



Regular Open Council Meeting Agenda

Monday, July 14, 2025, at 7:00 p.m.
in the Council Chambers, Town Hall, 10203-105th Avenue, High Level, AB

Electronic Participation via YouTube. The YouTube link for this meeting is:
<https://youtube.com/live/uu3Feul4byY?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 July 14, 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 23, 2025, for adoption.

THAT the Minutes of Regular Open Council meeting held June 23, 2025, be adopted.

5. MAYOR'S REPORT

5.1. Mayor McAteer's Report June 24, 2025, to July 14, 2025.

THAT Council receive Mayor McAteer's report for the period of June 24, 2025, to July 14, 2025, for information.

6. COUNCIL COMMITTEE REPORTS

6.1. 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 24, 2025, to July 14, 2025, for information.

Deputy Mayor Langford:

Councillor Anderson:

Councillor Lambert:

Councillor Liboiron:

Councillor Welke

6.2. Council Committee Chart

THAT Council receive the Committee chart outlining councillor appointments, for information.

7. ADMINISTRATIVE REPORTS

7.1 CAO Report - Verbal

THAT Council receive CAO Thoss' report for the period of June 10, 2025, to July 14, 2025, for information.

8. ADMINISTRATIVE ENQUIRIES

8.1 Town of High Level MIEX Water Treatment Borrowing Bylaw No. 1055, 2025.

THAT Council give second and third reading to Town of High Level MIEX Water Treatment Borrowing Bylaw No. 1055, 2025.

8.2 Terms of Reference – Reliable Air Access for Specialist Medical Services Task Force

THAT Council receives the Report Terms of Reference - Reliable Air Access for Specialist Medical Services Task Force dated July 14, 2025; and

THAT Council endorse the Terms of Reference - Reliable Air Access for Specialist Medical Services Task Force as presented in Schedule "A" to this report.

8.3 Disposal of Tender 1 (2010 Freightliner)

THAT Council approve the sale of Tender 1 (2010 Freightliner) through a sealed bid process with a reserve bid of \$100,000.00;

THAT Council authorizes the use of the Alberta Fire Chiefs Association Marketplace site to advertise the sale of Tender 1 (2010 Freightliner); and

THAT the proceeds of the sale be deposited in the Fire Equipment Reserve.

9. OLD BUSINESS

10. NEW BUSINESS

11. CORRESPONDENCE FOR ACTION

11.1 Correspondence for Action

THAT the items of correspondence for action be received.

- CFEP Large Stream Application for the Ken Sargent House - Request for a Letter of Support

12. CORRESPONDENCE FOR INFORMATION

12.1. Correspondence for information

THAT the items of correspondence for information be received.

- AR118334 – Minister signed letter to Mayor McAteer
- Mackenzie County - Composition of Council and Ward Boundaries

12.2. Internal Correspondence

THAT the items of internal correspondence be received.

- Corporate Services Dept. Report – June 2025
- Community Services Dept. Report – July 2025
- Emergency Services Dept. Report – June 2025
- Operations Dept. Report – June 2025

13. NOTICES OF MOTION

14. QUESTION PERIOD

15. RECESS TO IN-CAMERA MEETING

15.1 Recess to In-Camera Meeting

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.

Verbal Update - Personnel Matter

16. RECONVENE OPEN MEETING

16.1 Reconvene Open Meeting

THAT the Open Committee of Whole meeting be reconvened.

17. IN-CAMERA ITEMS

18. 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



Minutes of the Regular Open Council Meeting held **June 23, 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 Josh Lambert
Councillor Mark Liboiron
Councillor Jan Welke

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

Consultant: Barb Wilton, HR Consultant

Regrets: Councillor Brent Anderson
Viv Thoss, Chief Administrative Officer
Keith Straub, Director of Operations

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

172-25 THAT the Regular Open Council meeting agenda for June 23, 2025, BE ADOPTED as amended due to following addition:

- Item 10.1 Task Force for Air service to High Level

Carried

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.

Moved by Deputy Mayor Langford

173-25 THAT the Minutes of the Regular Open Council meeting held June 09, 2025, BE ADOPTED as amended.

Carried

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

Moved by Councillor Lambert

174-25 THAT the Minutes of the Special Council meeting held June 16, 2025, BE ADOPTED.

Carried

5. MAYOR'S REPORT

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

Moved by Councillor Welke

176-25 THAT Council RECEIVE Mayor McAteer's report for the period of June 10, 2025, to June 23, 2025, for information.

Carried

6. COUNCIL COMMITTEE REPORTS

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

Moved by Councillor Lambert

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

Carried

Moved by Councillor Lambert

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

Moved by Councillor Liboiron

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

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

Moved by Councillor Welke

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

Carried

Moved by Councillor Liboiron

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.

Carried

Moved by Councillor Welke

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

Carried

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

Moved by Councillor Welke

177-25 THAT Council RECEIVE the minutes of the Committee of the Whole meeting held June 16, 2025.

Carried

6.3.1 Attraction, Selection and Promotion Policy.

Moved by Deputy Mayor Langford

020-25 THAT Council APPROVE the Attraction, Selection and Promotion Policy as recommended by the Committee of the Whole on 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

Carried

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

Moved by Councillor Welke

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 on June 16, 2025.

Carried

6.4. Council Committee Reports

Moved by Councillor Welke

178-25 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:

June 16 – Special Council Meeting

June 18 – Mackenzie Regional Waste Management Commission

June 19 – Regional Economic Development Initiative

Councillor Anderson:

Not in attendance

Councillor Lambert:

June 16 – Special Council Meeting

Councillor Liboiron:

June 18 - Mackenzie Regional Waste Management Commission

Councillor Welke:

Nothing to report

Carried

6.5. Council Committee Chart

Moved by Councillor Welke

179-25 THAT Council DIRECT Administration to include the Council Committee chart in the agenda package.

Carried

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**

10.1 Task Force for Air service to High Level

Moved by Deputy Mayor Langford

180-25 THAT Council strike a Task Force regarding Reliable Air Access for Specialist Medical Services.

Carried

11. **CORRESPONDENCE FOR ACTION**

There are no items for correspondence for action

12. **CORRESPONDENCE FOR INFORMATION**

12.1 Correspondence for Information

Moved by Councillor Liboiron

181-25 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

Carried

12.2 Internal Correspondence

Moved by Councillor Deputy Mayor Langford

182-25 THAT the items of internal correspondence BE RECEIVED.

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

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 Welke

183-25 THAT there being no further business of the Regular Open Council meeting, it BE ADJOURNED.

Carried

THE REGULAR OPEN COUNCIL MEETING ADJOURNED AT 7:44 p.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

MAYOR'S REPORT

COUNCIL COMMITTEE REPORTS

COMMITTEES ON WHICH COUNCILLORS ARE APPOINTED NOV 2024 - OCT 2025			
INTERNAL COMMITTEES	2024-2025 MEMBERS	PURPOSE	MEETINGS
Airport Beautification / Enhancement Task Force	Councillor Anderson Councillor Welke Public member: Darlene Anderson	The taskforce provides recommendations to Council regarding short-and long-term beautification/enhancement options, funding strategies, and partnership opportunities.	As needed
Assessment Review Board (ARB)	Mark Liboiron (cert. to Jan. 2026) Deputy Mayor Langford (cert. to Feb. 2025) Public Member: Jerry Chomiak (cert. to Apr. 2025)	Established in accordance with the MGA, an assessment review board is an impartial tribunal that hears formal complaints against the assessment of properties, business, and local improvements.	As needed
Banner of Remembrance Committee	Councillor Liboiron Alternate: Councillor Welke High Level & District Chamber of Commerce: Adam Kent Hospitality Industry: Perry Felsinger Restaurant Industry:	The committee was established with the objective to focus on the direct and cohesive promotion of the Town of High Level. The scope of which includes attractions, businesses and amenities.	As needed
Community Promotion Task Force	Councillor Liboiron and Councillor Lambert		
High School Bursary Committee	Councillor Anderson, Councillor Lambert and Councillor Welke	Council supports students that want to achieve a higher level of education and return to the community to pursue their careers. This Committee selects the recipients of the Town of High Level Bursary Program.	Annually
High Level – Dene Tha' partnership (formally CEDI)	Mayor McAteer, Councillor Lambert	Established to maintain communication and cooperation for regional projects and programs.	Monthly - 1 st Wednesday
Intergovernmental Negotiation Committee & Regional Sustainability Working Committee	Mayor McAteer, Deputy Mayor Langford and Councillor Lambert	The Intergovernmental Negotiation Committee carries out negotiations between the Town of High Level and surrounding local governments.	As needed
Intermunicipal Planning Commission (IMPC)	Councillor Anderson and Councillor Lambert Member-at Large: Mike Morgan	The Intermunicipal Planning Commission approves all development and subdivision applications within the Intermunicipal Development Planning Area.	Monthly

Intermunicipal Subdivision and Development Appeal Board	Deputy Mayor Langford (cert to Nov 2024)) Councillor Liboiron (cert to Nov 2025) Public Members: Jerry Chomiak (cert to Nov 2024)	The Intermunicipal Subdivision Development Appeal Board hears and determines appeals on behalf of the Town and County in respect to decisions of a Subdivision Authority or Development Authority within the Intermunicipal Development Planning area.	As needed
Movie and Film Industry Task Force	Councillor Welke Councillor Liboiron Public Members: Jordan Maskell (renew November 2025)	Administration is recommending the formation of a Movie and Film Industry Taskforce. The Taskforce would recommend to Council regulations and incentives for the film industry working in High Level. The first task would be to create a term of reference for approval by Council.	As arranged
Northwest Alberta Regional Emergency Advisory Committee (per Regional Emergency Management Bylaw 962-16)	Deputy Mayor Langford, Councillor Jessiman, and Councillor Lambert	Established to guide the creation, implementation and evaluation of the Northwest Alberta Regional Emergency Plan and programs.	As arranged
Subdivision & Development Appeal Board (SDAB)	Deputy Mayor Langford (cert. to Nov 2024) Councillor Liboiron (cert. to Nov 2025) Public members: Jerry Chomiak (cert. to Nov 2024)	The Subdivision Development Appeal Board hears and determines appeals on behalf of the Town in respect to decisions of a Subdivision Authority or Development Authority.	As needed
Town of High Level Municipal Emergency Advisory Committee (per Regional Emergency Management Bylaw 962-16)	Mayor McAteer, Councillor Jessiman, and Councillor Anderson	Has the authority to declare a State of Local Emergency, ensures that emergency plans and programs are prepared to address emergencies or disasters in The Town of High Level, recommend local mitigations plans/initiatives to Council and participate in the Northwest Alberta Regional Emergency Advisory Committee.	
Intermunicipal Development Plan Joint Steering Committee	Mayor McAteer , Deputy Mayor Langford and Councillor Welke		As needed

ADMINISTRATIVE REPORTS

ADMINISTRATIVE ENQUIRIES



**TOWN OF HIGH LEVEL
MIEX WATER TREATMENT BORROWING BYLAW
BYLAW NO. 1055-25**

A BYLAW TO INCUR INDEBTEDNESS BY THE ISSUANCE OF DEBENTURE(S) IN THE AMOUNT OF \$2,336,701 FOR THE PURPOSE OF CONSTRUCTING THE MIEX WATER TREATMENT SYSTEM

WHEREAS the Council of the Town of High Level has decided to issue a bylaw pursuant to Section 258 of the *Municipal Government Act RSA*, Chapter M-26, to authorize the financing, undertaking, and completion of the MIEX Water Treatment System.

Plans and specifications have been prepared and the total cost of the project is estimated to be \$5,714,000 and the Town of High Level estimates the following grants and contributions will be applied to the project:

Provincial Grant	\$3,379,299
Debenture	\$2,336,701
Total Cost	\$5,714,000

In order to complete the project, it will be necessary for the Town of High Level to borrow the sum of \$2,336,701 for a period not to exceed Ten (10) years, from the Alberta Capital Finance Authority or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this bylaw.

The estimated lifetime of the project financed under this by-law is equal to, or in excess of twenty (20) years.

The principal amount of the outstanding debt of the Town of High Level at December 31, 2024 is \$1,629,031 and no part of the principal or interest is in arrears.

All required approvals for the project have been obtained and the project is in compliance with all Acts and Regulations of the Province of Alberta.

NOW THEREFORE, the Council of the Town of High Level in the Province of Alberta, duly assembled, enacts:

1. That for the purpose of constructing the MIEX Water Treatment System, the Sum of TWO MILLION THREE HUNDRED AND THIRTY SIX THOUSAND SEVEN HUNDRED AND ONE DOLLARS (\$2,336,701) be borrowed from the Alberta Capital Finance Authority or another authorized financial institution by way of debenture on

MIEX WATER TREATMENT BORROWING BYLAW

1055-25

READ A FIRST TIME this 26 day of May, 2025


MAYOR


CHIEF ADMINISTRATIVE OFFICER

READ A SECOND TIME this _____ day of _____, 202____

MAYOR

CHIEF ADMINISTRATIVE OFFICER

READ A THIRD TIME this _____ day of _____, 202____

MAYOR

CHIEF ADMINISTRATIVE OFFICER

the credit and security of the Town of High Level at large, of which amount the full sum of \$2,336,701 is to be paid by the Town of High Level at large.

2. The proper officers of the Town of High Level are hereby authorized to issue debenture(s) on behalf of the Town of High Level for the amount and purpose as authorized by this by-law, namely the MIEX Water Treatment System.
3. The Town of High Level shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest not to exceed ten (10) years calculated at a rate not exceeding the interest rate fixed by the Alberta Capital Finance Authority or another authorized financial institution on the date of the borrowing, and not to exceed six percent (6%).
4. The Town of High Level shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the Town of High Level.
6. The net amount borrowed under the by-law shall be applied only to the project specified by this by law.
7. This Bylaw shall come into force upon third and final reading.

READ A FIRST TIME in Council this _____ day of _____ 2025.

READ A SECOND TIME in Council this _____ day of _____ 2025.

READ A THIRD TIME in Council this _____ day of _____ 2025.

SIGNED AND PASSED THIS this _____ day of _____ 2025.

Mayor

Chief Administrative Officer



Town of High Level Regular Council Meeting Request for Decision

Meeting Date: July 14, 2025
Prepared By: Keir Gervais, Director of Corporate Services
Subject: **Task Terms of Reference - Reliable Air Access for Specialist Medical Services Task Force**

Recommendation:

THAT Council receives the Report Terms of Reference - Reliable Air Access for Specialist Medical Services Task Force dated July 14, 2025; and

AND THAT Council endorse the Terms of Reference - Reliable Air Access for Specialist Medical Services Task Force as presented in Schedule "A" to this report.

CAO Comments:

Background:

At the Regular meeting of Council held on June 23, 2025 Council discussed the issue of increasing scheduled flight cancellations, and the subsequent cancelation of specialty health care services because the medical specialists could not get to High Level. Council expressed concern for how the routine cancellations could negatively impact services planned for the new primary care and specialty medical clinic scheduled to open in 2027.

Citing the importance of specialty medical services not only for High Level residents but for the region, and the need for advocacy for reliable airline service to High Level Airport, Council determined a *Reliable Air Access for Specialist Medical Services Task Force* should be established to act as an advisory body and support the development of a reliable air access for specialist medical services strategy. Council subsequently directed staff to develop a Reliable Air Access for Specialist Medical Services Task Force Terms of Reference for its review at the July 14, 2025 Regular meeting if Council.

Discussion:

Town of *High Level Policy No. 236-11 – Appointing Public Members to Council Committees, Boards, Authorities and Commissions*, all appointments to Council Committees must be made by resolution.

Attached is the draft Terms of Reference for the Reliable Air Access for Specialist Medical Services Task Force that is being presented for approval. These terms were drafted using input from Council during the June 23, 2025 Regular meeting, as well as terms used for previous committees and task forces.

Strategic Plan:

The above initiative supports the following strategic Goals:

- Goal 1: Vibrant Economy
- Goal 2: Infrastructure, Growth, and Reliability
- Goal 3: Resilient Community
- Goal 4: Accountable Government

Financial:

There are no financial implications related to establishing Terms of Reference for the Reliable Air Access for Specialist Medical Services Task Force.

If the Town is to provide admin personnel to prepare agendas, minutes, and any other reporting and/or admin tasks, there will be associated operational costs. It is incumbent upon administration to inform Council that this initiative was not included in the 2025 corporate work plan and supporting budget, and therefore providing this service may compete with other priorities and/or result in added operating costs. It is suggested that any other possible costs to the Town associated with the Task Force be brought to Council in advance for its consideration.

Council Options:

1. That Council endorse the Terms of Reference as presented, for the August 11, 2025 Regular meeting of Council.

2. That Council endorse the Terms of Reference, as revised, for the August 11, 2025 Regular meeting of Council.
3. That Council direct administration to take any other action deemed appropriate by Council.

Attachments:

- Schedule A - Reliable Air Access for Specialist Medical Services Task Force Terms of Reference

Approvals:



CAO, Viv Thoss



Author: Keir Gervais
Director of Corporate Services

Reviewed for form and content and approved for submission to Council:

Resolution:

Director of Corporate Services

Financial Considerations:

N/A

Task Force on Reliable Air Access for Specialist Medical Services

– High Level, Alberta

Schedule A - Terms of Reference (DRAFT)

1. Background

Residents of High Level and surrounding Northern Alberta communities rely heavily on visiting medical specialists for essential health care services. Due to the region's remote location and limited road access - particularly during inclement weather - air transportation is a vital link in the region's healthcare delivery system.

In recent months, unreliable air service has disrupted specialist travel to and from High Level, leading to appointment cancellations, delays in diagnosis and treatment, and increased health risks for patients. These disruptions have also placed added pressure on local healthcare providers and support staff.

To address this critical issue, Town of High Level elected leaders, in collaboration with Alberta Health Services (AHS) and local Indigenous, is establishing a Task Force to bring together key stakeholders to assess the situation and develop actionable solutions.

2. Purpose

The Task Force will assess and recommend practical, short- and long-term strategies to improve the reliability of air travel for visiting medical specialists serving High Level and the surrounding area.

3. Objectives

- Collect data on the frequency, causes, and consequences of flight disruptions affecting specialist care.
- Engage with relevant air service providers operating in Northern Alberta.
- Identify opportunities to stabilize and/or subsidize key flight routes critical to medical service delivery.
- Recommend alternative transportation strategies where feasible (e.g., telehealth, regional hubs).
- Provide recommendations to Alberta Health, AHS, and transportation regulators on policy and funding options.
- Promote collaboration among all stakeholders to advocate long-term, sustainable solutions.

Task Force on Reliable Air Access for Specialist Medical Services

– High Level, Alberta

Schedule A - Terms of Reference (DRAFT)

4. Scope

Included:

- Air service disruptions impacting access to visiting specialists in High Level.
- Infrastructure, logistics, and scheduling coordination related to medical travel.
- Partnerships with Indigenous and rural communities dependent on High Level as a regional health centre.

Excluded:

- Non-medical travel issues or private charter negotiations unrelated to healthcare.
- Broader airline industry challenges not specific to Northern Alberta.

5. Membership

- Town of High Level (Elected Officials Mayor and 2 Councillors)
- Alberta Health Services – North Zone
- Town of High Level Economic Development representative
- Indigenous leadership (e.g., Dene Tha' First Nation, North Peace Tribal Council)
- Local healthcare providers and clinic administrators (for consideration)
- Specialist physician representatives
- Northern Alberta air service providers (for consideration Central Mountain Air)
- Alberta Ministry of Health (for consideration)
- Alberta Ministry of Transportation and Economic Corridors (for consideration)
- Patient or community advocate (for consideration)

Chair: TBD

6. Roles and Responsibilities

Chair: Lead meetings, coordinate activities, oversee reporting.

Members: Attend meetings, contribute data and insights, support advocacy efforts.

Secretariat (provided by Town): Provide administrative support, document meetings, manage communications.

Task Force on Reliable Air Access for Specialist Medical Services

– High Level, Alberta

Schedule A - Terms of Reference (DRAFT)

7. Meeting Schedule and Duration

Frequency: Every 2–3 weeks, or as required.

Initial Term: Six (6) months, beginning [insert start date], with potential for extension.

Format: Hybrid meetings (teleconference/video with in-person options depending on location and weather).

8. Deliverables

- Detailed situation assessment and impact report
- Proposed short- and long-term recommendations
- Final report submitted to Stakeholders, Alberta Health and Alberta Health Services by [insert target date]

9. Decision-Making Process (for consideration)

The Task Force will aim for consensus.

10. Reporting and Accountability

The Task Force will report to:

- TBD

Progress updates will also be shared with:

- Indigenous and municipal leaders
- Local community organizations
- Northern Alberta MLA(s)

11. Confidentiality and Conflict of Interest

Members agree to respect confidentiality around sensitive matters and to declare any conflicts of interest. A conflict of interest register will be maintained.

12. Review and Amendment

These Terms of Reference and this Task Force have been developed solely to address a specific situation related to reliable Air Travel and will be retired upon the conclusion of the current process and related matters.

Task Force on Reliable Air Access for Specialist Medical Services
– High Level, Alberta
Schedule A - Terms of Reference (DRAFT)

Appendix A: Gantt Chart – Work Plan Timeline

Task	Month 1 (August)	Month 2	Month 3	Month 4	Month 5	Month 6
<i>Establish Task Force</i>	X					
<i>Data Collection and Impact Assessment</i>	X	X				
<i>Identify and Analyze Solutions</i>			X	X		
<i>Draft and Review Recommendations</i>				X	X	
<i>Prepare Final Report</i>					X	X

Task Force on Reliable Air Access for Specialist Medical Services
– High Level, Alberta
Schedule A - Terms of Reference (DRAFT)

Appendix B: Action Plan

Action	Lead	Deadline	Status
Appoint Task Force Members	TBD	Week 1	Pending
Collect Data on Disruptions	Secretariat	Month 2	Not Started
Meet with Air Carrier	dependent upon whether the carrier is part of Task Force or not	Month 3	Not Started
Develop Recommendations	All Members	Month 5	Not Started
Submit Final Report	Chair/Secretariat	Month 6	Not Started



Town of High Level Regular Council Meeting Request for Decision

Meeting Date: **July 14, 2025**

Prepared By: **Rodney Schmidt, Director of Emergency
Services**

Subject: **Disposal of Tender 1 (2010 Freightliner)**

Recommendation:

That Council approve the sale of Tender 1 (2010 Freightliner) through a sealed bid process with a reserve bid of \$100,000.00;

That Council authorizes the use of the Alberta Fire Chiefs Association Marketplace site to advertise the sale of Tender 1 (2010 Freightliner); and

That the proceeds of the sale be deposited in the Fire Equipment Reserve.

CAO Comments:

I support the recommendation.

Background:

At the December 11, 2023 Regular Council meeting, Council authorized the purchase on a replacement water tender for the Fire Department, as follows:

Resolution 462-23

THAT Council authorize the purchase of the Fire Department Water Tender to be funded from the 2023 Operating Budget surplus and the 2024 Fire Service Agreements

CARRIED

In the 2024 capital budget, Council approved the purchase of a new water tender for the Fire Department. This purchase was completed, and a new unit was put into service in the summer of 2024. The old unit was left in service while the new Public Works Tanker was delivered, readied for service and training completed.

Due to the fire hazard in the area in 2024, a further decision by the CAO of the day was made to keep the unit in service through the hazard season. The unit was deployed in 2024 generating additional revenue for the Town. It was also used on numerous out of town fires in the last years and was placed into front line service twice while the other unit maintenance work completed.

Discussion:

At the June 23, 2025 Regular Council meeting, Council enquired about the status of the sale of Tender 1.

The public works tanker is now fully in service and equipped to provide back services to the Fire Department as needed. This puts the Town in the position to dispose of the old Tender.

In addition to internal comparative analysis, a verbal estimate of the unit by our fire truck service company from Commercial Emergency Vehicles in the summer of 2024 revealed that the unit could sell under current conditions for between \$100,000.00 and \$125,000.00. Administration is recommending a reserve bid of \$100,000.00.

The truck would not be sold with any equipment other than a portable tank and a suction hose for the pump. All other equipment was transferred to the new unit.

The unit would be advertised in the Alberta Fire Chiefs Association Marketplace site. This site has wide coverage across Alberta and does not collect fees for its use.

Other options include utilizing a service such as Gov Deals or similar sites that charge a commission for posting on their online auction site.

Other options for disposal also include the donation of the asset. This has been done before with disposal of past Fire Engines, but the value of the current truck would provide more value to the town if it was sold at market value.

The Town's Disposal of Surplus Property Policy # 210-05 states that assets with a value of over \$10,000.00 must be disposed of with approval of Council.

Financial:

The assessed value of this asset was given summer of 2024 was approximately \$100,000.00-\$125,000.00. An updated assessment could be sought; however, staff's sense is any change, if any, would be minimal due to the negligible use of the asset since last summer, and no significant change in the market. Proceeds of the sale would be placed in the Fire Equipment Reserve to offset future apparatus costs.

Council Options:

1. That Council approve the sale of Tender 1 (2010 Freightliner) through a sealed bid process with a reserve bid of \$100,000.00, using the advertising services of the Alberta Fire Chiefs Association Marketplace site, with proceeds from the sale to be deposited in the Fire Equipment Reserve.
2. That Council approve the sale of Tender 1 (2010 Freightliner) through a sealed bid process with a reserve bid of an amount of Council's choosing, using the advertising services of the Alberta Fire Chiefs Association Marketplace site, with proceeds from the sale to be deposited in the Fire Equipment Reserve.
3. That Council direct administration to look at donation options for the disposal of Tender 1 (2010 Freightliner).
4. That Council accept the report for information and keep the unit in service.

Attachments:

- **Pictures of unit for disposal**

Approvals:



CAO, Viv Thoss



Author: Rodney Schmidt
Director of Emergency Services

Reviewed for form and content and approved for submission to Council:

Resolution:

Director of Corporate Services

Financial Considerations:

Director of Finance



Driver Side



Officer Side

OLD BUSINESS

NEW BUSINESS

**CORRESPONDENCE FOR
ACTION**

2025.06.27

Re: Request for Letter of Support – CFEP Large Stream Application for the Ken Sargent House

Dear Friend of the Ken Sargent House,

I hope this message finds you well. I am writing to respectfully request a letter of support for our Community Facility Enhancement Program (CFEP) Large Stream grant application for the **Ken Sargent House**, a vital project aimed at providing **affordable, supportive accommodations for individuals and families who must travel to Grande Prairie for medical care**.

With construction underway, our team is working hard to secure funding needed to complete this purpose-built facility. This project will serve residents from across Northern Alberta, offering a home-away-from-home during times of health crisis. Your support would help demonstrate to Alberta Culture the depth of community and regional commitment behind this initiative.

If you are willing to provide a letter of support, we would greatly appreciate it. A strong letter may include:

- An expression of support for the project
- How this facility aligns with your organization's values or goals
- A note on the project's expected benefit to the community or your stakeholders
- Any connection your organization has to the project, if applicable

We are working toward a submission deadline of July 30, 2025 so if possible, we would be grateful to receive your letter by July 18th, 2025.

Please feel free to contact me directly if you would like more information or a sample letter template to assist with your response. Your endorsement can make a significant difference in helping us secure the support needed to complete this essential facility.

Thank you very much for considering our request, and for your ongoing commitment to community well-being.

Warm regards,



www.gphospitalfoundation.ca



11205 110 Street, Grande Prairie, AB T8V 4B1 | (825) 412-4130 | info@gphospitalfoundation.ca

Dale Bond

Director, Ken Sargent House

daleb@gphospitalfoundation.ca

780-897-0932



www.gphospitalfoundation.ca



**CORRESPONDENCE FOR
INFORMATION**



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Peace River*

AR118334

June 26, 2025

Mayor Crystal McAteer
Town of High Level
10511 103 St
High Level AB T0H 1Z0

Dear Mayor McAteer and Council:

As you may be aware, the Lieutenant Governor in Council has approved amending Mackenzie County's formation order to combine Wards 9 and 10 into a new Ward 9 and reduce the number of councillors accordingly. These changes will come into effect for the 2025 general election. The councillors representing the current Wards 9 and 10 will remain on council for the remainder of the council term.

Given the revenue-sharing agreement between the town and county, I wanted to reassure you this change will not affect any existing agreements.

If you have any questions, please contact the Municipal Capacity and Sustainability Branch of Municipal Affairs, toll-free at 310-0000, followed by 780-427-2225.

Sincerely,

A handwritten signature in black ink, appearing to read "Dan Williams".

Dan Williams, ECA
Minister of Municipal Affairs

cc: Jonah Mozeson, Deputy Minister, Municipal Affairs
 Viviane Thoss, Chief Administrative Officer, Town of High Level
 Gary Sandberg, Assistant Deputy Minister, Municipal Services Division, Municipal Affairs



June 26, 2025

AR118334

Reeve Joshua Knelsen
Mackenzie County
PO Box 640
Fort Vermilion AB T0H 1N0

Dear Reeve Knelsen and Council:

I am writing to confirm that the Lieutenant Governor in Council has approved amending the county's formation order to combine Wards 9 and 10 into a new Ward 9 and reduce the number of councillors accordingly. The changes will come into effect for the 2025 general election. The councillors representing the current Wards 9 and 10 will remain on council for the remainder of the current council term.

Attached for your records is a copy of the Order in Council 238/2025, which can also be found on the King's Printer website at www.alberta.ca/orders-in-council.aspx.

I encourage you to communicate these changes to all electors, residents and property owners in Mackenzie County, as well as potential candidates for the upcoming 2025 municipal general election. These changes should be included in the notice of nomination day in accordance with section 26 the *Local Authorities Election Act*. For candidates who have already submitted their nomination papers, a new transitional clause has been included as Section 2(b) of the amending Order in Council (attached), which provides that any nominations for either Ward 9 or Ward 10 are now nominations for the new Ward 9.

If you have any questions during the transition, please contact the Municipal Capacity and Sustainability Branch of Municipal Affairs, toll-free at 310-0000, followed by 780-427-2225.

I look forward to continuing dialogue with Mackenzie County Council on future governance options after the October municipal election.

Sincerely,

Dan Williams, ECA
Minister of Municipal Affairs

Attachment: Order in Council 238/2025

- 2 -

cc: Jonah Mozeson, Deputy Minister, Municipal Affairs
Darrell Derksen, Chief Administrative Officer, Mackenzie County
Gary Sandberg, Assistant Deputy Minister, Municipal Services Division, Municipal Affairs



Province of Alberta
Order in Council

O.C. 238/2025
JUN 25 2025

ORDER IN COUNCIL

Approved and ordered:

Lieutenant Governor
or
Administrator

The Lieutenant Governor in Council makes the Order Amending the Composition of Council and Ward Boundaries for Mackenzie County set out in the attached Appendix.

CHAIR

For Information only

Recommended by: Minister of Municipal Affairs

Authority: Municipal Government Act
(sections 96 and 137)

APPENDIX

Municipal Government Act

ORDER AMENDING THE COMPOSITION OF COUNCIL AND WARD BOUNDARIES FOR MACKENZIE COUNTY

1 The Order in Council numbered O.C. 264/99 is amended by this Order.

2 Schedule 1 is amended

(a) in section 3

(i) in subsection (1) by striking out “10” and substituting “9”;

(ii) in subsection (3) by striking out “first”;

(b) by adding the following after section 6:

Transitional

7 A person who has filed a notice of intent to be nominated as a candidate in ward 9 or 10 in accordance with section 147.22 of the *Local Authorities Election Act* or who has been nominated as a candidate in ward 9 or 10 in accordance with section 28(1) of the *Local Authorities Election Act* during the period beginning on January 1, 2025 and ending on June 30, 2025 is deemed to have filed a notice of intent to be nominated as a candidate or to have been nominated as a candidate, as the case may be, in ward 9 for the 2025 general election.

3 Schedule 2 is struck out and the attached Schedule 2 is substituted.

4(1) Sections 2(a) and 3 of this Order come into force on October 20, 2025.

(2) Section 2(b) of this Order comes into force on July 1, 2025.

Schedule 2

**DESCRIPTION OF WARD BOUNDARIES
FOR MACKENZIE COUNTY**

ALL OF THOSE LANDS SITUATED WEST OF THE FIFTH (5th) AND SIXTH (6th) MERIDIANS AND LYING IN THE PROVINCE OF ALBERTA DESCRIBED AS FOLLOWS,

EXCLUDING THEREOUT ALL THOSE AREAS CONTAINED WITHIN THE BOUNDARIES OF ANY TOWN, VILLAGE, SUMMER VILLAGE, INDIAN RESERVE, NATIONAL PARK OR METIS SETTLEMENT:

WARD 1:

IN TOWNSHIPS NINETY-SEVEN (97) TO ONE HUNDRED THREE (103), WEST OF THE FIFTH (5th) MERIDIAN:

ALL OF RANGES ONE (1) TO SEVENTEEN (17) INCLUSIVE.

IN RANGES EIGHTEEN (18) TO TWENTY (20), ALL OF THOSE PORTIONS OF LAND LYING EAST OF THE RIGHT BANK OF THE PEACE RIVER.

IN TOWNSHIP ONE HUNDRED FOUR (104), WEST OF THE FIFTH (5th) MERIDIAN:

IN RANGES ONE (1) TO SIXTEEN (16) INCLUSIVE, SECTIONS ONE (1) TO EIGHTEEN (18) INCLUSIVE.

IN RANGES SEVENTEEN (17) TO NINETEEN (19), ALL OF THOSE PORTIONS OF LAND LYING EAST OF THE RIGHT BANK OF THE PEACE RIVER.

IN TOWNSHIP ONE HUNDRED FIVE (105), WEST OF THE FIFTH (5th) MERIDIAN:

IN RANGES SEVENTEEN (17) AND EIGHTEEN (18), ALL OF THOSE PORTIONS OF LAND LYING SOUTH OF THE RIGHT BANK OF THE PEACE RIVER.

WARD 2:

IN TOWNSHIP ONE HUNDRED FOUR (104), WEST OF THE FIFTH (5th) MERIDIAN:

IN RANGES ONE (1) TO FIFTEEN (15) INCLUSIVE,
SECTIONS NINETEEN (19) TO THIRTY-SIX (36)
INCLUSIVE.

IN RANGE SIXTEEN (16), ALL OF THOSE PORTIONS OF
SECTIONS NINETEEN (19) TO THIRTY-SIX (36) LYING
SOUTH AND EAST OF THE RIGHT BANK OF THE
PEACE RIVER.

IN TOWNSHIP ONE HUNDRED FIVE (105), WEST OF THE
FIFTH (5th) MERIDIAN:

IN RANGES ONE (1) TO FOURTEEN (14) INCLUSIVE,
SECTIONS ONE (1) TO THIRTY (30) INCLUSIVE.

IN RANGE FIFTEEN (15), SECTIONS ONE (1) TO
THIRTY-ONE (31) INCLUSIVE AND THE WEST HALF OF
SECTION THIRTY-TWO (32).

IN RANGE SIXTEEN (16), ALL OF THOSE PORTIONS OF
SECTIONS ONE (1) TO FOUR (4), TEN (10) TO FIFTEEN
(15), TWENTY-THREE (23) TO TWENTY-SEVEN (27)
AND THIRTY-THREE (33) TO THIRTY-SIX (36) LYING
EAST OF THE RIGHT BANK OF THE PEACE RIVER.

IN TOWNSHIP ONE HUNDRED SIX (106), WEST OF THE
FIFTH (5th) MERIDIAN:

IN RANGE FIFTEEN (15), THE WEST HALF OF SECTION
FIVE (5) AND ALL OF SECTION SIX (6).

IN RANGE SIXTEEN (16), ALL OF THOSE PORTIONS OF
SECTIONS ONE (1) TO FOUR (4) INCLUSIVE, ELEVEN
(11) AND TWELVE (12) LYING NORTHEAST OF THE
RIGHT BANK OF THE PEACE RIVER AND SOUTH OF
THE WATER LINE RIGHT OF WAY PLAN 052 3278.

WARD 3:

IN TOWNSHIP ONE HUNDRED SIX (106), WEST OF THE
FIFTH (5th) MERIDIAN:

IN RANGE FIFTEEN (15), ALL OF THOSE PORTIONS OF
SECTION THREE (3) LYING MORE OR LESS IN THE
WEST HALF OF LEGAL SUBDIVISIONS FOUR (4), FIVE
(5), TWELVE (12) AND THIRTEEN (13); ALL OF

SECTION FOUR (4); THE EAST HALF OF SECTION FIVE (5); ALL OF THOSE PORTIONS OF SECTION TEN (10) LYING MORE OR LESS IN THE WEST HALF OF LEGAL SUBDIVISIONS FOUR (4), FIVE (5), TWELVE (12) AND THIRTEEN (13); ALL OF SECTION NINE (9); THE EAST HALF OF SECTION EIGHT (8) LYING SOUTH AND EAST OF LAKE TOURANGEAU; ALL OF THOSE PORTIONS OF SECTION FIFTEEN (15) LYING MORE OR LESS IN THE WEST HALF OF LEGAL SUBDIVISIONS FOUR (4) AND FIVE (5); THE SOUTH HALF OF SECTION SIXTEEN (16); THE SOUTHEAST QUARTER OF SECTION SEVENTEEN (17) LYING EAST OF LAKE TOURANGEAU.

WARD 4:

IN TOWNSHIP ONE HUNDRED FIVE (105), WEST OF THE FIFTH (5th) MERIDIAN:

IN RANGES ONE (1) TO FOURTEEN (14) INCLUSIVE, ALL OF SECTIONS THIRTY-ONE (31) TO THIRTY-SIX (36) INCLUSIVE.

IN RANGE FIFTEEN (15), THE EAST HALF OF SECTION THIRTY-TWO (32) AND ALL PORTIONS OF SECTIONS THIRTY-THREE (33) TO THIRTY-SIX (36) INCLUSIVE.

IN TOWNSHIP ONE HUNDRED SIX (106), WEST OF THE FIFTH (5th) MERIDIAN:

IN RANGES ONE (1) TO THIRTEEN (13), SECTIONS ONE (1) TO TWENTY-FOUR (24) INCLUSIVE.

IN RANGE FOURTEEN (14), SECTIONS ONE (1) TO EIGHTEEN (18) INCLUSIVE AND SECTIONS TWENTY-THREE (23) AND TWENTY-FOUR (24).

IN RANGE SIXTEEN (16), ALL OF SECTIONS ONE (1), TWO (2), ELEVEN (11), TWELVE (12), THIRTEEN (13) AND FOURTEEN (14) AND ALL OF THOSE PORTIONS OF LAND LYING IN SECTIONS THREE (3), TEN (10) AND FIFTEEN (15) NOT DESCRIBED UNDER WARD 3.

WARD 5:

IN TOWNSHIP ONE HUNDRED SIX (106), WEST OF THE FIFTH (5th) MERIDIAN:

IN RANGES ONE (1) TO THIRTEEN (13), SECTIONS TWENTY-FIVE (25) TO THIRTY-SIX (36) INCLUSIVE.

IN RANGE FOURTEEN (14), SECTIONS NINETEEN (19) TO TWENTY-TWO (22) INCLUSIVE AND SECTIONS TWENTY-FIVE (25) TO THIRTY-SIX (36) INCLUSIVE.

IN RANGE FIFTEEN (15), ALL OF THOSE PORTIONS OF SECTIONS SEVEN (7), EIGHT (8), SIXTEEN (16) AND SEVENTEEN (17) NOT DESCRIBED UNDER WARD 3 AND ALL OF THOSE PORTIONS OF SECTIONS EIGHTEEN (18) TO THIRTY-SIX (36) INCLUSIVE LYING EAST OF THE RIGHT BANK OF THE PEACE RIVER.

IN RANGE SIXTEEN (16), ALL OF THOSE PORTIONS OF SECTIONS TWO (2) TO FIVE (5) AND EIGHT (8) TO TWELVE (12) LYING EAST OF THE RIGHT BANK OF THE PEACE RIVER AND NORTH OF THE WATER LINE RIGHT OF WAY PLAN 052 3278 AND ALL OF THOSE PORTIONS OF SECTIONS THIRTEEN (13) TO SIXTEEN (16), TWENTY-ONE (21) TO TWENTY-EIGHT (28) AND THIRTY-ONE (31) TO THIRTY-SIX (36) LYING EAST OF THE RIGHT BANK OF THE PEACE RIVER.

IN RANGE SEVENTEEN (17), ALL OF THOSE PORTIONS OF SECTIONS TWENTY-FIVE (25), TWENTY-SIX (26), THIRTY-FIVE (35) AND THIRTY-SIX (36) LYING EAST OF THE RIGHT BANK OF THE PEACE RIVER.

IN TOWNSHIP ONE HUNDRED SEVEN (107), WEST OF THE FIFTH (5th) MERIDIAN:

IN RANGES ONE (1) TO THIRTEEN (13) INCLUSIVE, SECTIONS ONE (1) TO EIGHTEEN (18) INCLUSIVE.

IN RANGE FOURTEEN (14), ALL OF SECTIONS ONE (1) TO TWENTY-THREE (23), TWENTY-SIX (26) TO TWENTY-NINE (29), THIRTY-FOUR (34) AND THIRTY-FIVE (35) AND ALL OF THOSE PORTIONS OF SECTIONS THIRTY (30) TO THIRTY-THREE (33) LYING EAST OF THE RIGHT BANK OF THE PEACE RIVER.

IN RANGES FIFTEEN (15) TO SEVENTEEN (17), ALL THOSE LANDS LYING SOUTH AND EAST OF THE RIGHT BANK OF THE PEACE RIVER.

IN TOWNSHIP ONE HUNDRED EIGHT (108), WEST OF THE FIFTH (5th) MERIDIAN:

IN RANGE FOURTEEN (14), ALL THOSE PORTIONS OF SECTIONS TWO (2), THREE (3), ELEVEN (11) AND FOURTEEN (14) LYING EAST OF THE RIGHT BANK OF THE PEACE RIVER.

WARD 6:

IN TOWNSHIP ONE HUNDRED SEVEN (107), WEST OF THE FIFTH (5th) MERIDIAN:

IN RANGES ONE (1) TO SEVEN (7) AND NINE (9) TO THIRTEEN (13), ALL OF SECTIONS NINETEEN (19) TO THIRTY-SIX (36).

IN RANGE EIGHT (8), SECTIONS NINETEEN (19) TO THIRTY (30), THIRTY-ONE (31) AND THIRTY-SIX (36) AND ALL OF THOSE PORTIONS OF SECTIONS THIRTY-TWO (32) TO THIRTY-FIVE (35) LYING EAST OF THE RIGHT BANK OF THE PEACE RIVER.

IN RANGE FOURTEEN (14), ALL OF SECTIONS TWENTY-FOUR (24), TWENTY-FIVE (25) AND THIRTY-SIX (36).

IN TOWNSHIP ONE HUNDRED EIGHT (108), WEST OF THE FIFTH (5th) MERIDIAN:

ALL OF RANGES ONE (1) TO THREE (3) INCLUSIVE.

IN RANGES FOUR (4) TO ELEVEN (11), ALL OF THOSE PORTIONS OF LAND LYING SOUTH AND EAST OF THE RIGHT BANK OF THE PEACE RIVER.

IN RANGE TWELVE (12):

ALL OF SECTIONS ONE (1) TO SEVENTEEN (17), TWENTY-ONE (21) TO TWENTY-EIGHT (28) AND THIRTY-ONE (31) TO THIRTY-SIX (36) INCLUSIVE.

ALL OF SECTION EIGHTEEN (18), EXCLUDING THOSE PORTIONS OF LAND LYING NORTH OF HIGHWAY 88 AND WEST OF 45 STREET.

ALL OF THOSE PORTIONS OF LEGAL SUBDIVISIONS
ONE (1) TO THREE (3) IN SECTION NINETEEN (19)
LYING SOUTH OF THE PROJECTION EAST OF 46
AVENUE.

ALL OF SECTION TWENTY (20), EXCLUDING THOSE
PORTIONS OF LAND LYING NORTH OF THE
PROJECTION EAST OF 46 AVENUE AND WEST OF THE
SOUTH PROJECTION OF UTILITY RIGHT OF WAY 792
0059.

ALL OF SECTION TWENTY-NINE (29), EXCLUDING
THOSE PORTIONS OF LEGAL SUBDIVISION FOUR (4)
LYING EAST OF THE RIGHT BANK OF THE PEACE
RIVER, WEST OF 31 STREET, NORTH OF THE SOUTH
BOUNDARY OF SUBDIVISION PLAN 5999 CL LOT E
AND WEST OF UTILITY RIGHT OF WAY 792 0059.

IN RANGE THIRTEEN (13):

ALL OF SECTIONS ONE (1) TO TWELVE (12),
FOURTEEN (14) TO EIGHTEEN (18), TWENTY-ONE (21)
TO TWENTY-THREE (23), TWENTY-FIVE (25) AND
THIRTY-THREE (33) TO THIRTY-SIX (36) INCLUSIVE.

IN SECTION THIRTEEN (13), LEGAL SUBDIVISIONS
ONE (1) TO EIGHT (8) AND TWELVE (12) TO THIRTEEN
(13) INCLUSIVE AND THOSE PORTIONS OF LEGAL
SUBDIVISIONS NINE (9) TO ELEVEN (11) LYING SOUTH
OF HIGHWAY 88.

ALL OF SECTION TWENTY-FOUR (24), EXCLUDING
THOSE PORTIONS OF LAND LYING EAST OF THE
RIGHT BANK OF THE PEACE RIVER AND EAST OF THE
EAST BOUNDARY OF LEGAL SUBDIVISION FOUR (4).

ALL OF SECTIONS NINETEEN (19) AND TWENTY (20)
LYING EAST OF THE RIGHT BANK OF THE PEACE
RIVER.

ALL OF SECTIONS TWENTY-NINE (29) AND THIRTY-
TWO (32) LYING EAST OF HIGHWAY 88.

IN RANGE FOURTEEN (14), SECTIONS ONE (1) AND
TWELVE (12) AND ALL OF THOSE PORTIONS OF LAND

IN SECTIONS THIRTEEN (13) AND TWENTY-FOUR (24)
LYING EAST OF THE RIGHT BANK OF THE PEACE
RIVER.

IN TOWNSHIP ONE HUNDRED NINE (109), WEST OF THE
FIFTH (5th) MERIDIAN:

ALL OF RANGES ONE (1) TO THREE (3).

IN RANGES FOUR (4) AND ELEVEN (11), ALL OF THOSE
PORTIONS OF LAND LYING EAST OF THE RIGHT
BANK OF THE PEACE RIVER.

IN RANGE TWELVE (12), ALL OF SECTIONS ONE (1) TO
FOUR (4), NINE (9) TO TWELVE (12) AND THIRTEEN
(13) TO FIFTEEN (15) LYING SOUTH AND EAST OF THE
RIGHT BANK OF THE PEACE RIVER AND ALL OF
THOSE PORTIONS OF LEGAL SUBDIVISIONS ONE (1)
TO FOUR (4) IN SECTIONS FIVE (5) AND SIX (6).

IN RANGE THIRTEEN (13), ALL OF THOSE PORTIONS
OF LEGAL SUBDIVISIONS ONE (1) TO FOUR (4) IN
SECTIONS ONE (1) TO FIVE (5) LYING EAST OF
HIGHWAY 88.

IN TOWNSHIP ONE HUNDRED TEN (110), WEST OF THE
FIFTH (5th) MERIDIAN:

ALL OF THOSE PORTIONS OF RANGES ONE (1) TO
FOUR (4) LYING EAST OF THE RIGHT BANK OF THE
PEACE RIVER.

IN TOWNSHIP ONE HUNDRED ELEVEN (111), WEST OF
THE FIFTH (5th) MERIDIAN:

ALL OF THOSE PORTIONS OF RANGES ONE (1) AND
TWO (2) LYING EAST OF THE RIGHT BANK OF THE
PEACE RIVER.

WARD 7:

IN TOWNSHIP ONE HUNDRED EIGHT (108), WEST OF THE
FIFTH (5th) MERIDIAN:

IN RANGE TWELVE (12):

ALL OF THOSE PORTIONS OF THE NORTHWEST HALF OF SECTION EIGHTEEN (18) LYING NORTH OF HIGHWAY 88.

ALL OF THOSE PORTIONS OF SECTION NINETEEN (19) LYING EAST OF THE RIGHT BANK OF THE PEACE RIVER AND NORTH OF THE PROJECTION EAST OF 46 AVENUE, INCLUDING ALL OF LEGAL SUBDIVISION FOUR (4).

ALL OF THOSE PORTIONS OF SECTION TWENTY (20) LYING NORTH OF THE PROJECTION EAST OF 46 AVENUE AND WEST OF THE SOUTH-MOST PROJECTION OF UTILITY RIGHT OF WAY 792 0059.

ALL OF THAT PORTION OF SECTION TWENTY-NINE (29) WITHIN LEGAL SUBDIVISION FOUR (4) LYING EAST OF THE RIGHT BANK OF THE PEACE RIVER, WEST OF 31 STREET, NORTH OF THE SOUTH BOUNDARY OF SUBDIVISION PLAN 5999 CL LOT E AND WEST OF UTILITY RIGHT OF WAY 792 0059.

ALL OF THOSE PORTIONS OF SECTION THIRTY (30) LYING EAST OF THE RIGHT BANK OF THE PEACE RIVER.

IN RANGE THIRTEEN (13):

IN SECTION THIRTEEN (13), ALL OF THOSE PORTIONS OF LAND LYING NORTH OF HIGHWAY 88, EXCLUDING LEGAL SUBDIVISIONS TWELVE (12) AND THIRTEEN (13).

IN SECTION TWENTY-FOUR (24), ALL OF THOSE PORTIONS OF LAND LYING EAST OF THE RIGHT BANK OF THE PEACE RIVER, EXCLUDING LEGAL SUBDIVISION FOUR (4).

WARD 8:

IN TOWNSHIP ONE HUNDRED SIX (106), WEST OF THE FIFTH (5th) MERIDIAN:

IN RANGES FIFTEEN (15) AND SIXTEEN (16), ALL OF THOSE PORTIONS OF LAND LYING WEST OF THE RIGHT BANK OF THE PEACE RIVER.

IN TOWNSHIP ONE HUNDRED SEVEN (107), WEST OF THE FIFTH (5th) MERIDIAN:

IN RANGES EIGHT (8) AND FOURTEEN (14) TO SIXTEEN (16), ALL OF THOSE PORTIONS OF LAND LYING WEST OF THE RIGHT BANK OF THE PEACE RIVER.

IN RANGE SEVENTEEN (17), ALL OF SECTIONS TWELVE (12), THIRTEEN (13), TWENTY-FOUR (24), TWENTY-FIVE (25) AND THIRTY-SIX (36) AND ALL OF THOSE PORTIONS OF LAND WITHIN SECTION ONE (1) LYING WEST OF THE RIGHT BANK OF THE PEACE RIVER.

IN TOWNSHIP ONE HUNDRED EIGHT (108), WEST OF THE FIFTH (5th) MERIDIAN:

IN RANGES FOUR (4) TO ELEVEN (11), ALL OF THOSE PORTIONS OF LAND LYING NORTH OF THE RIGHT BANK OF THE PEACE RIVER.

IN RANGE THIRTEEN (13), ALL OF THOSE PORTIONS OF LAND LYING WEST OF HIGHWAY 88 AND WEST OF THE RIGHT BANK OF THE PEACE RIVER.

IN RANGES FOURTEEN (14) TO SIXTEEN (16), ALL OF THOSE PORTIONS OF LAND LYING WEST OF THE RIGHT BANK OF THE PEACE RIVER.

IN RANGE SEVENTEEN (17), ALL OF SECTIONS ONE (1), TWELVE (12), THIRTEEN (13), TWENTY-FOUR (24), TWENTY-FIVE (25) AND THIRTY-SIX (36).

IN TOWNSHIP ONE HUNDRED NINE (109), WEST OF THE FIFTH (5th) MERIDIAN:

IN RANGES FOUR (4) TO ELEVEN (11) AND FOURTEEN (14) TO SIXTEEN (16), ALL OF THOSE PORTIONS OF LAND LYING WEST OF THE RIGHT BANK OF THE PEACE RIVER.

IN RANGE TWELVE (12), ALL OF THOSE LANDS LYING WEST OF THE RIGHT BANK OF THE PEACE RIVER, EXCLUDING LEGAL SUBDIVISIONS ONE (1) TO FOUR (4) IN SECTIONS FIVE (5) AND SIX (6).

ALL OF RANGE THIRTEEN (13), EXCLUDING LEGAL SUBDIVISIONS ONE (1) TO FOUR (4) IN SECTIONS ONE (1) TO FIVE (5) AND THOSE PORTIONS OF LAND LYING EAST OF HIGHWAY 88.

IN RANGE SEVENTEEN (17), ALL OF SECTIONS ONE (1), TWELVE (12), THIRTEEN (13), TWENTY-FOUR (24), TWENTY-FIVE (25) AND THIRTY-SIX (36).

IN TOWNSHIP ONE HUNDRED TEN (110), WEST OF THE FIFTH (5th) MERIDIAN:

IN RANGES TWO (2) TO SIXTEEN (16) INCLUSIVE, ALL OF THOSE PORTIONS OF LAND LYING NORTH AND WEST OF THE RIGHT BANK OF THE PEACE RIVER.

IN RANGE SEVENTEEN (17), ALL OF SECTIONS ONE (1), TWELVE (12), THIRTEEN (13), TWENTY-FOUR (24), TWENTY-FIVE (25) AND THIRTY-SIX (36).

IN TOWNSHIP ONE HUNDRED ELEVEN (111), WEST OF THE FIFTH (5th) MERIDIAN:

IN RANGES ONE (1) TO SIXTEEN (16) INCLUSIVE, ALL OF THOSE PORTIONS OF LAND LYING NORTH AND WEST OF THE RIGHT BANK OF THE PEACE RIVER.

IN TOWNSHIPS ONE HUNDRED TWELVE (112) TO ONE HUNDRED TWENTY (120), WEST OF THE FIFTH (5th) MERIDIAN:

ALL OF RANGES ONE (1) TO SIXTEEN (16) INCLUSIVE.

IN TOWNSHIPS ONE HUNDRED TWENTY-ONE (121) TO ONE HUNDRED TWENTY-SIX (126), WEST OF THE FIFTH (5th) MERIDIAN:

ALL OF RANGES TEN (10) TO SIXTEEN (16) INCLUSIVE.

WARD 9:

IN TOWNSHIP ONE HUNDRED FIVE (105), WEST OF THE FIFTH (5th) MERIDIAN:

ALL OF RANGES NINETEEN (19) TO TWENTY-FIVE (25) INCLUSIVE.

IN RANGES SIXTEEN (16) TO EIGHTEEN (18), ALL OF THOSE LANDS LYING NORTH AND WEST OF THE RIGHT BANK OF THE PEACE RIVER.

IN TOWNSHIP ONE HUNDRED SIX (106), WEST OF THE FIFTH (5th) MERIDIAN:

ALL OF RANGES EIGHTEEN (18) TO TWENTY-FIVE (25) INCLUSIVE.

IN RANGES SIXTEEN (16) AND SEVENTEEN (17), ALL OF THOSE PORTIONS OF LAND LYING WEST OF THE RIGHT BANK OF THE PEACE RIVER.

IN TOWNSHIPS ONE HUNDRED SEVEN (107) TO ONE HUNDRED TEN (110), WEST OF THE FIFTH (5th) MERIDIAN:

ALL OF RANGES EIGHTEEN (18) TO TWENTY-FOUR (24) INCLUSIVE.

IN RANGE SEVENTEEN (17), ALL OF SECTIONS TWO (2) TO ELEVEN (11), FOURTEEN (14) TO TWENTY-THREE (23) AND TWENTY-SIX (26) TO THIRTY-FIVE (35) INCLUSIVE.

IN TOWNSHIPS ONE HUNDRED ELEVEN (111) TO ONE HUNDRED TWENTY-TWO (122), WEST OF THE FIFTH (5th) MERIDIAN:

ALL OF RANGES SEVENTEEN (17) TO TWENTY-FOUR (24) INCLUSIVE.

IN TOWNSHIPS ONE HUNDRED TWENTY-THREE (123) TO ONE HUNDRED TWENTY-SIX (126), WEST OF THE FIFTH (5th) MERIDIAN:

ALL OF RANGES SEVENTEEN (17) TO TWENTY-THREE (23) INCLUSIVE.

IN TOWNSHIPS ONE HUNDRED FIVE (105) TO ONE HUNDRED TWENTY-SIX (126), WEST OF THE SIXTH (6th) MERIDIAN:

ALL OF RANGES ONE (1) TO TWELVE (12) WITHIN THE BORDER OF THE PROVINCE OF ALBERTA.

INTERNAL CORRESPONDENCE

Departmental Monthly Report



Department: Corporate Services

Month/Year: June 2025

Monthly Activity Summary

Since my arrival on June 9, the remainder of the month was primarily dedicated to becoming acquainted with the High Level team, understanding internal processes, reviewing Town bylaws and policies, and familiarizing myself with relevant Provincial regulations.

Corporate Services facilitated in the preparation of one Regular meeting of Council, one Special meeting of Council and one Committee of the Whole meeting.

- Completed mandatory Health and Safety Training.
- Continued the process of readying for the General Election.
- Staff reviewed several agreements and policies.
- Staff completed the Town's annual FOIP reporting to the Province.
- Supported the Town's HR Consultant with preparing various documentation.

Upcoming Events

- A key focus for the next few months will be preparing for and carrying out the General Election.
- Review of the Peace River Library System Master Agreement.
- Renew and execution of the Franchise Agreement with Apex.
- Coordinating the meetings rooms retrofit; furniture and audio/visual upgrades.

APPROVALS

A handwritten signature in blue ink, appearing to read "Viv Thoss".

A handwritten signature in blue ink, appearing to read "Keir Gervais".

CAO – Viv Thoss

Author – Keir Gervais
Director of Corporate Services

Departmental Monthly Report



Department: Community Services

Month/Year: July 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 assigned. 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. The community Canada Day celebration was a success it brought together residents and visitors for a day filled with activities, entertainment, and food. We had roughly 2000 people attend.

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 also hosted 4 tours.

Ongoing Projects

- Finalize Seniors Benches, Parks and Museum seating project.
- We are currently working with WSP on the Community Park Project. Surveying has been completed, and it uncovered a few deficiencies that we need to address.
- Kinetics was onsite to update our building management system. The issue with the smell appears to have been resolved. We will be working with a contractor to ensure the building is properly balanced.

Upcoming Initiatives

- Our *Explore High Level* website – explorehighlevel.ca - is now live and we are working with communications to update the content.
- Continue working with economic development on the *Tourism Improvement Fee* program and the *Tourism Development Strategy*.

Approvals

Viv Thoss
CAO

Author- Jena Clarke
Director of Community Services

Departmental Monthly Report



Department: Emergency Services

Month/Year: June 2025

Monthly Activity Summary

Fire Services

Nature of Calls	Number of Calls	Nature of Calls	Number of Calls
First Response Medical	15	MVC	4
Assist EMS	40	False Alarms	9
Cancelled Medical	8	Outside Fire (Grass Brush)	2
WUI Deployments	1	Structure Fire	2
Power Line Down	1	Vehicle Fire	1
Wrong Address/Duplicate Call	1	Mutual Aid Assist	1
Total Calls June 2025	85		
Total Calls June 2024	78		
YTD Call volume for 2025	375		

The Fire Department weekly training concentrated on: Ladder Rescues, Search and Rescue and Rural Water Supply.

Annual fire apparatus and ladder testing and maintenance were completed.

HLFD Members assisted with the following events in June:

- HLPS Year end Celebration – Slip and Slide
- Summer festival in the Park
- Assist with Tee Pee Raising in Centennial Park

Firefighter Cadet Program started in June with 4 Firefighter Cadets.

WUI Team

Deployed to Red Earth Creek for the Red Earth Creek Complex on May 29 for a 14 day deployment, returned on June 11.

Second Deployment to Red Earth Complex on June 16 for a 14 day deployment, returned June 28.

Emergency Management

There were no activations in June 2025.

Enforcement

Departmental Monthly Report



Nature of Calls	Number of Calls
Animal Complaints	5
RCMP Transfer	1
Bylaw Complaints	7
Disturbance Call	1
Public Complaints	9
Provincial Files	9
Trespassing	2
Document Service	2
Traffic Violation	2
Work order (Clean up)	2
Total Calls June 2025	38

CPO attended PPCT Recert Training (Handcuff/OC Spray) in Grande Prairie.

CPO assisted with the Pride Event at the Village.

Safety

5 reported incidents, 3 damage, 1 illness, 1 security.

Safety/Emergency Management Coordinator conducted 5 new hire orientations and 2 returning orientations.

Awaiting approval for Audit Action Plan.

Annual Driver Abstracts completed.

Ongoing Projects

- Hydrant flow testing through summer

Upcoming Initiatives

- Community Connect rollout

Approvals

CAO – Viv Thoss

Author – Rodney Schmidt
Director of Emergency Services

Departmental Monthly Report



Department: Operations
Month/Year: June 2025

Airport

Our airport crew performed routine inspections, fulfilled our statutory obligations, and conducted summer maintenance during the month, including grass cutting and weed trimming to keep airfield areas clear and safe.

Throughout the month, Airport Staff worked alongside the Public Works mechanic on the maintenance of winter equipment to ensure everything remains in working condition for the upcoming season. In addition, they completed landscaping improvements by removing the rock beds around the terminal and replacing them with recycled asphalt millings from the 2018 runway project.

The Airport Safety Management System (SMS) was upgraded by transitioning it to an online form. A QR code linking to the form was distributed to all airport tenants and users, improving accessibility and reporting efficiency.

Progress continued on resolving the four non-compliance items identified in the ACAP Lighting Project.

Airport Statistics December 2024

Airport Movements:

Total Recorded Movements: 2,579
2,073 (NAV Canada)
506 (Additional movements from recording device)

Passenger Traffic:

Enplaned: 107
Deplaned: 99 **Total Passengers: 206**

Complaints: 0 **SMS Reports: 0**

The airport supported over 20 helicopters and 8 Lockheed Electra and Dash 8 aircraft throughout the period.

Public Works

The Public Works Department participated in a full week of safety training provided by AMHSA, covering the safe operation of the backhoe, grader, and loader. Staff completed the removal and replacement of brickwork in front of two businesses along 100 Avenue, addressing damage caused by frost heaving and settlement experienced this spring.

The grader serviced all gravel roads within town, as well as roads at Footner Lake and access routes to

Departmental Monthly Report



the pumphouses and lagoon site. Utility locates for Apex Utilities consumed a significant amount of staff time and are expected to continue into the fall. The Apex project is progressing well in the industrial and highway commercial areas.

Following the annual hydrant flushing program, Public Works staff repaired three hydrants and one valve. Street sweeping continued throughout the month with a focus on priority areas. Additionally, Public Works staff assisted Community Services with setting up the Teepees and Canada Day events.

Our Public Works mechanic serviced and repaired mowers to support the overall greenspace maintenance programs. During the month, six fleet units were repaired, and one unit completed the Commercial Vehicle Inspection Program (CVIP). In addition, five other vehicle services were performed during this period.

Utility Operations

Our utility crew, committed to upholding regulatory standards, completed several annual water plant maintenance and daily testing.

During the summer testing schedule, an additional four organic samples were taken to meet the annual Approval requirements. Divers inspected and replaced the Footner Lake intake screen, cleaned and inspected the Clearwell Transfer, inspected the Treated Water Transfer, and cleaned and inspected the Clearwell.

A section of a leaking heating pipe in the building's heating system was replaced due to corrosion. The system is scheduled for a complete flush and chemical treatment to reduce the potential for internal corrosion.

One Trihalomethane (THM) sample tested high, which was attributed to an increase in organics in the raw water supply. The results were reported to Alberta Environment, as required under the Approval to Operate.

Utility Operations Statistics - December 2024

Bacteriological Samples Collected	12
Sewage System Service Calls due to blockages	2
Utility Locate Request not APEX	5
Wastewater Samples Collected	2
Water Leaks Complaints	0
Water Meter Replacements and Inspections	18
Water Turn Ons / Offs	3
Treated Water Produced	70295 m ³

Departmental Monthly Report



Ongoing Projects

- Coordinated with Circular Materials to facilitate the implementation of a province-wide recycling program, including the preparation and submission of the required application.
- Provided data and reviewed designs and specifications for various capital projects.

Upcoming Initiatives

- Continue work with engineering firms to finalize older capital projects and studies.
- Finalize the solid waste collection agreement and review the Garbage By-law.
- Collaborate with Clearwater Environmental on the Hydrovac Waste Site to finalize the design and submit the application to Alberta Environment.

Approvals

CAO - Viv Thoss

Author - Keith Straub, Director of Operations

NOTICE OF MOTIONS

QUESTION PERIOD

CLOSED SESSION