Hearing – Bylaw 1053-25 held May 26, 2025, BE ADOPTED**

Carried

4.2. Minutes of the Public Hearing – Bylaw 1051-25 and Bylaw 1052-25 held May 26, 2025, for adoption.

Moved by Councillor Liboiron

**158-25 THAT the Minutes of Public Hearing – Bylaw 1051-25 and Bylaw 1052-25 held May 26, 2025, BE ADOPTED.**

Carried

4.3. Minutes of the Regular Open Council Meeting held May 26, 2025, for adoption.

Moved by Deputy Mayor Langford

**159-25 THAT the Minutes of Regular Open Council meeting held May 26, 2025, BE ADOPTED.**

Carried

## 5. MAYOR'S REPORT

### 5.1. Mayor McAtee's Report May 27, 2025 - June 9, 2025

Moved by Councillor Welke

**160-25 THAT Council RECEIVE Mayor McAtee's report for the period of May 27, 2025, to June 9, 2025, for information.**

Carried

## 6. COUNCIL COMMITTEE REPORTS

### 6.1. Council Committee Reports

Moved by Councillor Lambert

**161-25 THAT Council RECEIVE the Council Committee Reports from Deputy Mayor Langford, Councillor Anderson, Councillor Lambert, Councillor Liboiron, and Councillor Welke for the period of May 27, 2025, to June 9, 2025, for information.**

#### Deputy Mayor Langford:

June 2 – High Level Community Policing Society

June 7- Town of High Level 60<sup>th</sup> Anniversary

#### Councillor Anderson:

June 3 – Senior's Luncheon / Mackenzie House Bistro

June 4 – Golden Range Society

June 5 – High Level Community Transportation Committee

#### Councillor Lambert:

June 3 – High Level & District Chamber of Commerce

June 7 - Town of High Level 60<sup>th</sup> Anniversary

#### Councillor Liboiron:

May 29 – High Level Municipal Library Board

June 7 – Town of High Level 60<sup>th</sup> Anniversary

#### Councillor Welke

June 5 – Northwest Regional FASD Society

Carried

## **7. ADMINISTRATIVE REPORTS**

### **7.1. CAO Report**

Moved by Councillor Anderson

**162-25 THAT Council RECEIVE CAO Thoss' report for the period of May 27, 2025, to June 9, 2025, for information.**

Carried

## **8. ADMINISTRATIVE ENQUIRIES**

### **8.1 Appointment of Returning Officer for 2025 Local Election**

Moved by Councillor Welke

**163-25 THAT Council rescind the appointment of Debbie McCann as the Returning Officer for the Town of High Level 2025 municipal election;**

**AND THAT Council APPOINT Keir Gervais, Director of Corporate Services as the Returning Officer for the Town of High Level 2025 municipal election.**

Carried

### **8.2 Fire Hydrant Repair & Maintenance – Proposed Budget Amendment**

Moved by Deputy Mayor Langford

**164-25 THAT Council APPROVE a budget amendment of up to \$75,000 to support the repair and relocation of out-of-commission fire hydrants, with funding to be sourced from available reserves, cost savings in other operational areas, or applicable grant opportunities.**

Carried

### **8.3 Investigation into Apex Gas Distribution System Acquisition Costs**

Opposed by Mayor McAteer, Councillor Welke, Councillor Lambert & Councillor Anderson

Moved by Deputy Mayor Langford

**165-25 THAT Council DIRECT Administration to table the investigation into the costs associated with acquiring the Apex gas distribution system to a later date for further deliberation.**

Carried

Opposed by Deputy Mayor Langford & Councillor Liboiron

Moved by Councillor Anderson

**166-25 THAT Council RENEW the franchise agreement with Apex Utilities Inc. (set to expire on September 30, 2025) rather than pursue the acquisition of the natural gas distribution system.**

Carried

8.4 Residential Development Incentive Policy

Moved by Councillor Liboiron

**167-25 THAT Council APPROVE Policy 277-25 – Residential Development Incentive Policy as described in Attachment 2.**

Carried

8.5 Wayfinding Strategy & Implementation Plan – Project Update

Opposed by Councillor Anderson & Councillor Welke

Moved by Deputy Mayor Langford

**168-25 THAT Council DIRECT Administration to move forward with Wayfinding Signage Design Option 1A, as shown on Attachment 1, for further refinement and finalization**

Carried

**9. OLD BUSINESS**

There were no old business items brought forward.

**10. NEW BUSINESS**

There were no new business items brought forward.

**11. CORRESPONDENCE FOR ACTION**

There were no items for correspondence for action.

**12. CORRESPONDENCE FOR INFORMATION**

12.1 Correspondence for Information

Moved by Councillor Anderson

**169-25 THAT the items of correspondence for information BE RECEIVED.**

- STIP Program LMI – 100 Avenue Road Rehabilitation
- Alberta Municipalites – Nominate a Municipal Leader in your Community

Carried

12.2 STIP Program LMI – 100 Avenue Road Rehabilitation Application

Moved by Deputy Mayor Langford

170-25 **THAT Council DIRECT Administration to submit a new application for STIP Program prior to November 30.**

Carried

**13. NOTICES OF MOTION**

There were no notices of motions brought forward.

**14. QUESTION PERIOD**

There were no members of the gallery in attendance who wished to speak.

**15. ADJOURNMENT**

Moved by Councillor Liboiron

171-25 **THAT there being no further business of the Regular Open Council meeting, it BE ADJOURNED.**

Carried

THE REGULAR OPEN COUNCIL MEETING ADJOURNED AT 8:33 p.m.

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER



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Minutes of the Special Council Meeting held **June 16, 2025, at 8:04 p.m.**  
in the Council Chambers, Town Hall, 10203-105<sup>th</sup> Avenue, High Level, AB

**In Attendance:**

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

**Staff:**      None

**Consultants:**      Barb Wilton, HR Consultant

**1. CALL TO ORDER**

Mayor McAteer called the meeting to order at 8:04 p.m.

**2. ADOPTION OF MEETING AGENDA**

**2.1. Adoption of Meeting Agenda**

Moved by Councillor Lambert

**001-25 THAT the Special Council meeting agenda for June 16, 2025, BE ADOPTED.**

Carried

**3. WAIVE NOTICE OF SPECIAL MEETING**

**3.1 Wave Notice of Special Meeting**

Moved by Councillor Lambert

**002-25 THAT Council waive the notice requirement for the special meeting as provided for under section 18 – *Shorter Notice of Special Meetings*, of *Council and Committees Procedure Bylaw #893-10*.**

Carried Unanimously

**4. RECOMMENDATIONS OF THE COMMITTEE OF THE WHOLE**

**4.1. The following resolution was recommended at the June 16, 2025, Committee of the Whole In-Camera Meeting and is presented for consideration of adoption by Council:**

Moved by Councillor Lambert

**003-25 THAT Council proceed on personnel related matters as discussed in-camera.**

Carried

**15. ADJOURNMENT**

Moved by Councillor Anderson

**004-25 THAT there being no further business of the Special Council meeting, it BE ADJOURNED.**

Carried

THE SPECIAL COUNCIL MEETING ADJOURNED AT 8:05 p.m.

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER

# MAYOR'S REPORT

**COUNCIL COMMITTEE  
REPORTS**



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Minutes of the Committee of Whole Meeting held **April 22, 2025, at 7:00 p.m.**  
in the Council Chambers, Town Hall, 10203-105<sup>th</sup> Avenue, High Level, AB

**In Attendance:**

**Council:** Mayor Crystal McAteer  
Deputy Mayor Boyd Langford  
Councillor Brent Anderson  
Councillor Terry Jessiman  
Councillor Josh Lambert  
Councillor Mark Liboiron  
Councillor Jan Welke

**Staff:** Viv Thoss, Chief Administrative Officer  
Logan Bartholow, Director of Planning & Development  
Jena-Rayé Clarke, Director of Community Services  
Bill Schnarr, Communications Coordinator  
Aya Balmores, Relief Legislative & Executive Assistant

**Regrets:** Rodney Schmidt, Director of Emergency Services  
Keith Straub, Director of Operations

**1. CALL TO ORDER**

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

2. **LATE ITEM**

2.1 Late Item

Moved by Deputy Mayor Langford

001-25 **THAT the item of external correspondence "Yellowknife Chamber Spring Trade Show" BE ADDED to the agenda under 9.1 Correspondence for Action.**

Carried

3. **ADOPTION OF MEETING AGENDA**

3.1 Adoption of Meeting Agenda

Moved by Deputy Mayor Langford

002-25 **THAT the Committee of the Whole meeting agenda for April 22, 2025, BE ADOPTED, as amended.**

Carried

4. **DELEGATIONS**

There were no delegations scheduled for this meeting.

5. **ADOPTION OF MINUTES**

5.1 Minutes of the Committee of the Whole Meeting held November 18, 2024, for adoption.

Moved by Councillor Lambert

003-25 **THAT the Minutes of Committee of the Whole meeting held November 18, 2024, BE ADOPTED.**

Carried

6. **OLD BUSINESS**

There were no old business items brought forward.

7. **NEW BUSINESS**

There were no new business items brought forward.

**8. CORRESPONDENCE FOR ACTION**

8.1 Correspondence for Action

**THAT the items of correspondence for action BE RECEIVED.**

8.2 Yellowknife Chamber Spring Trade Show Attendance

Moved by Councillor Anderson

**004-25 THAT the Committee of the Whole RECOMMEND Council SEND Deputy Mayor Langford to the Yellowknife Chamber Spring Trade Show in Yellowknife, NT to be held May 9-11, 2025.**

Carried

8.3 High Level and District Chamber of Commerce 2025 Trade Show Council Breakfast

Moved by Mayor McAteer

**005-25 THAT the Committee of the Whole RECOMMEND that Council SEND Mayor McAteer, Councillor Anderson, and Councillor Liboiron to the High Level & District 2025 Trade Show, scheduled for May 2-3, 2025, to prepare breakfast for the attending trade show vendors.**

Carried

**9. COMMITTEE REPORTS**

9.1 Town of High Level Branding Options – Update 3

Moved by Councillor Lambert

**006-25 THAT the Committee of the Whole RECOMMEND Council ADOPT the colours of Colour Palette #4B, amended by replacing the light blue colour with the dark blue colour in the same colour palette.**

Carried

Moved by Councillor Jessiman

**007-25 THAT the Committee of Whole RECOMMEND that Council ADOPT the icon of Raven.**

Carried

**10. NOTICES OF MOTION**

There were no notices of motion brought forward.

11. **QUESTION PERIOD**

There was no one in gallery attendance that wished to speak.

12. **ADJOURNMENT**

Moved by Councillor Welke

**008-25 THAT there being no further business of the Committee of Whole meeting,  
it BE ADJOURNED.**

Carried

THE COMMITTEE OF WHOLE MEETING ADJOURNED AT 7:25 P.M.

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER



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Minutes of the Committee of Whole Meeting held **May 21, 2025**, at 7:00 p.m.  
in the Council Chambers, Town Hall, 10203-105<sup>th</sup> Avenue, High Level, AB

**In Attendance:**

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

**Staff:** Viv Thoss, Chief Administrative Officer  
Logan Bartholow, Director of Planning & Development  
Jena-Ray Clarke, Director of Community Services  
Bill Schnarr, Communications Coordinator  
Barb Wilson, HR Consultant  
Aya Balmores, Relief Legislative & Executive Assistant

**Regrets:** Rodney Schmidt, Director of Emergency Services  
Keith Straub, Director of Operations

**1. CALL TO ORDER**

Mayor McAteer called the meeting to order at 7:01 p.m.

**2. CHANGE ORDER OF BUSINESS**

2.1 Change Order of Business

Moved by Councillor Lambert

**009-25 THAT item 10.1, Moose Meadows Project 1 - Project Review, BE CONSIDERED prior to item 3.1, Adoption of the Meeting Agenda.**

Carried

**3. DELEGATIONS**

3.1 Jordan Asels, CEO, N'DEH Limited Partnership & Representatives of the Dene Tha' First Nation

Jordan Asels, Chief Executive Officer of Ndeh Limited Partnership, was in attendance and clarified that the outline plan submitted with their application contained inaccuracies and had been submitted in error. He explained that the proposed facility is intended to accommodate women and families transitioning from low-risk women's shelters and would not require 24-hour care. Mr. Asels also confirmed that a revised outline plan would be submitted to reflect the correct information.

Moved by Councillor Lambert

**010-25 THAT the Committee of Whole RECOMMEND the delegation from Jordan Asels, CEO, N'DEH Limited Partnership & Representatives of the Dene Tha' First Nation regarding Moose Meadows Project 1, BE RECEIVED for information.**

Carried

**4. ADOPTION OF MEETING AGENDA**

4.1 Adoption of Meeting Agenda

Moved by Councillor Liboiron

**011-25 THAT the Committee of the Whole meeting agenda for May 21, 2025, BE ADOPTED.**

Carried

**5. DELEGATION BUSINESS**

5.1 Jordan Asels, CEO, N'DEH Limited Partnership & Representatives of the Dene Tha' First Nation

Moved by Councillor Anderson

**012-25 THAT the Committee of the Whole RECOMMEND the discussion of the Moose Meadows Phase 1 project BE RECEIVED for information.**

Carried

**6. ADOPTION OF MINUTES**

6.1 Minutes of the Committee of the Whole Meeting held April 22, 2025, for adoption.

Moved by Deputy Mayor Langford

**013-25 THAT the Minutes of Committee of the Whole meeting held April 22, 2025, BE ADOPTED as amended.**

Carried

**7. OLD BUSINESS**

There were no old business items brought forward.

**8. NEW BUSINESS**

There were no new business items brought forward.

**9. CORRESPONDENCE FOR ACTION**

There were no items for correspondence for action

**10. COMMITTEE REPORTS**

10.1 Moose Meadows Project 1 Project Review

Moved by Deputy Mayor Langford

**014-25 THAT the Committee of the Whole RECOMMEND the discussion of the Moose Meadows Phase 1 project will take place in the open session;**

**AND THAT the Committee of the Whole RECOMMEND that an arising report be brought forward to the Regular Council Meeting to be held on Monday, May 26, 2025.**

Carried

11. **NOTICES OF MOTION**

There were no notices of motion brought forward.

12. **QUESTION PERIOD**

There was no one in gallery attendance that wished to speak.

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

13.1. Recess to In-Camera Meeting

Moved by Councillor Lambert

015-25 **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)(b) The head of a public body may refuse to disclose information to an applicant if the disclosure could reasonably be expected to reveal advice, proposals, recommendations, analyses or policy options developed by or for a public body or a member of the Executive Council and section 27(1) Privileged information.**

Carried

14. **RECONVENE OPEN MEETING**

14.1. Reconvene Open Meeting

Moved by Councillor Lambert

016-25 **THAT the Committee of Whole meeting be reconvened.**

The Committee of Whole Meeting reconvened at 10:01 p.m.

Carried

15. **IN-CAMERA ITEMS**

15.1. HR Policies and Procedures Discussion

**16. ADJOURNMENT**

Moved by Councillor Welke

**017-25 THAT there being no further business of the Committee of Whole meeting,  
it BE ADJOURNED.**

Carried

THE COMMITTEE OF WHOLE MEETING ADJOURNED AT 10:02 p.m.

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER

DRAFT



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Minutes of the Committee of Whole Meeting held **June 16, 2025**, at 7:00 p.m.  
in the Council Chambers, Town Hall, 10203-105<sup>th</sup> 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-Rayé 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.

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MAYOR

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ACTING CHIEF ADMINISTRATIVE OFFICER



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

**Meeting Date: June 23, 2025**

**Prepared By:** Barbara Wilton, Human Resources Consultant

**Subject: Attraction, Selection and Promotion Policy**

### **Recommendation:**

THAT Council approve the Attraction, Selection and Promotion Policy as recommended by the Committee of the Whole June 16, 2025.

Further, THAT Council rescinds 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

### **CAO Comments:**

I support this recommendation.

### **Background:**

Further to the Committee of the Whole meeting June 16, 2025, it was recommended by Committee that Council approve the presented Attraction, Selection and Promotion Policy and rescind several related policies. Accordingly, the proposed policy is before Council for consideration, as well as the policies to be rescinded.

The Town's Human Resources policies have not undergone comprehensive review or revision since 2018. As part of a broader policy update initiative, a review process has now commenced, with this policy being the first to be updated and presented for consideration and approval.

This revised policy consolidates several related policies concerning the recruitment, appointment, and promotion of employees. Where applicable, the content and intent of existing policies have been incorporated into this updated document to ensure continuity and relevance.

In the interest of promoting transparency, consistency, and a clear understanding of the Town's hiring practices, the policy has been expanded to include detailed information on the Town's recruitment processes and methodologies. Key areas of expansion include:

- Clarification of responsibilities under the policy
- A comprehensive outline of the hiring process, including the management of familial relationships
- Selection considerations
- Pre-employment requirements and screening procedures

Given the Town of High Level's geographic location and the available local workforce, it is recognized that the employment of family members within the organization is both likely and, in many cases, beneficial. While this can contribute positively to community engagement and retention, it also necessitates additional safeguards. To protect the integrity of the Town's operations and ensure that employees are not placed in potentially challenging or inappropriate situations—such as reporting directly to a close family member—specific considerations and procedures have been included in the updated policy.

Additionally, it is important to note that Policy 4.3 – *Performance Management* is being rescinded. Policy 4.3 contains detailed information on the structure and process of performance reviews, which is more appropriately housed within a supporting document, such as an Administrative Directive or Procedure. This approach allows for more detailed guidance and flexibility in communicating the performance review process to staff, thereby promoting clarity and consistent application.

The Town of High Level Directors input has been included in the development of this revised policy.

### **Discussion:**

As with all administrative policies, directives, and procedures, regular review is essential to ensure continued relevance and alignment with evolving legislation, regulations, and best practices. Accordingly, the Town of High Level has initiated a review of its current Human Resources policies. This review aims to ensure compliance with applicable laws, promote transparency both internally and externally, and support consistency in the recruitment, hiring, and promotion of employees.

### **Alternatives:**

Option 1: That Council approve the Attraction, Selection and Promotion Policy as recommended by the Committee of the Whole June 16, 2025. Further, that Council rescinds Policies 3.6 – Appointment of Employees, 3.7 – Hiring and

Assignment of Related Individuals, 3.10 - Prerequisites for Employment, 4.2  
- Probation Period and 4.3 - Performance Management

Option 2: THAT Council request additional information regarding the Attraction, Selection and Promotion Policy and consider this item at a later date upon receipt of the requested information.

Option 3: THAT Council direct Administration to take any other action deemed appropriate.

**Approvals:**



**Acting CAO, Roy Amalu**

**Barbara Wilton**

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**Author: Barbara Wilton**  
**Human Resources Consultant**

**Attachments:**

Town of High Level Proposed Policy, "Attraction, Selection and Promotion"

Town of High Level Policies to be Rescinded:

- 3.6 - Appointment of Employees
- 3.7 - Hiring and Assignment of Related Individuals
- 3.10 - Pre-requisites for Employment
- 4.2 - Probation Period
- 4.3 - Performance Management

# ATTRACTION, SELECTION, AND PROMOTION

<b>POLICY NO</b>	
<b>DEPARTMENT</b>	Human Resources
<b>REVIEW PERIOD</b>	Every 3 years or upon Legislative Changes
<b>REFERENCES</b>	<i>Alberta Human Rights Act, Employment Standards Code and Regulations,</i>

## 1. POLICY PURPOSE

To establish the Town's policy on Attraction, Selection, Promotion and Retention of employees.

## 2. POLICY STATEMENT

The Town recognizes the value and contributions of its employees and is committed to ensuring that employment opportunities, including the promotion and selection of employees into new roles is open to all candidates based on experience, aptitudes, qualifications and abilities. The Town of High Level believes that everyone, including relatives of current employees and elected officials, are entitled to equal opportunity of employment and understands the benefits and advantages of a diverse workforce offering talent, skill and innovation. The Town of High Level will consider all candidates for an employment opportunity consistently using this Policy and other prevailing legislation such as the *Alberta Human Rights Act*.

## 3. NON-COMPLIANCE

Non-compliance with this Policy incurs risk to the Town of sanctions for breach of provincial acts, codes and regulation; liability for damages; erosion of employee morale; and negative impacts on the Town's overall reputation.

## 4. DEFINITIONS & ABBREVIATIONS

4.1 **“Conflict of Interest”** is when an employee gains an advantage in an employment opportunity due to a close family relationship of another Town of High Level employee or elected official. In the hiring, employment, promotion, discipline and termination of family members, conflict of interest situations includes but are not limited to:

4.1.1 Influence, directly or indirectly exercise by a Town of High Level employee or elected official in the selection and hiring process in which a family member is a candidate,

- 4.1.2 Direct or indirect supervisory or reporting relationships between two family members,
- 4.1.3 The ability of an employee to influence or exert financial or administrative control over another employee who is their family member, such as in the awarding of contracts, authorizing Town invoices, claims forms, payroll related changes, etc.,
- 4.1.4 The ability of an employee to influence human resource matters to the benefit of another employee who is their family member, such as performance reviews, preferred work assignments, promotion, reclassification, disciplinary matters, leave, and access to additional paid hours of work, including on-call and overtime,
- 4.1.5 Employees who are members of the same family holding positions whose proximity establish a risk to the Town's security, confidentiality, or financial system checks and balances intended to prevent misconduct.

4.2 **“Direct Reporting Relationship”** occurs when an employee reports directly to a Supervisor or Manager.

4.3 **“Family Member”** means an individual’s spouse, domestic partner, child, sibling, parent, parent-in-law, niece, nephew, aunt, uncle, grandparent, grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepchild, step-sister, step-brother or step-parent and includes those persons whether they reside in the same household as the individual or not.

4.4 **“Indirect Reporting Relationship”** means an employee reporting to a supervisor who, in turn, reports to a person at a higher level in the organization within the same reporting hierarchy.

4.5 **“Nepotism”** means favoritism granted to family members, usually in the form of hiring practices and employment activities.

4.6 **“Workplace Diversity”** includes all the ways in which people differ and encompasses all the characteristics that make an individual or group distinct from another, within the workplace.

This broad definition includes race, religious beliefs, color, gender, gender identity, gender expression, physical disability, mental disability, marital status, ancestry, age,

place of origin, family status, source of income and sexual orientation as well as other characteristics that shape an individual's attitudes, behaviours and perspectives.

## **5. SCOPE AND APPLICABILITY**

- 5.1 This Policy applies to all Town employees.
- 5.2 This Policy comes into effect upon approval of Council.

## **6. AUTHORITY AND RESPONSIBILITIES**

- 6.1 Council to:
  - 6.1.1 Approve this Policy.
  - 6.1.2 Self-identify and recuse themselves from employment related discussions impacting an Elected Official's family member or materially affecting that family member's terms and conditions of employment.
- 6.2 Chief Administrative Officer to:
  - 6.2.1 Ensure implementation and compliance with this Policy.
  - 6.2.2 Make recommendations to Council of necessary policy amendments.
  - 6.2.3 Create a positive, diverse work environment for the attraction and retention of employees.
  - 6.2.4 Ensure the consistent application of this Policy.
  - 6.2.5 Ensure authority to recruit for vacancies and new budgeted positions.
- 6.3 Directors, Managers and Supervisors to:
  - 6.3.1 Ensure compliance with this Policy.
  - 6.3.2 Make recommendations to the CAO of necessary policy amendments.
  - 6.3.3 Create a positive, diverse work environment for the attraction and retention of employees.
  - 6.3.4 Ensure the consistent application of this Policy.
  - 6.3.5 Ensure authority to recruit for vacancies and new budgeted positions.

6.3.6 Consult with Corporate Services/Human Resources throughout the recruitment process.

6.3.7 Provide employees with regular feedback and learning opportunities.

6.4 Corporate Services/Human Resources to:

6.4.1 Assist and support the creation of a positive, diverse work environment.

6.4.2 Ensure the consistent application of this Policy.

6.4.3 Consult with Managers and Directors in developing recruitment and attraction strategies.

6.4.4 Ensure compliance with this Policy and all applicable legislation.

6.4.5 Assist, support and provide guidance to the hiring manager and candidates throughout the recruitment/appointment process.

6.5 Employees to:

6.5.1 Understand and adhere to this Policy.

## **7. POLICY PARTICULARS**

### **7.1 Hiring Process**

7.1.1. The Town welcomes and invites all candidates to apply for roles for which they are interested and are qualified, so the Town can find individuals who fit the qualifications and values essential to the Town. The Town commits to finding the best people for each role.

7.1.2 The Town of High Level is further committed to creating a great organization overall. Fundamental to a great organization is hiring the right employees, and then imprinting the Town culture through orientation, leadership, teambuilding, recognition and training.

7.1.3 Consistent with this Policy and the prevailing provincial legislation, the Town will not discriminate in its hiring practices between candidates on the basis that a candidate is a Family Member of a current employee. Family Members of the Town of High Level employees are eligible for employment provided that:

- 7.1.3.1 The hiring process remains open and equitable, with candidates selected following the Town of High Level's hiring processes and practices.
- 7.1.3.2 The Town of High Level will accept applications from and consider a Family Member of a current employee for employment if the candidate has the requisite qualifications.
- 7.1.3.3 The employee is not part of the selection process in which their Family Member is competing. It is the responsibility of the employee to recuse themselves from the process by informing the hiring Manager, Supervisor or Corporate Services/Human Resources, that a candidate is a family member before the selection process commences.
- 7.1.3.4 Family Members of the Town of High Level employees are normally ineligible for employment if the Town, by hiring that person in the position, would create a Direct or Indirect Reporting Relationship between the two family members or create a Conflict of Interest.

## **7.2 Selection Considerations**

- 7.2.1 The Town's basic hiring criteria includes:

- 7.2.1.1 The established educational and experience requirements for the position,
  - 7.2.1.2 Personal attributes for team fit (values, attitude, willingness to learn),
  - 7.2.1.3 Abilities accomplish, or learn how to achieve the desired outcomes, and;
  - 7.2.1.4 A desire to contribute towards the achievement of the Town's mission and vision and serving the community.

- 7.2.2 The Town bases its final candidate selection on:

- 7.2.2.1 The results of a review of the job requirements compared to the information supplied by the candidates.
  - 7.2.2.2 Information gained through the interview process.
  - 7.2.2.3 Reference checks conducted by Corporate Services/Human Resources or the hiring Manager or Supervisor, and;

7.2.2.4 Where further checks are necessary due to the nature of the position, on information obtained through any or all the following: a Drivers abstract, a Police Information Check, Vulnerable Sector Check, a security clearance, confirmation of credentials, or a pre-employment medical examination to determine a candidate's fitness for the position.

### **7.3 Probation**

- 7.3.1 The Town of High Level is committed to ensuring a strong match between a candidate's values and the Town's values. The Town's recruitment, selection and promotion guidelines and practices determine the initial assessment of that match. The first few months of a new hire's employment is the second opportunity to assess that match.
- 7.3.2 Newly hired employees are probationary for the first 90 days of their employment. Probation periods may be extended by an equivalent number of working days in the event of absences of more than 7 working days during the probation period. Director and Managers shall be considered probationary for a period of 180 days.
- 7.3.3 The Town may dismiss a probationary employee at any time during their probationary period for reasons such as, but not limited to, suitability for the role, attendance or misconduct.
- 7.3.4 The Town will confirm successful completion of probationary period for newly hired employees.

### **7.4 Annual Performance Reviews**

- 7.4.1 After the employee successfully completes the probation period, their Manager or Supervisor shall conduct annual performance reviews in accordance with the Town's procedures and guidelines.

### **7.5 Pre-Employment and Screening**

- 7.5.1 The Town deems it necessary to undertake additional candidate screening for select positions and offers of employment into these positions may be conditional upon the Town receiving satisfactory results. Examples of further screening include a Drivers abstract, a Police Information Check, a Vulnerable Sector Check, a security clearance, or a pre-employment medical examination as applicable. Such screening is required to safeguard the Town of High Level residents, employees, the Community, volunteers and Town property.

- 7.5.2 All Town positions require candidates to undergo a Police Information Check.
- 7.5.3 Positions identified as requiring a Vulnerable Sector Check include:
  - 7.5.3.1 Community Services employees who are in a position of trust or authority over vulnerable people, such as children, seniors, or people with disabilities,
  - 7.5.3.3 High Level Fire Department Staff, and;
  - 7.5.3.4 Any other positions as determined by the hiring Manager or Supervisor and Corporate Services/Human Resources.
- 7.5.4 Positions identified as requiring a Drivers Abstract include:
  - 7.5.4.1 All positions with duties that include the regular operation of Town vehicles or mobile equipment; and
  - 7.5.4.2 As a condition of employment, the employee must execute an agreement allowing the Town to obtain an up-to-date Drivers abstract as needed for continuous screening; and
  - 7.5.4.3 For positions with duties requiring the occasional operation of a Town vehicle, the employee shall supply an updated Drivers Abstract annually. In the absence of a current Drivers Abstract for the first occasional vehicle use, the employee must present their current, valid drivers license for copying.

## **8. EXCLUSIONS**

None.

## **9. SPECIAL SITUATIONS**

It is recognized there currently exists family reporting relationships that may be in contravention of this policy.

If a direct reporting relationship exists between family members that contravenes Town policy, **Administration shall restructure** the reporting lines to establish an indirect reporting relationship.

The situation will be regularly monitored and evaluated to maintain transparency and effectiveness.

Exceptions: In extraordinary circumstances where the Town faces limited local human resources, Administration may consider hiring a Family Member, provided an indirect reporting relationship is maintained.

Administration will ensure that no conflict of interest or risk of financial misconduct arises due to familial employment.

Additional monitoring and evaluation measures will be implemented to uphold fairness.

Financial transactions and decision-making authority involving family members will be subject to **independent review by the CAO** to prevent misconduct.

## **10. RELATED DOCUMENTS**

*10.1 Employment Standards Act*

*10.2 Alberta Human Rights Code*

## **11. END OF POLICY AND APPROVAL**

### **POLICY RECORD HISTORY**

<b>Date Approved/Revised:</b>	<b>Approved/Reviewed By:</b>	<b>Title:</b>

Rescind:

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 (guidelines and details on the process to be drafted as a Administrative Directive)

## **POLICIES TO BE CONSIDERED FOR RESCINDING**

### **3.6 Appointment of Employees**

The Chief Administrative Officer or the responsible Director will hire all staff, within the budgetary limits set by Council.

### **3.7 Hiring and Assignment of Related Individuals**

Relatives of employees may be hired to any position, but should not report to a relative, with certain exceptions. These exceptions include casual or seasonal employees who may report to a relative and positions for which no other qualified candidate has applied.

Married and Common-law couples shall not work in the same department.

### **3.10 Pre-requisites for Employment**

In addition to other requirements for being accepted, specific positions may include:

1. Medical Examination - This may be required on application for designated positions, or if required for benefit plans, or where chronic health problem may have an impact on the ability of the candidate to complete the duties of the job.
2. Driver's License - This may be required as a condition of employment and where it is required, loss of a driver's license may be cause for termination.
3. Background Checks - Criminal record checks are required for all employees working with finances or Town owned property and/or equipment and CYIM (Child & Youth Information Module) checks may be required for those employees working in areas dealing with youth.

### **4.2 Probationary Period**

The normal probationary period for employees is ninety (90) days from the date of hiring. During this period the employee can become accustomed to the work required and the Supervisor can evaluate whether the individual's skills will be adequate for the full range of responsibilities. At the end of the probationary period the employee will participate in a probationary performance review with his/her supervisor to discuss his/her job performance, strengths and weaknesses and any training plans agreed upon. Probationary periods may be extended in ninety (90) day increments upon the recommendation of the appropriate Director.

Positions with longer probationary periods include:

1. All Director positions - one hundred and eighty (180) days

#### **4.3 Performance Management**

All personnel shall have annual performance appraisal at the anniversary date of position. Performance appraisals should be conducted by the immediate supervisor and include the following:

1. Performance in comparison with Position Description
2. Performance in comparison with goals and objectives of previous appraisal
3. Goals and Objectives for next appraisal period
4. Training requested by the employee and/or the supervisor

The Performance Appraisal shall be discussed and signed off by the employee and the supervisor. An employee who has not had an annual appraisal has the right to request one. The supervisor shall perform the appraisal within a reasonable time period of the request.



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

**Meeting Date: June 23, 2025**

**Prepared By:** Barbara Wilton, Human Resources Consultant

**Subject: Local Authorities Pension Plan (LAPP) & APEX  
Supplementary Pension Plan Policy**

**Recommendation:**

THAT Council approve the Local Authorities Pension Plan (LAPP) and APEX Supplementary Pension Plan Policy as recommended by the Committee of the Whole June 16, 2025.

**CAO Comments:**

I support this recommendation.

**Background:**

Further to the Committee of the Whole meeting, June 16, 2025, it was recommended by Committee of the Whole that Council approved the presented Local Authorities Pension Plan (LAPP) and APEX Supplementary Pension Plan Policy. Accordingly, the proposed policy is before Council for consideration.

Council will recall recommendations were introduced at the February 10, 2025, meeting to enroll the Town in the LAPP Pension Plan and the APEX Supplementary Pension Plan. Specifically, the recommendations and motions that were approved are:

*“THAT Council direct Administration to enter into the Pension Plans as outlined in the request, with the following motions:*

*AND That Council direct Administration to enroll the Town into the Local Authorities Pension Plan (LAPP);*

*AND FURTHER THAT Council direct Administration to enroll the Town into the APEX Supplementary pension plan.”*

Application has been made to the authorities with the LAPP being effective April 1, 2025, and the APEX will be effective June 1, 2025. The rationale for the two dates is that an Employer must be a LAPP Employer to offer the APEX supplemental pension plan to employees. Additionally, employees are required to be contributing to LAPP to be eligible to contribute to APEX.

The following sets out the pertinent points in the implementation of the Plans:

**1. LAPP (Local Authorities Pension Plan) for Existing Employees:**

- **Optional for eligible employees:** Employees can choose whether to enroll in LAPP.
- **Non-enrollment:** If employees opt not to enroll, they continue in the Town's RRSP plan.
- **Future enrollment:** If employees choose not to enroll initially but later decides to participate, they can do so, but there will be no retroactive contributions to the LAPP.
- **Employee education:** Memos were sent to eligible employees, and ongoing education will be provided to help them make an informed decision.
- **Current enrollment:** As of the writing, a total of 9 employees have enrolled in the LAPP.

**2. LAPP for Newly Hired Employees:**

- **Eligibility:** Employees working a minimum of 30 hours per week on an ongoing basis will be required to join the LAPP after completing their probation period.

**3. APEX Supplementary Plan:**

- **Optional:** The APEX plan is an optional benefit for employees.
- **Eligibility criteria:** Administration was tasked with recommending which employee classifications will be eligible to participate.
- **Comparisons with other municipalities:** Other municipalities typically offer APEX to the CAO, Directors, and sometimes Managers.
- **Administration's recommendation:** Recommend offering the APEX plan to all managerial levels within the Town.

**4. Recruitment Strategy:**

- **Goal:** The offering of both pension plans (LAPP and APEX) is intended to be part of the Town's recruitment strategy.

### **Discussion:**

This is a comprehensive approach to employee pension benefits, balancing options for existing and new employees, while also aligning with broader recruitment goals.

Administration will continue to provide employees with education on pensions and benefits overall to promote greater understanding of the Town of High Level's generous employment related pensions and health and welfare benefits.

### **Alternatives:**

Option 1: THAT Council approve the Local Authorities Pension Plan (LAPP) and APEX Supplementary Pension Plan Policy as recommend by the Committee of the Whole June 16, 2023.

Option 2: THAT Council request additional information regarding the Pension Plans and consider this item at a later date upon receipt of the requested information.

Option 3: THAT Council direct Administration to take any other action deemed appropriate by Council.

### **Approvals:**



**Barbara Wilton**

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**Acting CAO, Roy Amalu**

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**Author: Barbara Wilton**  
**Human Resources Consultant**

### **Attachments:**

*Attachment 1 - Town of High Level Proposed Policy, "Local Authorities Pension Plan (LAPP) and APEX Supplementary Pension Plan"*

# LOCAL AUTHORITIES PENSION PLAN (LAPP) & APEX SUPPLEMENTARY PENSION PLAN

POLICY NO	
DEPARTMENT	Corporate Services/Human Resources
REVIEW PERIOD	Every 4 years or as needed including upon legislation change, LAPP or APEX Plan rule or regulation change, or a change to the Terms and Conditions of Employment for Employees of the Town of High Level

## 1. POLICY PURPOSE

- 1.1 To provide the parameters of eligibility to participate in the Local Authorities Pension Plan and the APEX Supplementary Pension Plan and outline other factors impacting an employee's participation in the plan based on the Plan regulations.

## 2. POLICY STATEMENT

- 2.1 The Town recognizes the value and contributions of its employees. To provide a level of financial security in retirement the Town is offering eligible employees the opportunity to join the LAPP and APEX.
- 2.2 The Town recognizes its legal and legislative obligations to ensure compliance with the Alberta Pension Services Corporation and the plan rules and regulations of the Local Authorities Pension Plan and the APEX Supplementary Pension Plan. Establishing this policy includes defining eligibility criteria, pensionable earnings, and pensionable service, including leaves.

## 3. DEFINITIONS

- 3.1 "**APEX Eligible Employee**" is defined as the Town's Management Group, including the CAO, Directors, Deputies, and Managers.
- 3.2 "**CAO**" means the Chief Administrative Officer of the Town of High Level, appointed by Council as per the *Municipal Government Act*.
- 3.3 "**Director**" means those who directly report to the CAO and any others who may be appointed from time to time.
- 3.4 "**LAPP Eligible Employee**" is defined as a permanent employee working a minimum of 30 hours per week on an ongoing basis and having completed the probation period.

- 3.5 **“Management Staff”** shall be defined as the CAO, Directors, Deputies and Managers for the Town of High Level.
- 3.6 **“Non-Contributory earnings”** shall mean all overtime pay, standby pay, on-call/call-out pay, bonuses, shift premiums, banked time payouts, acting pay, vacation or personal leave pay outs, severance, and non-cash taxable benefits. This also includes employee expense claim reimbursement and mileage reimbursement.
- 3.7 **“Probation Period”** means ninety (90) days for the first day of employment for general staff positions. Management staff probation period shall be a period of one hundred eighty (180) days from the first day of employment.
- 3.8 **“Town”** means the municipality of the Town of High Level.
- 3.9 **“Town sponsored disability benefits”** means any insured plan for employees where the employees received disability benefits directly from the insurer.

#### **4. SCOPE & APPLICABILITY**

- 4.1 This Policy applies to all LAPP and APEX eligible Town of High Level Employees.

#### **5. AUTHORITY AND RESPONSIBILITIES**

- 5.1 Council to:

- 5.1.1 Approve this Policy.

- 5.2 Chief Administrative Officer to:

- 5.2.1 Ensure implementation of this Policy.
  - 5.2.2 Make recommendations to Council of necessary policy amendments.

- 5.3 Corporate Services/Human Resources to:

- 5.3.1 Ensure this Policy is compliant with the prevailing Plan Rules and Regulations.
  - 5.3.2 Ensure eligible employees are enrolled in a timely manner and that employees with the option of enrolling provide a declaration of their decision.
  - 5.3.3 Ensure this Policy is communicated to employees.
  - 5.3.4 Ensure this Policy is reviewed at minimum every four years or as required including in the event of Plan rules and or regulation changes and/or amendments to the Terms and Conditions of Employment for Employees.

## **6. POLICY PARTICULARS**

### **Local Authority Pension Plan**

- 6.1 Enrollment in LAPP is mandatory for all eligible permanent employees working a minimum of 30 hours per week on an ongoing basis and having completed the probation period.
- 6.2 Enrollment in LAPP is optional for eligible existing employees as of April 1, 2025. In the event eligible existing employees decide to elect to enroll in the plan at a future date, they may do so, with no retroactivity.
- 6.3 Eligible employees shall participate in LAPP with contributions by the employee and the Town determined in accordance with the provisions of the Plan.
- 6.4 The calculation of 1.0 full year of service is based on the following base units:
  - a) 7.0 hours per day = 1,820 hours annually
  - b) 7.50 hour per day = 1,950 hours annually
  - c) 8.0 hours per day – 2,080 hours annually

Eligible employees working between 30 hours per week and the full time equivalency service is calculated based their annual hours and the standard base unit category. i.e. 30 hours per week based on a 7.50 hour day = 1560 annual hours divided by 1,950 = .80 year of service for pension purposes.

- 6.5 Eligible employees on a general unpaid leave of absence, maternity and/or parental leave or on Town sponsored disability benefits have the option to discontinue pension payments while on leave or continue to pay the employee portion of pension. Employees must declare their intention prior to the commencement of the leave or as soon as practicable. If the employee continues their contributions the Town shall continue with their contributions.
- 6.6 Employees whose leave extends beyond one (1) year will be required to pay both the employee and the Town's portion of the pension contribution.
- 6.7 Eligible employees on Worker's Compensation and in receipt of temporary total or temporary partial disability benefits must continue to contribute to their pension plans as if the employee was actively at work.

6.8 Eligible employees wishing to purchase past service, i.e. probation period or periods of unpaid leave shall be entitled to do so based on the Plan rules and regulations at the time of the transaction.

### **APEX Supplementary Plan**

6.9 Management employees (CAO, Directors, Deputies, and Managers) may choose to participate in the APEX supplementary pension plan sponsored by the Alberta Urban Municipalities Association (AUMA) in accordance with the rules of the Plan.

6.10 APEX is a supplementary plan to LAPP, so it must be maintained as the same type of pension plan. Changes made to the LAPP leave directives will be made to the APEX Supplementary Pension Plan to ensure alignment.

## **7. EXCLUSIONS**

7.1 None.

## **8. SPECIAL SITUATIONS**

8.1 Not applicable

## **9. RELATED DOCUMENTS**

9.1 *Local Authorities Pension Plan Rules and Regulations*  
9.2 *Alberta Urban Municipalities Association APEX Plan Rules and Regulations*  
9.3 *Town of High Level Attraction, Selection and Promotion Policy*  
9.4 *Workers Compensation Act Alberta*

## **10. END OF POLICY AND APPROVAL**

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### **POLICY RECORD HISTORY**

Date Approved/Revised:	Approved/Reviewed By:	Title:

# ADMINISTRATIVE ENQUIRIES

## OLD BUSINESS

# NEW BUSINESS

**CORRESPONDENCE FOR  
ACTION**

**CORRESPONDENCE FOR  
INFORMATION**

## Viv Thoss

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**From:** Tyler Gandom <president@abmunis.ca>  
**Sent:** Tuesday, June 10, 2025 4:11 PM  
**To:** Viv Thoss  
**Subject:** Prepare for Municipal Affairs' survey on recall rules  
**Attachments:** ABmunis Preliminary Recommendations on Recall of a Municipal Elected Official 20250609.pdf

Dear Mayors, Councillors, and CAOs:

Alberta Municipal Affairs has begun to engage Alberta Municipalities and other municipal associations on potential changes to the rules for recall of a municipal elected official. We understand that Municipal Affairs may send an online survey to municipalities in the near future. Fortunately, we are ready for this engagement. In fall 2024, we met with administrators from municipalities that managed a recall petition in the last two years and in early 2025, we workshoped the issue through our Municipal Governance Committee and Small Communities Committee. This enabled our Board to approve a series of preliminary recommendations.

### **ABmunis' Preliminary Recommendations on Recall**

Attached is a report of our recommendations which we encourage you to review prior to completing the province's online survey when it comes out.

Alberta Municipalities is still reviewing specific aspects of recall and intends to make a written submission to Municipal Affairs later this month. This is one of the reasons that recall is one of our featured topics at our [Summer Municipal Leaders' Caucus](#) this month so that we can collect more input from members.

We hope the attached report will help inform your understanding of recall rules so you feel prepared to participate in the province's upcoming survey.

### **Clarity on what legislation applies**

Please note that the rules for recall of a municipal elected official are prescribed in Part 7.1 of the Municipal Government Act. Alberta has a Recall Act, but that legislation only applies to Members of the Legislative Assembly (MLAs).

If you have questions about our position on recall rules, please email our Policy and Advocacy Team at [advocacy@abmunis.ca](mailto:advocacy@abmunis.ca).

**Tyler Gandom | President**

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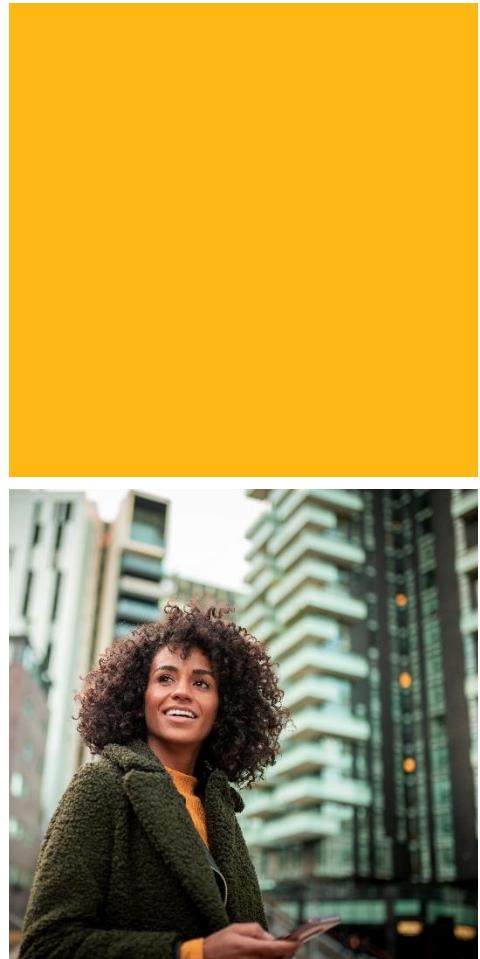


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*We respectfully acknowledge that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples.*

*We acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 4, 6, 7, 8 and 10 and Six Regions of the Métis Nation of Alberta.*

# Preliminary Recommendations to Improve Rules for Recall of a Municipal Elected Official



June 9, 2025

## Table of Contents

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Background.....	3
Criteria to Launch a Recall Petition .....	4
Eligible Period to Launch a Petition .....	4
Activities During a Recall Petition .....	5
Number of Signatures Required .....	6

# Background

Through amendments to the *Municipal Government Act*, in April 2023, Albertans gained the ability to launch a petition to recall a municipal elected official from office. Based on concerns with how recall petitions were being used in some communities, Alberta Municipalities (ABmunis) sent a letter to Alberta Municipal Affairs in March 2024 recommending that the Government of Alberta create a regulation to prescribe further rules for recall petitions. At the time, our concerns focused on the:

- Lack of rules to prevent petition organizers from offering financial incentives to sign a petition,
- Lack of rules on fundraising for a recall petition, and
- No requirement for the petition organizer to submit the petition whether successful or not.

The Government of Alberta has not yet created a regulation but in spring 2024 it made one improvement to recall rules through Bill 20, the *Municipal Affairs Statements Amendment Act, 2024*. Bill 20 changed the rules so that the CAO is no longer responsible for validating a recall petition and the Minister is now responsible for that process.

## ABmunis' Review of Recall Rules

Between October 2024 and February 2025, ABmunis conducted a broader review of all rules related to recall petitions and collected input from municipal representatives to explore opportunities for improvement. Input was collected from:

- Administrators from most of the nine municipalities that managed a recall petition(s) in 2023 or 2024.
- ABmunis' Municipal Governance Committee and Small Communities Committee.

Our review focused on four themes of issues:

1. Criteria to launch a recall petition
2. Eligible period to launch a recall petition
3. Activities during a recall petition
4. Number of signatures required to recall a municipal elected official

This review led to the development of the following recommendations that were approved by ABmunis' Board of Directors in February 2025.

## Municipal Affairs' Upcoming Engagement on Recall

It is our understanding that Alberta Municipal Affairs plans to survey municipalities in the near future to collect input on possible improvements to recall rules. ABmunis is sharing this report with our members to help inform your participation in that survey.

Recall rules will also be a featured topic at our [Summer Municipal Leaders' Caucus](#) in June 2025. The input we collect will inform our final submission to Municipal Affairs' consultation.

## Note

The rules for recalling a municipal elected official are prescribed in the *Municipal Government Act*. Alberta has a *Recall Act*, but that legislation only applies to Members of the Legislative Assembly (MLAs).

# Criteria to Launch a Recall Petition

## 1. Should there be criteria to determine whether a recall petition may be launched?

Yes, there should be guardrails that prevent a resident from launching a recall petition for unjustified or spurious reasons. Examples of unjustified recall petitions may include:

- Decisions of a previous council.
- Decisions of the current council, but the petition only targets the mayor or a minority group of the current council members.
- Differing political views.
- Personal grudge towards a member(s) of council.

The MGA should define the criteria for which a recall petition may be launched. Suggestions include:

- Found to be in contravention of the *Municipal Government Act* or *Local Authorities Election Act*.
- Found guilty of fraud, assault, or other criminal offence that is unjust of the office.
- Ethical misconduct as determined by an independent ethics commissioner or panel.

## 2. Should there be an independent body appointed to review and determine if there is reasonable justification for a recall petition to proceed?

Yes, an independent ethics commissioner should be responsible to vet the rationale for each petition application and rule on whether the recall petition can proceed. This process would enable an opportunity for education with the organizer to overcome any potential confusion or misinformation on a matter before the organizer launches a petition. It would also provide an opportunity for an independent body to manage an informal resolution process for frivolous matters.

Recall petitions are costly to the municipality in terms of a drain on municipal administrative resources, the possible need to hire support for communications, legal support, and people to verify signatures on the petition. Recall petitions can also take councils off their focus on the larger community priorities. Therefore, having an independent body to verify that there is merit to the issue before the petition is authorized will save municipal governments time and costs.

# Eligible Period to Launch a Petition

## 3. What should be the minimum time that passes after an election before a recall petition may be launched?

The waiting period after an election should be reduced from the current 18 months to 12 months. This would align with the rules for recall of MLAs and finds a balance where the elected official has sufficient time to perform on the job before being subject to a recall petition and also recognizing that 18 months is a long period in which an unethical councillor could cause damage for the municipal organization and community.

## 4. Should residents have the ability to launch a recall petition in the year of an election?

### System without an Ethics Commissioner to oversee recall petitions

If the province maintains the current system where a recall petition may be launched for any reason, then recall petitions should not be allowed in an election year.

### System with an Ethics Commissioner to oversee recall petitions

If the province creates a system with guardrails that define eligible criteria for a recall petition, then there may be some merit to allow recall petitions to proceed in an election year as the commissioner would ensure there is sufficient merit for the recall petition. However, if municipal staff continue to be responsible to

## Preliminary Recommendations to Improve Rules for Recall of a Municipal Elected Official

manage recall petitions (instead of an ethics commissioner), then it could present significant capacity challenges for legislative staff to prepare for the general election while managing the signature verification of a recall petition and related petition activities.

# Activities During a Recall Petition

### 5. What requirements should be placed on the petition organizer?

- Require the petition organizer to clearly state in writing the reasons for why the elected official should be recalled. The reasons should be stated on the petition application and visible on the petition forms that every signatory signs.
- The petition organizer must confirm that each person is an eligible voter in the municipality before allowing them to sign the petition.
- Require the petition organizer to submit the final list of signatures even if there is an insufficient number of signatures. This improves transparency for the community and may help repair a councillor's reputation if there is a low number of signatures.
- Requirement to abide by all municipal bylaws (e.g. use of lawn signs).
- The MGA should define that the petition organizer must remove a person's signature if requested by the signatory. Currently, the MGA only prescribes how a signatory can request removal from a petition after the petition has been submitted.

### 6. What activities should be banned during a recall petition?

- The ability to offer financial incentives to residents to sign a petition.
- The ability to change the reasons for the recall petition after signatures have been collected.
- Attempts to keep a copy of the petition and/or distributing/selling the personal contact information on the petition.
- Public comments by other members of the council (whether in favour of or opposed to the petition).
- Public statements by employees of the municipality.
- Collection of signatures through electronic means.
- Collection of signatures by groups unless they have been authorized by the petition organizer.

The MGA should define the penalty if any of the banned activities take place (e.g. the petition is deemed null and void).

### 7. How many days should a petition organizer have to collect the required number of signatures?

- Maintain the current period of 60 days.

### 8. Other matters related to activities of a recall petition

- To avoid the risk of a completed petition being declared invalid due to errors in the petition form, the Government of Alberta should create a template form that must be used by every petition organizer to collect signatures.
- Municipalities need more clarity on what is considered a verified signature.
- Review if the current 45-day period is a reasonable amount of time for a municipality to count and verify signatures if the signature threshold is in the hundreds of thousands.

# Number of Signatures Required

## 9. What metric should be used for calculating the minimum number of signatures required to recall a municipal elected official (except for summer villages)?

ABmunis' has reviewed three different metrics that could be used as the threshold for the number of signatures required for a successful recall petition (excluding summer villages).

1. Percentage of eligible voters (**ABmunis' recommendation**)
2. Percentage of population (*current system*)
3. Percentage of people that voted in the last general election (*same as MLA recall*)

ABmunis' is recommending option 1, percentage of eligible voters because it is the option with the least complications and challenges.

### Problems with percentage of population (current system)

- Unfair threshold to meet if the community has a high number of ineligible voters (e.g. children and immigrants without citizenship).

### Problems with percentage of people that voted in the last general election (same as MLA recall)

- If council was acclaimed, there is no voting data available. This is common as shown over the last three general elections dating back to 2013, between 26 per cent and 37 per cent of candidates were acclaimed.
- Referring to voter turnout numbers from previous elections may be problematic if the council or the elected official has been acclaimed for several elections and the population of the municipality has changed since then.
- Voter turnout can be lower when there is no contest for the mayor's seat.

## 10. What metric should be used for calculating the minimum number of signatures required to recall a municipal elected official in a summer village?

The current criteria to recall an elected official of a summer village is to collect signatures equivalent to at least 50 per cent of the number of residences in the summer village.

Municipal Affairs has not yet indicated whether the rules for summer villages will be in scope for their current review. ABmunis notes unique challenges with the signature threshold for summer villages:

- Summer villages are not required to maintain a list of eligible voters.
- Population counts for a summer village only represents the number of permanent residents.
- Voter data is limited since almost half of summer village councils were acclaimed in the last general election.

If the threshold for summer villages is included in Municipal Affairs' current review, ABmunis will collaborate with the Association of Summer Villages of Alberta to provide input to the province.

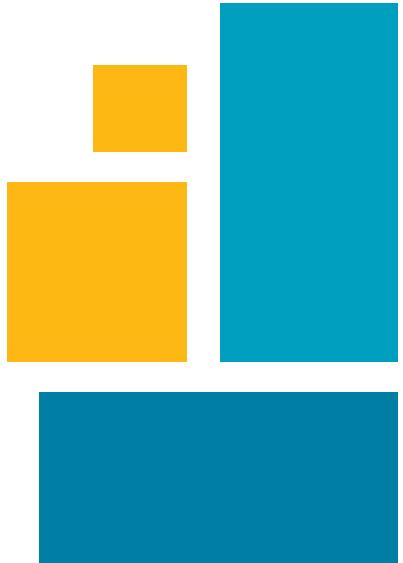


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**Connect**

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**From:** Dale Nally  
Minister of Service Alberta and Red  
Tape Reduction  
103 Legislature Building

**Our File Reference:** 50402

**Your File Reference:**

**Date:** June 12, 2025

**To:** Public Bodies

**Telephone:** 780-422-6880

**Subject: Proclamation of the Access to Information Act and Regulations**

The *Access to Information Act* (ATIA) was proclaimed on June 11, 2025, along with its regulations. With the proclamation of the ATIA and its regulations, the *Freedom of Information and Protection of Privacy* (FOIP) Act has officially been repealed.

There are two regulations that establish the administrative and procedural requirements of the ATIA:

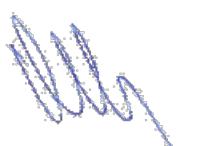
- Access to Information Regulation, authorized by the Lieutenant Governor in Council, which integrates access to information related provisions from the FOIP Regulation and incorporates new and revised provisions to provide clarity and outline additional information to support the updated legislative requirements under the ATIA.
- Designation of Public Bodies Regulation, under the authority of the Minister of Service Alberta and Red Tape Reduction, is a list of entities that may not definitively meet the requirements established in the ATIA definition of a “public body” and need to be explicitly designated (i.e., by name) as a public body in this regulation.

The ATIA and its regulations incorporate both existing provisions that were in the FOIP Act, as well as new or revised provisions that focus on increased clarity, regulatory accountability, and administrative updates.

To support public bodies and Albertans with the implementation of the new ATIA and regulations, Service Alberta and Red Tape Reduction has created an ATIA website at <https://alberta.ca/access-to-information-act>, which contains resources such as fact sheets, an ATIA Guide, and eCourses, as well as other resource materials regarding transitioning from the FOIP Act to the ATIA.

The Government of Alberta will also be hosting townhalls later this summer regarding this new act and regulations. A schedule for these townhalls will be provided at a later date.

Sincerely



Honourable Dale Nally  
Minister of Service Alberta and Red Tape Reduction

---

**From:** Honourable Nate Glubish  
Minister of Technology and Innovation  
229 Legislature Building

**Our File Reference:** AR13046

**Your File Reference:**

**To:** All Public Bodies

**Date:** June 12, 2025

**Telephone:** 780-644-8830

**Subject:** Proclamation of the Protection of Privacy Act and Regulations

On June 11, 2025, the *Protection of Privacy Act* (POPA) and its regulations were proclaimed, and the *Freedom of Information and Protection of Privacy Act* was repealed.

POPA modernizes Alberta's public sector privacy law with the strongest privacy protections and strictest penalties. POPA also introduces requirements for privacy management programs, privacy incident reporting, and privacy impact assessments in prescribed circumstances, as well as new rules for data matching and the creation and sharing of non-personal data.

There are two Protection of Privacy Regulations that establish administrative and procedural requirements:

- The Protection of Privacy Regulation, authorized by the Lieutenant Governor in Council, includes provisions pertaining to defining terms not already defined in POPA and respecting any other matter the Lieutenant Governor in Council considers necessary.
- The Protection of Privacy (Ministerial) Regulation, under the authority of the Minister of Technology and Innovation, includes provisions pertaining, but not limited, to requirements for Privacy Incident Reporting, Privacy Impact Assessments, and Privacy Management Programs.

The POPA and its regulations work together to provide detailed, practical guidance to help public bodies implement the new rules.

.../2

To support a smooth transition for your organizations and Albertans with the implementation of the act and regulations, Technology and Innovation has created a new Protection of Privacy Act website at [alberta.ca/protection-of-privacy-act](http://alberta.ca/protection-of-privacy-act). It contains resources such as a POPA Guide, fact sheets, and eCourses for both public bodies and Albertans.

The Government of Alberta will also be hosting townhalls later this summer regarding the new act and regulations. A schedule for these townhalls will be provided at a later date.

Sincerely,

A handwritten signature in black ink that reads "Nate Glubish". The signature is fluid and cursive, with "Nate" on the top line and "Glubish" on the bottom line.

Honourable Nate Glubish  
Minister of Technology and Innovation

---

**From:** Dale Nally  
Minister of Service Alberta and Red  
Tape Reduction  
103 Legislature Building

**Our File Reference:** 50402

**Your File Reference:**

**Date:** June 12, 2025

**To:** Public Bodies

**Telephone:** 780-422-6880

**Subject:** Proclamation of the Access to Information Act and Regulations

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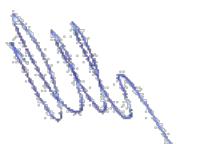
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Sincerely



Honourable Dale Nally  
Minister of Service Alberta and Red Tape Reduction

INTERNAL CORRESPONDENCE FOR  
INFORMATION

# Departmental Monthly Report



**Department:** Community Services

**Month/Year:** June 2025

## Monthly Activity Summary

- **Arena/Parks Maintenance** - Arena staff have been actively maintaining local parks to ensure they remain clean and welcoming for public use. With the recent influx of visitors and temporary residents in town, Centennial Park has seen a significant rise in activity, resulting in additional time being dedicated to cleaning and maintenance. The volleyball courts at Centennial Park have been a particular focus, with efforts underway to remove weeds and prepare the area for a generous donation of sand from Knelsen Sand and Gravel. In addition, the splash park and public washrooms at Centennial Park are now open for the season. Hours of operation are from 9:00 AM to 8:00 PM daily.
- **Pool** - The facility operates seven days a week and offers a variety of swimming programs, including public swims, lane swims, Parent and Tot sessions, aquafit classes, and rentals for the Sting Rays Swim Club. We also hosted one sponsored swim event with the support of a local business. Additionally, our aquatic staff completed Lifesaving Society instructor training, enabling them to teach Bronze Star, Bronze Cross, and Bronze Medallion courses.
- **FCSS** - Our Family and Community Support Services (FCSS) staff have been busy wrapping up another successful year of our licensed Before and After School Program. We've also kicked off our summer program, Art in the Park, that is a partnership between the Town of High Level and the Mackenzie Resource Network. On June 3rd, we hosted our Annual Seniors Lunch at the Mackenzie House. The event was a great success, with 50 seniors in attendance and enjoying a social afternoon. Later that same week, we partnered with the High Level Native Friendship Centre to host a Seniors Bingo event - 75 people participated.
- **Recreation** - Our Community Garden program is now full with 33 plots filled. We hosted a Garden Cleaning Bee, providing coffee and doughnuts for volunteers, though only one person attended to help. Our monthly Youth Night was a big success, featuring bouncy castles, giant lawn games, floor hockey, and a BBQ generously donated by West Fraser. This program is a partnership between The Village and the High Level Native Friendship Centre.

# Departmental Monthly Report



- **Museum & Tourism** - The museum is now open for the season, daily from 9:00 AM to 6:00 PM. In May, we had a total of 313 visitors, with sales reaching \$2,345.21 and 21 fishing licenses sold. We hosted 4 tours as well.

## Ongoing Projects

- Finalizing 2024 projects such as Seniors Benches and Parks and Museum seating. These are expected to be completed by July 1st.
- We are currently working with WSP to get the Community Park Project back on track. Surveying has been completed, and WSP is now in the process of reviewing previous plans and documentation to determine the next steps.

## Upcoming Initiatives

- Planning for Canada Day is well underway, as we prepare for the Town's largest annual event. This celebration brings together residents and visitors for a day filled with activities, entertainment, and food.
- Collaborating with the Allyship Committee to plan and support upcoming events such as the Community Tipi Raising and Indigenous people's day.

## Approvals

Roy Amalu  
Acting CAO

Author- Jena Clarke  
Director of Community Services

# Departmental Monthly Report



**Department:** Emergency Services  
**Month/Year:** May 2025

## Monthly Activity Summary

### Fire Services

Nature of Calls	Number of Calls	Nature of Calls	Number of Calls
First Response Medical	12	MVC	2
Assist EMS	26	False Alarms	6
Cancelled Medical	7	Outside Fire (Grass Brush)	3
WUI Deployments	2	Structure Fire	2
Smoke Investigation	3	Vehicle Fire	3
Service Call	1	Hazmat	1
<b>Total Calls May 2025</b>	<b>68</b>		
<b>Total Calls May 2024</b>	<b>74</b>		
<b>YTD Call volume for 2025</b>	<b>290</b>		

The Fire Department weekly training concentrated on Car fires, Hazard Reduction Burning as part of the wildland modules, Water Shutting, and Fast Water Drills. The Department ran a full day Live Fire Training Session on May 17<sup>th</sup>. Medical Training consisted of Medical Scenario Training.

Work Experience Firefighters are now fully on shift.

The Fire Department assisted Water Works with Hydrant flushing and testing. All hydrants have been flushed and Fire Services helped coordinate repairs and contractor estimates for major repairs. Hydrants have all been logged into the Fire Department Records Management System called First Due, which has a hydrant management module. This module tracks real-time status of hydrants, shows flow rates, generates work orders for repairs and provides up to date in-service indications for responding fire crews to emergencies. This system can be accessed by Water Works and generates data that can be uploaded into City Wide for asset tracking.

HLFD Members assisted with the following events in May:

- Trade Show recruitment drive and safety standby
- BBQ and First Aid for the HLPS Track and Field
- First Aid Standby for FMCS Track and Field
- FireSmart Day in the Park

Chief Schmidt attended the Alberta Fire Chiefs Annual Conference in May, and attended sessions on leadership, updates to Alberta Fire Training and Accreditation, FireSmart report cards, and Mental Health Resilience.

# Departmental Monthly Report



## WUI Team

- Completed hazard reduction burning near Canfor Condos and on the west side of High Level in May, which will help mitigate grass hazards.
- Taught WUI-M courses in Peace River and Grande Cache.
- Organized the FireSmart Day in the Park in Canfor Park with live demos in cooperation with Alberta Wildfire.
- Deployed to Grande Prairie County on May 4-6 assisting with Structure Protection of homes for a Wildfire.
- Deployed to Red Earth Creek for the Red Earth Creek Complex on May 29<sup>th</sup> for a 14 day deployment.

## Emergency Management

- There were no activations in May 2025. Chateh Evacuation occurred on May 29<sup>th</sup>.
- Northwest All Hazards Incident Management Team (NWAHIMT) deployed Incident Management Team resources to events in NW and NE Alberta for Wildfire assistance. The Town of High Level did not commit any resources; however, we assisted in the organization of resource requests.
- Northwest Alberta Emergency Resource Agreement was activated by Grande Prairie County on May 4<sup>th</sup> for resource assistance with a wildfire.

## Enforcement

Nature of Calls	Number of Calls
Animal Complaints	6
RCMP Transfer	2
Bylaw Complaints	7
Disturbance Call	7
Public Complaints	10
Provincial Files	1
Trespassing	7
Public Service	0
Traffic Violation	4
Work order (Clean up)	0
<b>Total Calls May 2025</b>	<b>38</b>

- Peace Officer volunteered to assist the Army Cadet Corp in May.
- Participated in the Trade Show.

# Departmental Monthly Report



## Safety

- 8 reported incidents, 3 damage, one hazard, 2 security and two close calls.
- 6 new hire orientations and 5 returning orientations completed in May.
- Awaiting approval for Audit Action Plan.
- Working with GOA on Air monitoring program.

## Ongoing Projects

- June public events.
- Training of new recruits.

## Upcoming Initiatives

- Junior Program starting in June.
- Apparatus and Ladder testing in June.

## Approvals

A handwritten signature in black ink, appearing to read "Roy Amalu".

Roy Amalu  
Acting CAO

A handwritten signature in black ink, appearing to read "Rodney Schmidt".

Author – Rodney Schmidt  
Director of Emergency Services

# NOTICE OF MOTIONS

# QUESTION PERIOD

**CLOSED SESSION**