



Regular Open Council Meeting Agenda

Tuesday, October 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/yHFpyCrYDuo?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 October 14, 2025, be adopted.

3. DELEGATIONS

3.1. Arnold Viersen, MP – Federal Government Update

4. ADOPTION OF MINUTES

4.1. Minutes of the Regular Open Council Meeting held September 22, 2025, for adoption

THAT the Minutes of Regular Open Council meeting held September 22, 2025, be adopted.

5. DELEGATION BUSINESS

6. MAYOR'S REPORT

6.1. Mayor McAteer's Report September 23, 2025, to October 14, 2025

THAT Council receive Mayor McAteer's report for the period of September 23, 2025, to October 14, 2025, for information.

7. COUNCIL COMMITTEE REPORTS

7.1. 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 September 23, 2025, to October 14, 2025, for information.

Deputy Mayor Langford:

Councillor Anderson:

Councillor Lambert:

Councillor Liboiron:

Councillor Welke:

7.2. Minutes of the Committee of the Whole Meeting held September 15, 2025

THAT the Minutes of Committee of the Whole meeting held September 15, 2025, be received.

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

THAT the Committee of the Whole DIRECT Administration to table the FCM 2024 MAMP Grant Application & Reporting Details to the next Regular Council meeting to be held October 14, 2025.

8. ADMINISTRATIVE REPORTS

8.1. CAO Report

THAT Council receive CAO Thoss' report for the period of September 23, 2025, to October 14, 2025, for information.

9. ADMINISTRATIVE ENQUIRIES

9.1. Clarification Regarding Air Access Task Force Meeting Held October 8, 2025.

THAT Council receive this report for information and reaffirm that, in accordance with Sections 145 and 192 of the *Municipal Government Act (MGA)* and the *Town of High Level Council and Committees Procedural Bylaw No. 893-10*, any committee or task force, including the Reliable Air Access for Specialist Medical Services Task Force, must operate under Council-approved Terms of Reference and through the Chief Administrative Officer (CAO);

AND THAT Council confirm that, as the Terms of Reference for the Task Force have not yet been approved, the meeting held on October 8, 2025, is deemed informational only, and no formal decisions, appointments, or actions from that meeting shall carry administrative or legislative authority;

AND FURTHER THAT Council direct Administration to ensure all future meetings, communications, or actions relating to the Task Force are coordinated through the CAO and brought forward for Council consideration following approval of the official Terms of Reference.

9.2. Manufactured Home Development Permits

THAT Council direct the Development Officer no longer vary the requirement for manufactured homes to have at an effective age of 20 years at the time of placement on the parcel;

AND THAT Council further direct administration to prepare an amendment to Section 9.2.10 in the R-2 District and 9.4.3 in the R-4 District and remove the allowance of Manufactured Home – Mobile older than 20 years with an appraisal report and require that all Manufactured Home – Mobile be 20 years old or younger at the time of placement on the parcel.

9.3. Manufactured Home Land Use Bylaw Amendment

THAT Council consider first reading of the proposed Land Use Bylaw amendment to revise the notification requirements for development permit issued for discretionary uses and where variances have been approved and to prohibit the placement of manufactured homes older than 20 years on any lot within the Town of High Level.

9.4. Solar Collectors Land Use Bylaw Amendment

THAT Council consider first reading of the proposed Land Use Bylaw amendment to enable solar collectors in the residential, commercial, and industrial districts.

9.5. Policy 281-25 – Vehicle and Equipment Lifecycle Management

THAT Council rescind Policy 173-99 (Vehicle and Equipment Replacement, 1999); AND THAT Council adopt Policy 281-25 (Vehicle and Equipment Lifecycle Management, Revised 2025), to take effect immediately.

10. OLD BUSINESS

11. NEW BUSINESS

12. CORRESPONDENCE FOR ACTION

12.1. Correspondence for Action

THAT the items of correspondence for information be received.

- High Level Library – Board Member Recommendations
- Library Board Letter of Interest – Bill Schnarr
- Library Board Letter of Interest – Jodi Botha
- Draft 2026-2028 Operating Budget

13. CORRESPONDENCE FOR INFORMATION

13.1. Correspondence for information

THAT the items of correspondence for information be received.

- Northwest Territories Cost Recovery

14. NOTICES OF MOTION

15. QUESTION PERIOD

16. RECESS TO IN-CAMERA MEETING

16.1. Recess to In-Camera Meeting

THAT pursuant to the *Access to Information Act*, the meeting be closed to the public on the basis that the subject matter of all agenda items to be considered related to matters listed under Section 29 (Advice from Officials) of the *Access to Information Act*.

- **Advice from Officials**
- **HR Update**

17. RECONVENE OPEN MEETING

17.1. Reconvene Open Meeting

THAT the Regular Open Council meeting be reconvened.

18. IN-CAMERA ITEMS

19. ADJOURNMENT

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

CALL TO ORDER

ADOPTION OF AGENDA

DELEGATIONS



TOWN OF
HIGH LEVEL

10511 – 103 Street
High Level, AB
T0H 1Z0
Ph: 780-926-2201
Fax: 780-926-2899

Council Meeting Delegation/Presentation

Request Form

Presentation Information

Name of Organization	Preferred Date
Name of Presenter(s)	Topic
Specific Points/Concerns	Action Requested of Council
Are you providing any supporting documentation? If yes, the documentation must accompany this request. Supporting documents may be e-mailed to: municlerk@highlevel.ca or reception@highlevel.ca	

Contact Information

Contact person	Email Address
Mailing Address	Phone Numbers
Address: City/Town: Province: Postal Code:	Phone Number: Cell Phone Number:

NOTE: All presentations are heard at a public meeting. The personal information on this form is collected under the authority of Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act. The personal information will be used to contact you regarding your request and may be included in the Agenda, as part of your presentation, which is also posted to the Town's website. If you have questions regarding the collection or use of this information contact the Municipal Clerk, 10511-103 Street, High Level, AB T0H 1Z0 - or call (780) 841-4008.

Completed forms should be submitted to the following:

Municipal Clerk
Town of High Level
10511-103 Street
High Level, AB T0H 1Z0
E-mail: municlerk@highlevel.ca

APPROVAL OF MINUTES



Minutes of the Regular Open Council Meeting held **September 22, 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 Langford Councillor Brent Anderson Councillor Josh Lambert Councillor Mark Liboiron Councillor Jan Welke
Staff:	Viv Thoss, Chief Administrative Officer Roy Amalu, Director of Finance Jena-Rayé Clarke, Director of Community Services Bill Schnarr, Communications Coordinator Aya Balmores, Relief Legislative & Executive Assistant
External:	Barb Wilton, HR Consultant
Regrets:	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

266-25 THAT the Regular Open Council meeting agenda for September 22, 2025, BE ADOPTED as amended with the following additions:

- **17.1 Bylaw Issue**
- **17.2 FCM Grant**
- **17.3 Commercial Highway Development Issue**

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 September 08, 2025, for adoption

Moved by Councillor Anderson

267-25 THAT the Minutes of Regular Open Council meeting held September 08, 2025, BE ADOPTED.

Carried

5. MAYOR'S REPORT

5.1. Mayor McAteer's Report September 09, 2025, to September 22, 2025

Moved by Councillor Lambert

268-25 THAT Council RECEIVE Mayor McAteer's report for the period of September 09, 2025, to September 22, 2025, for information.

Carried

6. COUNCIL COMMITTEE REPORTS

6.1. Council Committee Reports

Moved by Councillor Welke

269-25 THAT Council RECEIVE the Council Reports from Deputy Mayor Langford, Councillor Anderson, Councillor Lambert, Councillor Liboiron, and Councillor Welke for the period of September 09, 2025, to September 22, 2025, for information.

Deputy Mayor Langford:

Sept. 10 – Upper Hay Regional Forests Public Advisory Committee
Sept. 12 – Alberta Northwest Species at Risk Committee
Sept. 13 – Mackenzie Regional Waste Management Commission
Sept. 17 – High Level Community Policing Society
Sept. 18 – Regional Economic Development Initiative

Councillor Anderson:

Nothing to report

Councillor Lambert:

Sept. 9 – High Level & District Chamber of Commerce
Sept. 16 – Intermunicipal Development Plan Joint Steering Committee
Sept. 18 – Regional Economic Development Initiative

Councillor Welke:

Sept. 17 – Northwest Regional FASD Society

Councillor Liboiron:

Sept. 13 – Mackenzie Regional Waste Management Commission
Sept. 15 – Committee of the Whole
Sept. 16 – Peace Library System

Carried

7. ADMINISTRATIVE REPORTS

7.1 CAO Report

Moved by Councillor Liboiron

270-25 THAT Council RECEIVE CAO Thoss' report for the period of September 09, 2025, to September 22, 2025, for information.

Carried

8. ADMINISTRATIVE ENQUIRIES

There were no administrative enquiries items.

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 are no items for correspondence for action.

12. CORRESPONDENCE FOR INFORMATION

12.1. Correspondence for information

Moved by Deputy Mayor Langford

271-25 THAT the items of correspondence for information BE RECEIVED.

- Alberta Municipalities – Notice of 2025 Annual General Meeting

Carried

12.1. Internal Correspondence

Moved by Councillor Lambert

272-25 THAT the items of internal correspondence BE RECEIVED.

- Community Services Dept. Report – August 2025

Carried

13. NOTICES OF MOTION

There were no notice of motions brought forward.

14. QUESTION PERIOD

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

15. RECESS TO IN-CAMERA MEETING

15.1 Recess to In-Camera Meeting

Moved by Councillor Anderson

273-25 THAT pursuant to the *Access to Information Act*, the meeting BE CLOSED to the public on the basis that the subject matter of all agenda items to be considered related to matters listed under Section 29 (Advice from Officials) of the *Access to Information Act* and Section 30 Disclosure harmful to economic and other interests of a public body.

- Advice from Officials
- HR Update
- Bylaw Issue
- FCM Grant
- Commercial Highway Development Issue

Council recessed into an In-Camera meeting at 7:14 p.m.

Carried

16. RECONVENE OPEN MEETING

16.1 Reconvene Open Meeting

Moved by Councillor Lambert

274-25 THAT the Regular Open Council meeting BE RECONVENED.

The Regular Open Council Meeting reconvened at 8:48 p.m.

Carried

17. IN-CAMERA ITEMS

There were no in-camera items brought forward.

18. ADJOURNMENT

Moved by Councillor Welke

**275-25 THAT there being no further business of the Regular Open Council meeting,
it BE ADJOURNED.**

Carried

THE REGULAR OPEN COUNCIL MEETING ADJOURNED AT 8:48 p.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

DELEGATION BUSINESS

MAYOR'S REPORT

**COUNCIL COMMITTEE
REPORTS**



Minutes of the Committee of Whole Meeting held September **15, 2025, at 7:00 p.m.**
in the Council Chambers, Town Hall, 10203-105th Avenue, High Level, AB

In Attendance:

Council:	Mayor Crystal McAteer Deputy Mayor Boyd Langford Councillor Brent Anderson Councillor Josh Lambert Councillor Mark Liboiron Councillor Jan Welke
Staff:	Viv Thoss, Chief Administrative Officer Roy Amalu, Director of Finance Jena-Rayé Clarke, Director of Community Services Romer Talampas, Financial Analyst Bill Schnarr, Communications Coordinator Aya Balmores, Relief Legislative & Executive Assistant
Consultants:	Barb Wilson, HR Consultant (via Teams) Jane Dauphinee, Planning and Development Consultant (via Teams)
Regrets:	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

026-25 THAT the Committee of the Whole Council meeting agenda for September 15, 2025, BE ADOPTED.

Carried

3. DELEGATIONS

There were no delegations scheduled for this meeting

4. ADOPTION OF MINUTES

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

Moved by Deputy Mayor Langford

027-25 THAT the Minutes of Committee of the Whole Council meeting held June 16, 2025, BE ADOPTED.

Carried

5. OLD BUSINESS

There were no old business items brought forward.

6. NEW BUSINESS

There were no new business items brought forward.

7. CORRESPONDENCE FOR ACTION

There were no items for correspondence for action

8. COMMITTEE REPORTS

8.1 IDP/ICF Discussion

Ahead of the Town's Intermunicipal Development Plan Committee meeting with Mackenzie County, Jane Dauphinee, Planning and Development Consultant, provided Council with a briefing on the Intermunicipal Development Plan (IDP) and the Intermunicipal Collaboration Framework (ICF). She offered to answer any questions Council might have had. No questions were raised during the session.

Jane Dauphinee, Planning and Development Consultant left the meeting at 7:10 p.m.

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

Moved by Deputy Mayor Langford

028-25 THAT the Committee of the Whole DIRECT Administration to table the FCM 2024 MAMP Grant Application & Reporting Details to the next Regular Council meeting to be held October 14, 2025.

Carried

8.3 Draft 2026-2029 Core Budget

Moved by Councillor Lambert

029-25 THAT the Committee of the Whole RECOMMEND that Council RECEIVE the draft 2026-2029 the core budget report and presentation for information.

Carried

9. NOTICES OF MOTION

There were no notice of motions brought forward.

10. QUESTION PERIOD

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

11. RECESS TO IN-CAMERA MEETING

11.1 Recess to In-Camera Meeting

Moved by Councillor Welke

030-25 THAT pursuant to the *Access to Information Act*, the meeting BE CLOSED to the public on the basis that the subject matter of all agenda items to be considered related to matters listed under Section 29 (Advice from Officials) and Section 19 (Disclosure harmful to business interests of a third party) of the *Access to Information Act*.

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

Committee of the Whole recessed into an In-Camera meeting at 7:34 p.m.

Carried

12. RECONVENE COMMITTEE OF THE WHOLE MEETING

12.1 Reconvene Committee of the Whole Meeting

Moved by Councillor Anderson

031-25 THAT the Committee of the Whole meeting BE RECONVENED.

The Committee of Whole Meeting reconvened at 9:17 p.m.

13. IN-CAMERA ITEMS

There were no in-camera items brought forward.

14. ADJOURNMENT

Moved by Councillor Liboiron

**032-25 THAT there being no further business of the Committee of the Whole meeting,
it BE ADJOURNED.**

THE COMMITTEE OF WHOLE MEETING ADJOURNED AT 9:17 p.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

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

Workplan and Budget - MAMP Funding Offer						Instructions
Lead applicant:	Town of High Level					<i>This is the legal name of your organization.</i>
Project title:	Asset Management Program Advancements in High Level					<i>This is the title describing your project. It must match the title in Part C section 7 of the Application Form.</i>
Applicant Type:	Municipal government with a population over 1,000 people					
Activity	Start date (dd month yyyy)	End date (dd month yyyy)	Eligible cost (\$)	Ineligible cost (\$)	Total cost (\$)	
Activity 1: Implementation of Asset Management Software (including roads, bylaw, parks and recreation)	01-01-2022	01-01-2023				<i>Notes: Activities must match those in Part C section 8 of the Application Form. The project timeline may not exceed 12 months.</i>
Implementation of Asset Management Software (including roads, bylaw, parks and recreation), delivered			\$19,700.00	\$0.00	\$19,700.00	<i>Describe the steps that will be taken to complete the activity. Provide details broken down by major tasks needed to achieve the deliverables noted in section 8 of the Application Form. Identify who will be doing the work. Provide the costs for each task.</i>
Asset Manager Reporting and Training (included in the price of implementation) - staff will be provided			\$6,400.00	\$0.00	\$6,400.00	
Project Management (includes kick-off meeting, project planning and go-live planning)			\$3,200.00	\$0.00	\$3,200.00	
Software testing, review and go-live support			\$3,200.00	\$0.00	\$3,200.00	
[Add task description here]			\$0.00	\$0.00	\$0.00	
Activity 1 Subtotals			\$32,500.00	\$0.00	\$32,500.00	
Activity 2: Training and Asset Datasets Improvement (including core assets: roads, bridges, water and wastewater)	01-01-2022	01-01-2023				<i>If you have only one activity, do not fill out activity 2 and/or 3, leave cells blank.</i>
Condition Protocols with Data Structuring and Refinement - creation of asset profiles and adding asset			\$14,400.00	\$0.00	\$14,400.00	
End User Training - key staff members will receive system user, system configuration and asset dataset			\$2,600.00	\$0.00	\$2,600.00	
[Add task description here]			\$0.00	\$0.00	\$0.00	
[Add task description here]			\$0.00	\$0.00	\$0.00	
[Add task description here]			\$0.00	\$0.00	\$0.00	
Activity 2 Subtotals			\$17,000.00	\$0.00	\$17,000.00	
Activity 3: Build Asset Management System Framework (including core assets: roads, bridges, water and wastewater)	01-01-2022	01-01-2023				
Lifecycle Frameworks (including core assets: roads, bridges, water and wastewater), delivered by PSD			\$20,500.00	\$0.00	\$20,500.00	
[Add task description here]			\$0.00	\$0.00	\$0.00	
[Add task description here]			\$0.00	\$0.00	\$0.00	
[Add task description here]			\$0.00	\$0.00	\$0.00	
[Add task description here]			\$0.00	\$0.00	\$0.00	
Activity 3 Subtotals			\$20,500.00	\$0.00	\$20,500.00	
Total costs		\$70,000.00	\$0.00	\$70,000.00		
Total eligible costs					\$70,000.00	
Calculate Budget						
NB: Click on the Calculate Budget button to round off all figures to the nearest \$1.						
Contingency costs: Have you included room for contingencies in some or all of your task costs? Please explain.						<i>Contingency is not mandatory.</i>
[Add explanation about contingency here.]						
Other Notes:						
[Add any other relevant details about your workplan and budget here.]						

Sources of Funding

Instructions

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

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

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

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

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

ADMINISTRATIVE REPORTS

Meeting Date: October 14th, 2025

- I continue to support the Substitute Returning Officer in preparing for the upcoming municipal election. The Advance Voting opportunity took place at the Seniors Centre on October 9, 2025. My responsibilities include assisting with the development of clear and informative communications for candidates and election workers, as well as responding to inquiries from candidates and members of the public regarding statutory requirements and conflict of interest regulations related to the election.
- Participated in a tabletop exercise at the airport on September 29, 2025, alongside staff members and key community stakeholders to enhance coordination and preparedness in the event of an emergency.
- I continue to work closely with the Provincial Grants Division and internal staff to reconcile the Town's 2024 capital expenditures with the corresponding grant funding. This process is critical to ensuring accurate and complete financial documentation is available for the auditors to complete the 2024 audit.
- I continue to actively pursue available grant funding opportunities to help the Town address critical infrastructure needs. This initiative is part of a broader strategy aimed at securing external financial support for both urgent repairs and long-term improvements, with the objective of reducing the financial impact on local ratepayers.
- I continue to work collaboratively with staff to refine and implement a budget process that aligns with best practices, fulfills all statutory requirements, and emphasizes transparency and public engagement. The process is designed to provide residents with meaningful opportunities to observe, participate in, and offer feedback at key stages. This promotes accountability and strengthens community involvement. With the Director of Finance currently away, I've taken on a more active role in coordinating this process and identifying interim support to ensure continued progress.
- I continue to work closely with staff and Municipal Planning Services to oversee daily operations, including the review and approval of planning applications such as approach access, utility permits, development permits, variance requests, and public complaints. Several items on the agenda reflect these responsibilities. Additionally, I'm coordinating with consultants to support the successful progress and completion of ongoing departmental projects.
- I am currently providing interim oversight of the Emergency Services Department, supporting daily operations and working closely with the team to ensure service delivery remains consistent with municipal standards and council's strategic priorities. I've also met with members of the public who requested meetings to share various concerns regarding services.
- Met with engineers and consultants to receive updates and progress reports on various ongoing projects. Additionally, requested their assistance in gathering valuable information on outstanding projects to help identify the steps needed to bring them to completion.

- I continue to work closely with Assistant Deputy Minister Sandberg of Municipal Affairs to recover reserve funds expended during the 2023 and 2024 wildfire evacuations. While a significant portion has already been reimbursed, an outstanding amount of \$464,894.23 remains pending. Efforts to secure the remaining funds are actively ongoing.
- Met with several members of the public to discuss matters of importance and concern, actively listening and addressing the issues they raised.
- I continue to work with staff and consultants to address outstanding non-compliance items identified by Alberta Environment. Their recent assessment highlighted several areas in need of improvement, and we are actively developing and implementing a comprehensive action plan to resolve these issues. This remains an ongoing priority to ensure full compliance with regulatory requirements.
- Human Resources matters continue to require a significant investment of time, particularly in addressing complex staff-related issues and ensuring a respectful and productive workplace environment.
- Proceed with the initiation and continuation of recruitment activities for the Director positions.
- Continue to work closely with staff to develop clear, consistent public messaging on a range of municipal priorities and initiatives.
- I have overseen and managed a wide range of responsibilities over the past two weeks, with these tasks representing just a portion of the key initiatives undertaken to support statutory requirements, municipal operations and community development.

Respectfully submitted,



CAO Viv Thoss

ADMINISTRATIVE ENQUIRIES



TOWN OF
HIGH LEVEL

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

Meeting Date:

October 14, 2025

Prepared By:

**Daphne Thomson, Legislative & Compliance
Consultant**

Subject:

**Clarification Regarding Air Access Task Force
Meeting Held October 8, 2025**

Recommendation:

THAT Council receive this report for information and reaffirm that, in accordance with Sections 145 and 192 of the *Municipal Government Act* (MGA) and the *Town of High Level Council and Committees Procedural Bylaw No. 893-10*, any committee or task force, including the Reliable Air Access for Specialist Medical Services Task Force, must operate under Council-approved Terms of Reference and through the Chief Administrative Officer (CAO);

AND THAT Council confirm that, as the Terms of Reference for the Task Force have not yet been approved, the meeting held on October 8, 2025, is deemed informational only, and no formal decisions, appointments, or actions from that meeting shall carry administrative or legislative authority;

AND FURTHER THAT Council direct Administration to ensure all future meetings, communications, or actions relating to the Task Force are coordinated through the CAO and brought forward for Council consideration following approval of the official Terms of Reference.

CAO Comments:

I support the recommendation.

Background:

At the **June 23, 2025 Regular Council Meeting**, Council passed **Resolution 184-25**, establishing a *Reliable Air Access for Specialist Medical Services Task Force* to explore options for improving regional flight reliability and access for visiting medical specialists.

Following that resolution, Administration prepared a **draft Terms of Reference** (ToR) to define the Task Force's scope, composition, and responsibilities. While the draft was circulated for comment, **Council did not formally approve** the Terms of Reference prior to the **October 2025 municipal election period**.

Despite this, an **inaugural meeting** of the Task Force was held on **October 8, 2025**, chaired by the Mayor and attended by councillors, staff, and community representatives. At that meeting, members discussed the draft ToR "in principle," set a meeting schedule, identified additional members, and directed administrative follow-up, including correspondence to air carriers.

Because Council had not yet approved the ToR or delegated authority for the Task Force to act, this meeting occurred outside of formal Council authorization.

Discussion:

Council Authority under the MGA

Under **MGA s.145**, only Council has the authority to establish a committee or task force and define its composition and powers. Unless this authority is explicitly delegated, **the group cannot self-constitute or approve its own Terms of Reference**.

Resolution 184-25 created the Task Force in principle but did not delegate authority to finalize the ToR or appoint members. Therefore, Council approval remains required.

Election Period Considerations

The October 8 meeting was held during the election (caretaker) period. Best practice under **MGA s.192** and general municipal procedure is that committees refrain from official activity during this time, as **outgoing councillors' appointments expire with their term**. Any actions taken during this period could inadvertently bind the incoming Council.

Procedural Bylaw Requirements

The Town's **Procedural Bylaw No. 893-10** reinforces that:

- All direction to Administration must be issued through Council resolution and the CAO.
- Council committees (including task forces) may not independently make operational requests or decisions.
- The Mayor and councillors are prohibited from giving instructions directly to employees.

As such, the October 8 meeting, although well-intentioned, **exceeded the Mayor's authority** and placed staff in a position of acting without formal authorization.

Moving Forward

The next Regular Meeting includes a separate report presenting the **Revised Terms of Reference** for Council consideration. Once approved, the Task Force can be properly re-established and continue its work through the CAO's coordination.

In the interim, the October 8 minutes and associated documents should be received **for information only** and retained in the public record for transparency.

Strategic Plan Alignment:

This action supports **Goal 4 – Accountable Governance** of the *Town of High Level Strategic Plan 2022–2026*, promoting clear governance roles, transparent decision-making, and respectful communication between Council and Administration.

Financial:

There are no direct financial implications. Administrative oversight and meeting coordination will continue through the CAO's office.

Council Options:

Option	Action	Implication
1. Receive and Reaffirm (Recommended)	Receive this report for information and reaffirm MGA and Procedural Bylaw requirements; deem Oct. 8 meeting informational only.	Clarifies governance, protects administrative neutrality, and maintains transparency.
2. Direct Further Review	Direct Administration to prepare a short Council–Administration Protocol or refresher on roles and responsibilities.	Provides additional education to prevent recurrence.
3. Take No Action	Accept for information with no formal acknowledgment.	Leaves ambiguity and does not formally record Council's position.

Attachments:

Attachment 1: Air Access Task Force – Inaugural Meeting Minutes (October 8, 2025)

Attachment 2: Council Resolution 184-25 (June 23, 2025)

Approvals:



CAO, Viv Thoss



**Author: Daphne Thomson,
Legislative and Compliance
Consultant**

Viv Thoss

From: Crystal McAteer <CrystalMa@fvsd.ab.ca>
Sent: Friday, October 10, 2025 6:41 AM
To: Josh Lambert - Work; Jan Welke; Jonathan@parenteau.me; admin@paddleprairie.com; Wilfred Hooka-Nooza; 'Gord Burnell'; Chelsey King; Luke Colatorti
Cc: Viv Thoss
Subject: Minutes from Inaugural Meeting
Attachments: Reliable Air Service Task Force - Oct.8.2025 - APM Notes.pdf; Air Access Task Force - Inaugural Meeting Minutes - 10.08.2025 (4).docx

This email was sent from outside your organisation, yet is displaying the name of someone from your organisation. This often happens in phishing attempts. Please only interact with this email if you know its source and that the content is safe.

Good morning, everyone,

I am pleased to share the minutes of our first meeting. The minutes were recorded and translated by Josh Lambert, so thank you for this. Enjoy your long weekend and Happy Thanksgiving.

Cheers,
Crystal

Air Access Task Force

Inaugural Meeting Minutes

Date: October 8, 2025

Time: 6:00 PM

Location: Town of High Level – Meeting Room 150 / Hybrid (Microsoft Teams)

Attendance:

- Alok Sahai – Town of High Level
- Brent Anderson – Town of High Level
- Angie Mann – Alberta Health Services
- Crystal McAteer – Town of High Level
- Jan Welke – Town of High Level
- Gord Burnell – Aeromedical
- Josh Lambert – High Level & District Chamber of Commerce
- Luke Colatorti – Town of High Level

Virtual Attendance:

- Jordan Asels – N'deh Limited Partnership

Regrets:

- None reported

1. Call to Order

The meeting was called to order by Crystal McAteer, at 6:02 PM. Roundtable introductions were completed.

2. Adoption of Agenda

Members agreed to proceed with meetings in an informal format.

Addition: Luke Colatorti to present a report on current flight operations and challenges with the existing airline.

Agenda accepted as amended.

3. Review of Terms of Reference

The draft Terms of Reference were reviewed and approved in principle.

Members identified frequency, reliability, and pricing as the primary issues impacting air service.

Membership Composition and Voting Rights:

- Discussion held on expanding membership to include industry representation (Tolko Industries and West Fraser).
- Confirmed that the Task Force reports to the Town of High Level.

Meeting Schedule and Quorum:

- Consensus reached that no formal quorum requirement will be established.

Confirmed Membership:

- Town of High Level – Crystal McAteer / Jan Welke
- Alberta Health Services – Angie Mann
- Aeromedical – Gord Burnell
- N'deh Limited Partnership – Jordan Asels
- High Level & District Chamber of Commerce – Josh Lambert
- Paddle Prairie Métis Settlement – Jordan Gaudette
- Dene Tha' First Nation – Chief Hooka-Nooza

Proposed Additional Members:

- Tolko Industries
- West Fraser

Meeting Schedule:

Meetings will be held on the second Wednesday of each month at 6:00 PM in Room 150, Town Office, with a hybrid option via Microsoft Teams.

4. Election of Officers

Chair: Crystal McAteer elected by acclamation.

Vice-Chair: Members agreed a Vice-Chair position was not required at this time. In the absence of the Chair, any member may facilitate meetings.

Recording Secretary: Administrative support to be provided by the Town of High Level. Wages to be covered through the Task Force budget.

5. Key Discussion Items

Air Service Reliability Concerns: Discussion included cancellations, scheduling gaps, and pricing challenges.

Flight Reliability and Cancellation Data: Overview report provided by Luke Colatorti.

Current Airline Agreement: CMA's lease agreement expired in February 2024. The airline continues to operate month-to-month, leaving the Town vulnerable to service withdrawal without notice. Luke has emailed CMA eight times requesting a meeting, with no response.

Opportunities to Partner with Other Airlines: Luke contacted Air Tindi (acquired Northwestern Air Lease). They are open to discussions in the future following completion of regulatory processes.

Potential Partnerships with Private Organizations: Jordan Asels noted that pricing remains a significant barrier for the Nation, making medical transport vans more feasible than air travel. Many consultants fly to Grande Prairie and drive to High Level due to unreliable flights. Air Tindi pricing is approximately \$1,600 round trip from Hay River to Edmonton. Jordan suggested inviting a representative from North Peace Tribal Council, which oversees medical transport for the four nations in the region.

6. Strategic Priorities

Short-Term Priorities:

- Reliability tracking and data collection
- Stakeholder engagement
- Advocacy letters to provincial and federal representatives

Medium- to Long-Term Goals:

- Feasibility studies for service stabilization
- Partnership agreements with alternate providers
- Expansion of reliable and affordable flight options.

7. Action List

- Luke Colatorti and Crystal McAtee to draft a letter to Air Tindi and CMA requesting formal meetings to discuss service reliability and future operations.
- Angie Mann to provide AHS/Physician statistics highlighting how flight cancellations have impacted service delivery.
- Josh Lambert to contact Tolko Industries and West Fraser to invite participation in the next Task Force meeting.

8. Next Meeting

The next meeting is scheduled for Wednesday, November 12, 2025, at 6:00 PM, Town Office – Room 150 (Hybrid format).

9. Adjournment

Meeting adjourned at 7:41 PM.

10. NEW BUSINESS

10.1 Task Force for Air service to High Level

Moved by Deputy Mayor Langford

184-25 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

185-25 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

186-25 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.



Town of High Level Regular Council Meeting Request for Decision

Meeting Date: **October 14, 2025**

Prepared By: **Jane Dauphinee, Municipal Planning Services**

Subject: **Manufactured Home Development Permits**

Recommendation:

THAT Council direct the Development Officer no longer vary the requirement for manufactured homes to have an effective age of 20 years at the time of placement on the parcel;

AND THAT Council further direct administration to prepare an amendment to Section 9.2.10 in the R-2 District and 9.4.3 in the R-4 District and remove the allowance of Manufactured Home – Mobile older than 20 years with an appraisal report and require that all Manufactured Home – Mobile be 20 years old or younger at the time of placement on the parcel.

CAO Comments:

I support the recommendation.

Background:

In September 2025, the Town received complaints from landowners who contacted the Town to express concerns regarding the approval of a development permit for a manufactured home with a manufacture date of greater than 20 years on a lot within the manufactured home park. Council directed Town administration to review the matter to identify if any procedural errors were made with the processing of the permit and the provide Council will recommendations regarding potential amendments to the LUB and/or procedural changes to the development permit process to address the concerns raised by landowners regarding the age of the manufactured home units which have been approved in the Town.

Discussion:

The following report provides an overview of:

1. Manufactured Home Regulations in the current LUB; and
2. Development Permit Statistics - Development permit statistics for manufactured home permits issued between 2021 and 2025 in the Town of High Level.

LAND USE BYLAW 1051-25 MANUFACTURED HOMES

Manufactured Home Regulations

Manufactured homes are allowed in the R4 (Manufactured Home – Mobile and Transition Neighbourhood) District and the R2 (Medium Density Residential) District.

District	Permitted OR Discretionary Use
R4 (Manufactured Home – Mobile and Transition Neighbourhood)	Permitted Use
R2 (Medium Density Residential)	Discretionary Use (restricted to specific lots in the R2 District)

In July 2021, the Council approved an amendment to the LUB to amend the regulations affecting Manufactured Home – Mobile uses proposed in the R-2 and R-4 District.

In both Districts (R-2 and R-4), where manufactured homes are allowed, the intent of the amended regulations was to restrict the placement of a manufactured home on a lot constructed more than 20 years from the date of placement on the lot unless the manufactured home has been renovated to have an effective date of 20 years or newer. In both districts, if the manufactured home was not manufactured within 20 years from the date of placement, then the applicant must provide an appraisal report indicating that an appraiser has assigned the manufactured home with an effective age up to 20 years at the time of placement.

When the Town's LUB (No. 1051-25) was last updated in 2025, the above noted regulations carried forward to the new LUB. A summary of the applicable regulations in the R2 and R4 District is included as **Schedule B**.

Development Permit Notification Requirements

The Town of High Level Land Use Bylaw lays out the notification requirements for permitted use, discretionary use, and variance development permits in Section 4.5 – Notifications. In accordance with the Towns Public Notification Bylaw, all approved development permits are posted on the Town's social media, posted on the Town's website, and sent to the applicant and registered landowners via email. In addition, development permits issued for **Home Occupations** or **Building – Moved In** also require notification of adjacent landowners within a 100 m radius of the proposed use.

The definition for **Building – Moved In** is as follows:

Building - Moved In means a residential, commercial or industrial constructed BUILDING that is to be relocated from one LOT to another, but does not include MANUFACTURED HOME – MOBILE, MANUFACTURED HOME – MODULAR, MANUFACTURED HOME – READY TO MOVE, or ACCESSORY BUILDINGS or STRUCTURES under 13m² / 139.9sq.ft.

For all other development permits issued, no matter if it is a permitted use, discretionary use, or variance, notification of adjacent landowners is not required.

DEVELOPMENT PERMIT STATISTICS

In September 2025, administration undertook a review of all development permits issued by the Town for **Manufactured Home – Mobile** between 2021 – 2025 to determine how many development permits had been issued for Manufactured Home- Mobile units that had a manufacture date or effective manufacture date of greater than 20 years. A table summarizing these permits is attached to this Briefing Note as **Schedule A**.

The findings of the review are summarized in the chart below:

Total Number of Permits Issued by Year		Number of Permits issued for Manufactured homes with a manufacture date or effective manufacture date of greater than 20 years
2021	2	2
2022	0	N/A
2023	8	7
2024	6	4
2025	4	3

From the data, it appears that between 2021 and 2025 the Development Officer varied the requirement for the manufactured home to have a manufacture date or effective manufacture date of **greater than 20 years before the use was placed on the lot for 16 of the 20 Development Permits issued.**

In mid-2023, some of the development permits started to include conditions for requiring an appraisal report and/or upgrades to the Manufactured Home – Mobile to give it an effective age of 20 years. In mid-2024, the development permits started to include conditions to complete the required renovations within 1 year of placement on the site. There is no record of follow-up regarding compliance with these conditions or record of enforcement action taken against these conditions. In 2025, the development permits continued to include conditions to complete the specific required renovations within 1 year of placement on the site and to require a \$5,000.00 deposit which the Town could utilize to remove the non-compliant **Manufactured Home – Mobile** in the event that the renovations are not completed.

At present, 1 of 3 applicants for development permits approved in 2025 have provided the \$5,000.00 deposit and the other 2 have not yet placed the Manufactured Home – Mobile on the lot or provided the \$5,000.00 deposit. All 3 of these development permits will need to be followed up with in summer 2026 to determine if the required renovations have been completed.

Since the LUB amendment took place in 2021, the Development Authority has consistently varied the requirement for Manufactured Home – Mobile to be under 20 years old at the time of placement on the parcel.

Conclusions

The following conclusions can be drawn from the review:

1. The Town of High Level's Development Authority has consistently varied the requirement for all Manufactured Home – Mobile to have at an effective age of 20 years at the time of placement on the parcel.
2. The Town of High Level's Development Authority has included conditions to require renovations to provide this effective age of 20 years.
3. No procedural errors were identified relating to the issuance of development permits for **Manufactured Home – Mobile** units. The Development Officer has the authority to vary the timeframe for requiring improvements to be completed to a Manufactured Home – Mobile Unit at the time of placement on the parcel.
4. The Town of High Level's current notification procedure does not require adjacent landowners to be directly notified of discretionary use or variance development permits.

Strategic Plan Alignment:

This item aligns with Goal 2: Infrastructure, Growth, and Reliability of the Town of High Level's 2022-2026 Strategic Plan. The goal emphasizes promoting sustainable development and ensuring that community needs are met with reliable infrastructure and attractive shared spaces. By clarifying and enforcing manufactured home regulations, the Town supports responsible housing development, protects neighborhood aesthetics, and ensures that residential standards reflect the long-term vision of a safe and well-maintained community.

This action also supports the broader objectives of **Goal 4: Accountable Governance**, ensuring consistent application of bylaws, transparency in decision-making, and confidence in the Town's development approval processes.

Financial:

The Town of High Level currently requires a refundable \$5,000 deposit for development permits issued for manufactured homes that require renovation to achieve an effective age of 20 years or newer. This amount is held by the Town to ensure compliance with the renovation conditions outlined in the permit. Administration will continue to monitor compliance and refund deposits once renovations are verified as complete.

There are no direct financial implications to the Town beyond staff time associated with follow-up and enforcement. However, consistent enforcement of the Land Use Bylaw conditions may reduce future costs associated with non-compliance, enforcement actions, or property remediation. Should Council direct Administration to amend the Land Use Bylaw to remove the allowance for units older than 20 years, future administrative time and legal costs associated with variances are expected to decrease.

Council Options:

1. THAT Council direct the Development Officer no longer vary the requirement for manufactured homes to have at an effective age of 20 years at the time of placement on the parcel;

AND THAT Council further direct administration to prepare an amendment to Section 9.2.10 in the R-2 District and 9.4.3 in the R-4 District and remove the allowance of Manufactured Home – Mobile older than 20 years with an appraisal report and require that all Manufactured Home – Mobile be 20 years old or younger at the time of placement on the parcel.

2. That Council direct Administration to retain Section 9.2.10 in the R-2 District and Section 9.4.3 in the R-4 District as currently written, thereby continuing to allow the placement of Manufactured Homes – Mobile older than 20 years, provided an appraisal report is submitted.
3. THAT Council direct Administration to take any other action deemed appropriate by Council.

Attachments:

Attachment 1: Schedule A

Attachment 2: Schedule B

Approvals:



CAO, Viv Thoss



**Author: Jane Dauphinee, Municipal
Planning Services**

MANUFACTURED HOMES DP 2021

DP #	ADDRESS	TYPE	APPLICANT	MANUFACTURE DATE	APPRaisal REPORT (Y/N?NA)	CURRENT EFFECTIVE AGE	DEPOSIT COLLECTED	DEPOSIT RETURNED	NOTES
DP21-035	10402 99 STREET	Manufactured Home - Modular	Maria Bella K. Ramos	Unknown	N	Unknown	No - not required as a condition of DP approval	N/A	No CSA label was or could be provided. DP was approved with no condition to provide label. No record of whether or not improvements were made to manufactured home.
DP21-044	39 DEERGLEN TRAILER PARK	Manufactured Home - Mobile	Siemens Contracting Ltd.	1994	Y	31 Years old	No - not required as a condition of DP approval	N/A	No CSA label was or could be provided. DP was approved with no condition to provide label. Appraisal report mentions upgrades and proposed upgrades to amenities and structure.

MANUFACTURED HOMES DP 2022

No development permits were issued for manufactured homes in 2022

MANUFACTURED HOMES DP 2023

DP #	ADDRESS	TYPE	APPLICANT	MANUFACTURE DATE	APPRaisal REPORT (Y/N?NA)	CURRENT EFFECTIVE AGE	DEPOSIT COLLECTED	DEPOSIT RETURNED	NOTES
DP23-011	9912 106 STREET	Residential	Ike Bueckert	Unknown	N	Unknown	No - not required as a condition of DP approval	N/A	No CSA label was or could be provided. DP was approved with a condition to provide label and label could not be provided. Unclear if enforcement was taken to address deficiency. No record of whether or not enforcement action was taken.
DP23-043	47 DEERGLEN TRAILER PARK	Manufactured Home	Vincent Alook	2014	N	13 Years Old	N/A	N/A	
DP23-045	69 DEERGLEN TRAILER PARK	Manufactured Home - Mobile	Multi Oilfield Services (2015) LTD.	1990's (Specific date unknown)	Y	Unknown	No - not required as a condition of DP approval	N/A	No CSA label provided. Specification of manufacture date could not be provided, as referenced on the Appraisal Report
DP23-046	66 DEERGLEN TRAILER PARK	Manufactured Home - Mobile	Multi Oilfield Services (2015) Ltd	1998	N	27 Years Old	No - not required as a condition of DP approval	N/A	No CSA label provided. Condition 20 required appraisal to be provided that states the New Effective Age. Addendum provided.
DP23-049	20 DOGWOOD AVENUE	Manufactured Home - Mobile	Fast Eddies Construction Ltd.	1997	N	28 Years Old	No - not required as a condition of DP approval	N/A	Condition 19 suggests that the manufactured home must be improved to have an effective age of 20 years, but no specifics are given. Condition 20 required appraisal to be provided that states
DP23-057	22 DOGWOOD AVENUE	Manufactured Home - Modular	EDWIN KRAHN	1995	N	30 Years Old	No - not required as a condition of DP approval	N/A	Condition 19 suggests that the manufactured home must be improved to have an effective age
DP23-063	24 DOGWOOD AVENUE	Residential Building Moved-In with Attached Garage	FAST EDDIES CONSTRUCTION	Unknown	N	Unknown	No - not required as a condition of DP approval		No CSA label provided. Condition 16 suggests that the manufactured home must be improved to have an
DP23-065	68 DEERGLEN TRAILER PARK	Manufactured Home - Mobile	MULTI OILFIELD SERVICES (2015) LTD.	Unknown	N	Unknown	No	N/A	CSA label illegible/incomplete. Condition 22 outlines that in the absence of a CSA label, a structural

MANUFACTURED HOMES DP 2024

DP #	ADDRESS	TYPE	APPLICANT	MANUFACTURE DATE	APPRaisal REPORT (Y/N?NA)	CURRENT EFFECTIVE AGE	DEPOSIT COLLECTED	DEPOSIT RETURNED	NOTES
DP24-037	11 DEERGLEN TRAILER PARK	Manufactured Home - Mobile	Gilberto Kong/Deborah kong	2002	N	23 Years Old	No	N/A	CSA label provided. DP was approved with no condition of making improvements to change new effective age.
DP24-041	24 DEERGLEN TRAILER PARK	Manufactured Home - Mobile	Cheryl Long	1991	Y	34 Years Old	No	N/A	DP was approved with condition to complete renovations with 1 year, no information is provided as to
DP24-042	26 DEERGLEN TRAILER PARK	Manufactured Home - Mobile	Cheryl Long	1980's (Specific Date Unknown)	Y	Unknown	No	N/A	DP was approved with condition to complete renovations with 1 year, no information is provided as to
DP24-046	94 DEERGLEN TRAILER PARK	Manufactured Home - Mobile	Todd Tilley	1997	N	28 Years Old	No	N/A	No CSA label provided. Conditions for approval make no note of providing CSA label or improving
DP24-061	45 DEERGLEN TRAILER PARK	Manufactured Home - Mobile	Daryl Krahm/Agatha Peters	2006	N	19 Years Old	N/A	N/A	CSA label provided.
DP24-062	49 DEERGLEN TRAILER PARK	Manufactured Home - Mobile	Daryl Krahm/Agatha Peters	2010	N	15 Years Old	N/A	N/A	CSA label provided.

MANUFACTURED HOMES DP 2025

DP #	ADDRESS	TYPE	APPLICANT	MANUFACTURE DATE	APPRaisal REPORT (Y/N?NA)	CURRENT EFFECTIVE AGE	DEPOSIT COLLECTED	DEPOSIT RETURNED	NOTES
DP25-011				2005		20 Years old	N/A	N/A	CSA label provided.
DP25-015	82 DEERGLEN TRAILER PARK	Manufactured Home - Mobile	Josefina Jimenez	1978	Y	47 Years Old (with no improvements)	YES	N/A	Condition on permit states improvements must be made to update effective age. Follow-up will be required in Spring 2026
DP25-028	25 DEERGLEN TRAILER PARK	Manufactured Home - Mobile	Status North Inc.	1997	Y	28 Years Old	No	N/A	Condition on permit states improvements must be made to update effective age. Follow-up will be required in Spring 2026
DP25-029	27 DEERGLEN TRAILER PARK	Manufactured Home - Mobile	Status North Inc.	1991	Y	34 Years Old	No	N/A	Condition on permit states improvements must be made to update effective age. Follow-up will be required in Spring 2026

Schedule B

9.2 R-2 (Medium Density Residential) Land Use District

9.2.10 When considering a proposed MANUFACTURED HOME – MOBILE in the R-2 Land Use District, the DEVELOPMENT AUTHORITY will only consider this USE if a:

- a) MANUFACTURED HOME – MOBILE is to be placed upon a PARCEL within:
 - i) 102 Street, 103 Street, 104 Street, 105 Street or 106 Street, North of 100 Avenue;
 - ii) Plan 4507NY, Block 25, Lots 1 – 9 on 99 Avenue;
 - iii) Plan 4507NY, Block 26, Lots 2 – 8 on 99 Avenue;
 - iv) Plan 4507NY, Block 26, Lots 20 – 29 on 98 Avenue;
 - v) Plan 4507NY, Block 27, Lots 14 – 20 on 98 Avenue;
 - vi) Plan 5035TR, Block 27, Lots 50 – 56 on 98 Avenue;
- b) the proposed MANUFACTURED HOME – MOBILE meets the definition in this BYLAW; and
- c) the MANUFACTURED HOME – MOBILE is no more than 20 years old at the time of placement onto a PARCEL identified in Clause 9.2.10.a., unless an Appraiser has assigned a MANUFACTURED HOME – MOBILE with a new EFFECTIVE AGE up to 20 years old at the time of placement; and
- d) a MANUFACTURED HOME – MOBILE with a new EFFECTIVE AGE includes the submission of a comprehensive Appraisal Report containing the new EFFECTIVE AGE and inspection details with a DEVELOPMENT PERMIT application, to the satisfaction of the DEVELOPMENT AUTHORITY.

9.4 R-4 (Manufactured Home – Mobile and Transition Neighbourhood) Land Use District

9.4.3 A MANUFACTURED HOME – MOBILE cannot be more than 20 years old at the time of placement onto a PARCEL within the R-4 LAND USE DISTRICT, unless:

- a) an Appraiser has assigned a MANUFACTURED HOME – MOBILE with a new EFFECTIVE AGE up to 20 years old at the time of placement; and
- b) a MANUFACTURED HOME – MOBILE with a new EFFECTIVE AGE includes the submission of a comprehensive Appraisal Report containing the new EFFECTIVE AGE and inspection details with a DEVELOPMENT PERMIT application, to the satisfaction of the DEVELOPMENT AUTHORITY.



Town of High Level Regular Council Meeting Request for Decision

Meeting Date: **October 14, 2025**
Prepared By: **Jane Dauphinee, Municipal Planning Services**
Subject: **Manufactured Home Land Use Bylaw
Amendment**

Recommendation:

THAT Council consider first reading of the proposed Land Use Bylaw amendment to revise the notification requirements for development permit issued for discretionary uses and where variances have been approved and to prohibit the placement of manufactured homes older than 20 years on any lot within the Town of High Level.

CAO Comments:

I support the recommendation.

In September 2025, the Town received complaints from landowners who contacted the Town to express concerns regarding the approval of a development permit for a manufactured home with a manufacture date of greater than 20 years on a lot within the manufactured home park. Council directed Town administration to review the matter to identify if any procedural errors were made with the processing of the permit and the provide Council will recommendations regarding potential amendments to the LUB and/or procedural changes to the development permit process to address the concerns raised by landowners regarding the age of the manufactured home units which have been approved in the Town.

Manufactured homes are currently allowed in the R4 (Manufactured Home – Mobile and Transition Neighbourhood) District and the R2 (Medium Density Residential) District. In both districts, the intent of the regulations was to restrict the placement of manufactured homes on a lot that were built more than 20 years from the date of placement on the lot unless the manufactured home has been renovated to have an effective date of 20 years or newer. In both districts, if the manufactured home was

not manufactured within 20 years from the date of placement, then the applicant must provide an appraisal report indicating that an appraiser has assigned the manufactured home with an effective age up to 20 years at the time of placement.

Currently, the Town of High Level Land Use Bylaw 1051-25 requires that Home Occupation and Building - Moved In development permits require adjacent landowner notification. All other development permits do not require adjacent landowner notification.

Discussion:

The current regulations in the Town's Land Use Bylaw restricts the placement of manufactured homes on a lot that were built more than 20 years from the date of placement on the lot unless the manufactured home has been renovated to have an effective date of 20 years or newer. From 2021 – 2025, the Development Authority for the Town has been varying this requirement to allow for renovations to be completed within 1 year of the placement of the manufactured home instead of being completed prior to placement.

In addition, the Town's Development Authority has complied with the notification requirements for development permits currently established in Section 4.5 of the Land Use Bylaw. The notification process in the LUB for manufactured home - mobile permits does not include notifying adjacent landowners for discretionary use or variance development permit approvals. To provide greater transparency to adjacent property owners when permits for discretionary uses and variance requests have been approved, Council may wish to amend the LUB to require mail notification of adjacent landowners when decisions are issued for these types of uses.

Council Options:

1. THAT Council provide first reading to the amendment as proposed.
2. That Council provide first reading to the amendment and direct Administration to prepare an amending motion.
3. THAT Council direct Administration to take any other action deemed appropriate by Council.

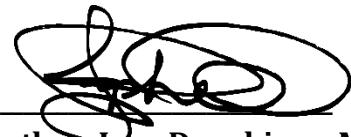
Attachments:

Attachment 1 – Land Use Bylaw Amendment

Approvals:



CAO, Viv Thoss



Author: Jane Dauphinee, Municipal
Planning Services



BYLAW NO. 1059-25 - MANUFACTURED HOMES AND
DEVELOPMENT PERMIT NOTIFICATION REQUIREMENTS
A BYLAW OF THE TOWN OF HIGH LEVEL
TO AMEND LAND USE BYLAW 1051-25

WHEREAS the Municipal Government Act, R.S.A. 2000, c. M-26, as amended ("the Act") provides that a Municipal Council may amend its Land Use Bylaw;

AND WHEREAS the Council of the Town of High Level wishes to amend its Land Use Bylaw to revise the notification requirements for development permit issued for discretionary uses and where variances have been approved and to prohibit the placement of manufactured homes older than 20 years on any lot within the Town of High Level;

NOW THEREFORE the Council of the Town of High Level, duly assembled, enacts as follows:

1. The following Clause 4.5.3 be deleted and replaced in Section 4.5 – Notifications:
 - a. ~~4.5.3 In addition to Article 4.5.1, the DEVELOPMENT AUTHORITY shall provide written notice of the approval of a BUILDING – MOVED IN or a HOME OCCUPATION, with the exception of Clause 4.2.1(l), to all adjacent landowners within a 100m/330ft. radius of the proposed SITE.~~
 - b. 4.5.3 In addition to Article 4.5.1, the DEVELOPMENT AUTHORITY shall provide written notice of the approval of a DISCRETIONARY USE or VARIANCE in any LAND USE DISTRICT to all directly adjacent landowners of the proposed SITE.
2. The following Clause 9.2.10 be deleted and replaced in Section 9.2 – Discretionary Use Criteria and Requirements:
 - a. 9.2.10 When considering a proposed MANUFACTURED HOME – MOBILE in the R-2 Land Use District, the DEVELOPMENT AUTHORITY will only consider this USE if a:
 - a) MANUFACTURED HOME – MOBILE is to be placed upon a PARCEL within:
 - i. 102 Street, 103 Street, 104 Street, 105 Street or 106 Street, North of 100 Avenue;
 - ii. Plan 4507NY, Block 25, Lots 1 – 9 on 99 Avenue;
 - iii. Plan 4507NY, Block 26, Lots 2 – 8 on 99 Avenue;
 - iv. Plan 4507NY, Block 26, Lots 20 – 29 on 98 Avenue;
 - v. Plan 4507NY, Block 27, Lots 14 – 20 on 98 Avenue;
 - vi. Plan 5035TR, Block 27, Lots 50 – 56 on 98 Avenue;
 - b) the proposed MANUFACTURED HOME – MOBILE meets the definition in this BYLAW; and
 - c) the MANUFACTURED HOME – MOBILE is no more than 20 years old at the time of placement onto a PARCEL identified in Clause 9.2.10.a., ~~unless an Appraiser has assigned a MANUFACTURED HOME – MOBILE with a new EFFECTIVE AGE up to 20 years old at the time of placement; and~~
 - d) a MANUFACTURED HOME – MOBILE with a new EFFECTIVE AGE includes the submission of a comprehensive Appraisal Report containing the new EFFECTIVE AGE and inspection details with a DEVELOPMENT PERMIT application, to the satisfaction of the DEVELOPMENT AUTHORITY.

3. The following Clause 9.4.3 be deleted and replaced in Section 9.4 – Additional Requirements:
 - a. 9.4.3 A MANUFACTURED HOME – MOBILE shall ~~cannot~~ be more than 20 years old at the time of placement onto a PARCEL within the R-4 LAND USE DISTRICT, ~~unless:~~
 - a) ~~an Appraiser has assigned a MANUFACTURED HOME – MOBILE with a new EFFECTIVE AGE up to 20 years old at the time of placement; and~~
 - b) ~~a MANUFACTURED HOME – MOBILE with a new EFFECTIVE AGE includes the submission of a comprehensive Appraisal Report containing the new EFFECTIVE AGE and inspection details with a DEVELOPMENT PERMIT application, to the satisfaction of the DEVELOPMENT AUTHORITY.~~

4. This Bylaw comes into full force and takes effect on the date of third and final reading.

READ A FIRST TIME THIS ____ DAY OF _____, A.D. 2025.

READ A SECOND TIME THIS ____ DAY OF _____, A.D. 2025.

READ A THIRD TIME THIS ____ DAY OF _____, A.D. 2025.

Mayor

Chief Administrative Officer

Date Signed



Town of High Level Regular Council Meeting Request for Decision

Meeting Date: **October 14, 2025**
Prepared By: **Jane Dauphinee, Municipal Planning Services**
Subject: **Solar Collectors Land Use Bylaw Amendment**

Recommendation:

THAT Council consider first reading of the proposed Land Use Bylaw amendment to enable solar collectors in the residential, commercial, and industrial districts.

CAO Comments:

I support the recommendation.

The Town of High Level received 18 development permit applications for roof-mounted solar collectors in September 2025. 17 of these applications are for a residential district and 1 is for the industrial district. In reviewing these development permit applications, it was noted that neither Solar Collectors or Alternative Energy Technology is a permitted or discretionary use in the residential, commercial, or industrial districts. In order to enable Solar Collectors in these districts, an amendment to the Land Use Bylaw is required.

Currently, the Town of High Level Land Use Bylaw 1051-25 defines Solar Collectors and Alternative Energy Technology as follows:

SOLAR COLLECTOR

means any device used to absorb sunlight that is part of a system used to convert solar radiation energy into thermal or electrical energy.

ALTERNATIVE ENERGY TECHNOLOGY

means any system, device or STRUCTURE that is used to collect natural energy sources, such as the sun or geothermal sources to generate thermal, electrical, or mechanical energy for USE as an alternative to fossil fuels, and other non-renewable resources. Typical examples are SOLAR COLLECTORS and GEOTHERMAL ENERGY SYSTEMS.

Alternative Energy Technology is identified as a discretionary use in the AP (Airport) Land Use District and the FS (Forestry Services) Land Use District. Alternative Energy Technology is not identified as a permitted or discretionary use in any other district.

Discussion:

As Alternative Energy Technology is a defined use and is listed as a use in other districts, it is not possible to permit under any other type of use. In order to rectify this and allow for Solar Collectors in other districts, the use needs to be added to the appropriate districts.

Council Options:

1. THAT Council provide first reading to the amendment as proposed.
2. That Council provide first reading to the amendment and direct Administration to prepare an amending motion.
3. THAT Council direct Administration to take any other action deemed appropriate by Council.

Attachments:

Attachment 1 – Land Use Bylaw Amendment

Approvals:



CAO, Viv Thoss



Author: Jane Dauphinee, Municipal
Planning Services



BYLAW NO. 1058-25 - SOLAR COLLECTORS
A BYLAW OF THE TOWN OF HIGH LEVEL
TO AMEND LAND USE BYLAW 1051-25

WHEREAS the Municipal Government Act, R.S.A. 2000, c. M-26, as amended ("the Act") provides that a Municipal Council may amend its Land Use Bylaw;

AND WHEREAS the Council of the Town of High Level wishes to amend its Land Use Bylaw to enable solar collectors in the residential, commercial and industrial districts;

NOW THEREFORE the Council of the Town of High Level, duly assembled, enacts as follows:

1. The following be deleted and replaced in Section 2.4.1 - Definitions:
 - a. ~~SOLAR COLLECTOR - means any device used to absorb sunlight that is part of a system used to convert solar radiation energy into thermal or electrical energy.~~
 - b. SOLAR COLLECTOR - means any device used to absorb sunlight that is part of a system used to convert solar radiation energy into thermal or electrical energy. This use does not include solar farms.
2. The following be added alphabetically to Section 2.4.1 – Definitions
 - a. SOLAR FARM - means any type of Alternative Energy Technology which consists of an installation of Solar Collectors that is designed to provide for the commercial distribution of electricity to a utility or other intermediary through connection to the electrical grid or that occupies greater than 162.5 m² (1,750 ft.²) of surface area.
3. The following be added alphabetically to Section 9.1 R-1 – Low Density Residential District Table 9.1 Permitted and Discretionary Uses in the R-1 Land Use District in Permitted Uses:
 - a. Solar Collectors
4. The following be added alphabetically to Section 9.2 R-2 – Medium Density Residential District Table 9.3 Permitted and Discretionary Uses in the R-2 Land Use District in Permitted Uses:
 - a. Solar Collectors
5. The following be added alphabetically to Section 9.3 R-3 – High Density Residential District Table 9.5 Permitted and Discretionary Uses in the R-3 Land Use District in Permitted Uses:
 - a. Solar Collectors
6. The following be added alphabetically to Section 9.4 R-4 – Manufactured Home – Mobile and Transition Neighbourhood District Table 9.7 Permitted and Discretionary Uses in the R-4 Land Use District in Permitted Uses:
 - a. Solar Collectors
7. The following be added alphabetically to Section 10.1 C-1 – Downtown Commercial District Table 10.1 Permitted and Discretionary Uses in the C-1 Land Use District in Permitted Uses:
 - a. Solar Collectors

8. The following be added alphabetically to Section 10.2 C-3 – Highway Commercial District Table 10.3 Permitted and Discretionary Uses in the C-3 Land Use District in Permitted Uses:
 - a. Solar Collectors
9. The following be added alphabetically to Section 11.1 IND – Industrial District Table 11.1 Permitted and Discretionary Uses in the IND Land Use District in Permitted Uses:
 - a. Solar Collectors
10. This Bylaw comes into full force and takes effect on the date of third and final reading.

READ A FIRST TIME THIS ____ DAY OF _____, A.D. 2025.

READ A SECOND TIME THIS ____ DAY OF _____, A.D. 2025.

READ A THIRD TIME THIS ____ DAY OF _____, A.D. 2025.

Mayor

Chief Administrative Officer

Date Signed



Town of High Level Regular Council Meeting Request for Decision

Meeting Date: **October 14, 2025**
Prepared By: **John Greathead, Strategic Initiatives Consultant**
Subject: **Policy 281-25 – Vehicle and Equipment Lifecycle Management**

Recommendation:

THAT Council rescind Policy 173-99 (Vehicle and Equipment Replacement, 1999);
AND THAT Council adopt Policy 281-25 (Vehicle and Equipment Lifecycle Management, Revised 2025), to take effect immediately.

CAO Comments:

I support the recommendation.

Background:

The 1999 policy relied on fixed replacement cycles (e.g., every 5–8 years), leading to premature asset turnover and waste. Modern small-town fleet management relies on condition-based assessment to determine replacement timing, ensuring maximum value from every unit.

The revised policy introduces condition scoring, repair-versus-replace analysis, lifecycle cost tracking, and reserve-funded replacements to create a more sustainable, evidence-based fleet management approach.

Purpose

To obtain Council approval to rescind the 1999 Vehicle and Equipment Replacement Policy No. 173-99 and adopt the Vehicle and Equipment Lifecycle Management Policy 281-25, aligning fleet management practices with modern lifecycle-based and sustainability principles.

Discussion:

Key improvements include:

- Condition-based replacement criteria replacing fixed timelines;
- Lifecycle benchmarks reflecting northern Alberta municipal realities;
- Standardized evaluation matrix for replacement decisions;
- Integrated financial planning for predictable reserve funding;
- Environmental stewardship and reduction of waste through refurbishment and resale.

Expected benefits include reduced capital spending, improved asset reliability, and stronger fiscal forecasting.

Appendix A – Peer Municipal Comparison Table

Municipality	Policy Approach	Typical Replacement Interval	Notes
Town of Fairview	Condition-based	8–12 years / 250,000–300,000 km	Major units rebuilt before replacement
Town of Peace River	Lifecycle + reserve funding	10–15 years	Graders 15–18 yrs; plow trucks ~12 yrs
Town of Slave Lake	Condition and utilization-based	Up to 350,000 km or 15 years	Extended lifecycle for low-use units
Village of Nampa	Ad-hoc; condition-based	10–15 years	Small fleet; focus on maintenance vs replacement

Strategic Plan Alignment:

- Operational Excellence - Improves asset reliability and efficiency.
- Fiscal Responsibility - Ensures long-term sustainability of capital reserves.
- Environmental Stewardship - Reduces waste and embodied carbon from premature replacements.

Financial:

Implementation of condition-based replacement is projected to reduce annual capital requirements by approximately 15-25% over the next decade. Reserve contributions will continue to ensure long-term funding stability.

Council Options:

Option 1: THAT Council rescind Policy 173-99 (Vehicle and Equipment Replacement, 1999);

AND THAT Council adopt Policy 281-25 (Vehicle and Equipment Lifecycle Management, Revised 2025), to take effect immediately.

Option 2: THAT Council retain Policy 173-99 (Vehicle and Equipment Replacement, 1999) in its current form, despite its outdated status.

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

Attachments:

Attachment 1: Policy 173-99 - Vehicle and Equipment Lifecycle Management (1999)

Attachment 2: Policy 281-25 - Vehicle and Equipment Lifecycle Management (2025)

Approvals:

A blue ink signature of the name Viv Thoss.

CAO, Viv Thoss

A black ink signature of the name John Greathead.

**Author: John Greathead,
Strategic Initiatives Consultant**

Town of High Level Policy 173-99

Title: **VEHICLE AND EQUIPMENT REPLACEMENT**

Authority: Council
Council Motion: 321-99
Date Adopted: June 14, 1999
Old Policy No.: PW 02-99
Rescinds: Previous Policies

Purpose:

To replace old equipment and vehicles on a scheduled basis.

Policy Statement and Guidelines:

It is economically expedient to replace and discard equipment before breakdowns occur and extensive down time results, and also to replace old worn out equipment and vehicles, before it becomes financially unsound for the continued use due to extensive repairs.

Budget allotments and reserves should be established annually for the purchase and replacement of vehicles and equipment, in order to maintain a stable mill rate, and by not requiring large expenditures in any given year.

Procedures:

1. The Chief Administrative Officer will be charged with ensuring the average unit life expectancy is determined (see attached Schedule "A") by:
 - a) Assessing annual hours of use or annual mileage;
 - b) The type of use;

- c) The Manufacturer's life expectancy;
- d) The effectiveness of the equipment or vehicle;
- e) The present condition;
- f) The history of annual repair costs and down time.

2. Categories of different classes of equipment will then be established indicating life expectancy.
3. The Chief Administrative Officer in conjunction with the Department Heads will then prepare schedules where applicable; indicating which items should be replaced, for budget consideration.
4. An amount equal to the purchase value of items to be replaced, amortized over the appropriate number of years for that class, will then be in the annual budget allotment for capital expenditures for the applicable department, subject to budgetary constraints.
5. If approved items scheduled for replacement are not purchased in the current budget year, an amount equal to the replacement value amortized over the appropriate number of years for that class, will be established as a reserve for future expenditures in the current budget allotment for the applicable department, subject to budgetary constraints.

	RESOLUTION	DATE
Amended		
Amended		

SCHEDULE “A”

VEHICLES

1. Full or mid-size passenger cars, station wagons to be replaced at 200,000 kilometers or after 5 years, whichever occurs first.
2. Compact or sub-compact passenger cars and station wagons to be replaced at 175,000 kilometers or after 5 years, whichever occurs first.
3. All trucks up to and including 5 tons to be replaced at 200,000 kilometers or after 6 years, whichever occurs first.
4. Tandems, water trucks, snow plow trucks, sanders and similar trucks over 5 tons to be replaced at 300,000 kilometers or after 8 years whichever occurs first.
5. All leased vehicles to be replaced at the expiry of the current lease if the replacement is to be of similar expenditure.

MOBILE EQUIPMENT

1. Tractors to be replaced after 300,000 kilometers or after 7 years whichever occurs first.
2. Power packers, graders, rubber wheel tractors and crawlers to be replaced after 14,000 hours.
3. Loaders, back hoes and scrapers to be replaced after 15,000 hours.

SCHEDULE “B”

Upon the vehicle or piece of equipment having reached its replacement date, any such replacement is subject to review.

A recommendation must be brought forward for disposal or retention.

Title: Vehicle and Equipment Lifecycle Management
Authority: Council
Council Motion: _____-25
Date: _____
Rescinds: 173-99 (1999 Version)

1. POLICY PURPOSE

To ensure that municipal vehicles and equipment are replaced or refurbished based on condition, usage, and serviceability — not on fixed age or mileage alone — to maximize asset value, minimize waste, and maintain reliable service delivery.

2. POLICY STATEMENT

The Town will manage its vehicle and equipment fleet through evidence-based lifecycle planning, balancing reliability, safety, and cost-efficiency. Replacement will occur only when continued use is no longer economically or operationally prudent, as demonstrated by condition assessments and maintenance cost analysis.

3. DEFINITIONS & ABBREVIATIONS

“Lifecycle Management” means optimizing the useful life of vehicles and equipment through proactive maintenance, condition monitoring, and strategic replacement.

“Condition Assessment” means the annual evaluation of an asset’s mechanical condition, functionality, and cost-effectiveness, rated as Excellent, Good, Fair, or Poor.

“Fleet Reserve” means the capital reserve used to fund the replacement, refurbishment, or acquisition of fleet assets.

4. SCOPE AND APPLICABILITY

This policy applies to all vehicles and powered mobile equipment owned, leased, or operated by the Town of High Level. It applies to all municipal departments including Public Works, Utilities, Fire, and Administration.

5. AUTHORITY AND RESPONSIBILITIES

- Council – Approves this policy, annual fleet replacement budgets, and any major amendments.
- Chief Administrative Officer (CAO) – Oversees implementation and ensures compliance with this policy.
- Department Heads – Conduct annual condition assessments, maintain asset records, and prepare annual fleet replacement plans.

- Finance – Maintains lifecycle reserve funding models and ensures accurate budgeting for replacements.

6. POLICY PARTICULARS

1. Asset Evaluation

Department heads will maintain up-to-date fleet inventories with meter readings, hours, and maintenance records. Each unit will receive an annual condition assessment rating (Excellent / Good / Fair / Poor).

2. Replacement Triggers

Safety or regulatory compliance cannot be maintained economically;
 Annual repair costs exceed 20% of current replacement value for two consecutive years;
 Average downtime exceeds 10% of operational availability;
 The unit no longer meets operational or performance requirements.

3. Lifecycle Benchmarks (Typical Range)

(For planning only; not automatic replacement.)

Equipment Class	Typical Replacement Range	Small-Town Target
Light vehicles / pickups	8–10 years or 250,000 km	Extend to 300,000 km if condition allows
Medium trucks (1–5 ton)	10–12 years or 300,000 km	Condition-based; may exceed 12 yrs
Heavy trucks / plow / sander units	12–15 years or 400,000 km	Refurbish major components
Loaders / backhoes	12,000–18,000 hours	Major overhaul at mid-life if cost-effective
Graders / crawlers	15,000–20,000 hours	Often 15–20 yrs total life
Tractors / mowers / small utility units	10–15 years	Replace upon wear or inefficiency
Leased units	Reviewed at lease end	Extend if mileage low and reliable

4. Replacement Scheduling

The CAO and Department Heads will prepare an annual Fleet Replacement Plan showing projected replacements for the next five years. Units will remain in service beyond scheduled dates when condition and cost justify.

5. Funding

Fleet reserves will be funded through annual contributions reflecting depreciation and projected replacements over 10–15 years. Deferred replacements will result in continued reserve contributions to maintain funding stability.

6. Disposal

Surplus units will be disposed of through public tender, auction, or internal reassignment. A summary of retained and disposed assets will accompany the annual fleet report.

7. EXCLUSIONS

This policy does not apply to short-term rental equipment, donated assets, or vehicles under third-party operational control.

8. SPECIAL SITUATIONS

Where emergency replacements or acquisitions are required due to catastrophic failure, accident, or loss, Council may approve out-of-sequence purchases based on Administration's recommendation.

9. RELATED DOCUMENTS

Asset Management Policy

Procurement Policy

Financial Reserves Policy

10. END OF POLICY AND APPROVAL

POLICY RECORD HISTORY

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

OLD BUSINESS

NEW BUSINESS

**CORRESPONDENCE FOR
ACTION**

Viv Thoss

From: High Level Library Manager <librarian@highlevellibrary.ab.ca>
Sent: Friday, October 3, 2025 1:04 PM
To: Viv Thoss; Jena-Raye Clarke
Cc: Mark Liboiron
Subject: Board Members
Attachments: Letter of Interest - Jodi Botha.pdf; Library Board Letter of Interest - Bill Schnarr.docx

Follow Up Flag: Follow up
Flag Status: Completed

Good Afternoon,

The following is the list of names of the people the Library Board has chosen to join the Board. I have attached the letters of interest for the ones we have. Can we please get this added to the agenda for Monday so they can be appointed? Thank you

Laurie Dirsa
Bill Schnarr
Peter Storer
Jodi Botha

Emma Fisher

Library Manager
High Level Municipal Library
780 926-2097



Bill Schnarr
Box 3184 9805 108 Street
High Level, AB T0H 1Z0
(403)929-2321
jwschnarr@hotmail.com

August 27, 2025

High Level Municipal Library Board
c/o High Level Public Library
10511 103 Street
High Level, AB T0H 1Z0

Dear Board Chair and Members of the High Level Municipal Library Board,

I'm writing to express my interest in serving as a member of the High Level Municipal Library Board. As a resident of High Level and a strong supporter of literacy, access to information, communication, and community development, it would be a privilege to have an opportunity to contribute to the continued success of our "small but mighty" library.

Professionally, I bring experience in municipal communication, journalism, and the publishing industry. As a published author and avid reader, I recognize the importance of libraries as vital public spaces.

Libraries are about more than the books they house. They are living spaces where community enrichment and engagement are nurtured. They safeguard knowledge, champion equitable access, and serve as a foundation for a healthy, informed society.

I am particularly interested in supporting the library's efforts to provide meaningful community programming that best serves the needs of High Level residents. I have experience serving on boards and committees, and as an employee of the Town of High Level in an administrative capacity, I understand and appreciate the importance of governance, transparency, and collaboration.

I would be excited to bring my skills, experience, and enthusiasm to the Library Board. Thank you for your time and consideration, and I look forward to hearing from you.

Bests,

Bill Schnarr

Letter of Interest



August 25, 2025

Jodi Botha
4 Bear creek Drive, High Level Alberta T0H 1Z0
bothajodi43@gmail.com
825 785 8099

Board of Directors
High Level Municipal Library
10601 103 St, High Level, AB T0H 1Z0
High Level, AB

Dear Members of the Board,

I am writing to express my enthusiastic interest in joining the High Level Municipal Library Board. My love of books started young—playing Scrabble with my granny and pretending to be an English school teacher sparked a lifelong passion for words and storytelling. Fallen by Lauren Kate given to me by a dear friend was the first novel that truly captivated me, and my current favorite, A Court of Thorns and Roses, inspires me with its message about finding strength within yourself and growing into the best version of who you can be—a reminder not to judge a book by its cover, pun intended.

I've also been passionate about creative writing since a young age. In 12th grade, I wrote a story about being able to travel to heaven for one day after discovering a plane ticket with the angel numbers 777—a nod to my mom, whose favorite numbers they were, whom I lost at 18. Writing that story was not only cathartic but strengthened my belief in the power of storytelling to honor memories, inspire imagination, and connect people through shared emotions.

I'm originally from South Africa, a place where diversity is celebrated, which has instilled in me a love for inclusive and welcoming spaces. I'm passionate, caring, and admittedly talk about books and stories more than most people love to hear!

Music fuels me just as much as reading. Taylor Swift's Evermore lyric, "I can change everything about me to fit in," resonates with me—it reminds me that growth doesn't mean losing yourself, a philosophy I carry in life, creativity, and learning. Her storytelling and lyricism inspire me to connect with stories and people in meaningful ways.

Running my small business, Jo and Co Photography, has strengthened my creativity, patience, and ability to engage with people—skills I hope to bring to supporting the library's programs and initiatives.

I would be honored to contribute my energy, ideas, and love of storytelling to the High Level Municipal Library Board, helping the library continue to inspire and connect our community. Thank you for considering my application.

Warmly,

Jodi Botha

Jodi Botha

Lover of Words, Worlds, and Wonder



825 785 8099



bothajodi43@gmail.com



Bearcreek Drive, High Level

72



Town of High Level Regular Council Meeting Request for Decision

Meeting Date: October 6, 2025

**Prepared By: Roy Amalu, Director of Finance and
Romer Talampas, Financial Analyst**

Subject: Draft 2026 - 2028 Operating Budget

Recommendation:

THAT Council receives this report for discussion;

AND THAT Council approve in principle the 2026 - 2028 Operating Budgets for Administration, Operations, Community Services, Development Services, and Emergency Services as presented.

CAO Comments:

I support the recommendation.

Background:

The Town of High Level's 2025 - 2027 Operating Budget included planned increases of 3% in 2026 and 4.39% in 2027.

In August 2025, Administration introduced a revised budget process to Council. As with any new framework, particularly during staff transitions, challenges emerged that required additional analysis during the detailed budget reviews. It was also identified that the Town's financial software had not been updated since 2022, contributing to data discrepancies and delays in generating complete reports. Upgrades are now underway to improve the speed and accuracy of future budget presentations. These issues prevented Administration from providing detailed breakdowns of the Draft 2026 - 2028 Core Operating Budgets at the Committee of the Whole meeting on September 15, 2025.

To prepare the current draft, departmental staff were directed to limit budget increases to a maximum of 5%. The CAO and Director of Finance subsequently met with each Director to review their submissions. Following these consultations, the budgets were refined and consolidated into the draft now presented to Council.

At the September 15th meeting of Council Administration presented the preliminary Core Operating Budget below:

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

At the September 15th meeting Administration informed Council that they had discovered through the budget process that the computer software was outdated, and this included Salaries and Wages, Employer Contributions and benefit rates. Since then, Administration also discovered that there were several one-time only expenditures that were included in Core. As the Core budget should only contain what is required for the current service level these one-time only expenditures were removed for Council to have the opportunity to consider each one individually.

The 2026-2028 Core Operating Budget as follows:

CONSOLIDATED 2026-2028 CORE OPERATING BUDGET

	2025	2026	2027	2028
Revenues	\$20,824,421.00	\$20,542,886.00	\$20,564,797.00	\$20,601,599.00
Core Expenses	\$20,824,421.00	\$20,308,884.00	\$20,499,852.00	\$20,882,336.00
Net Position		\$234,002.00	\$64,945.00	-\$280,737.00
Tax Increase %		0.00%	0.00%	1.37%

For 2026 and 2027, the report shows a 0% tax increase and for 2028 a tax increase of 1.37% is required to maintain service level. Please note that these figures are NOT FINAL. It is important to note that Administration budgeted conservatively and applied the Municipal Best Practice for Reserve balances that ensures we have enough funds to cover four months of expenditures.

Please also note that even in a highly functioning Municipality, 0% tax increase is never recommended as costs go up and 0% increase to taxation means a cut in service level. Council establishes the service levels for the community and can reduce them at any time.

The 2026 – 2028 operating budget was built on the following foundation:

1. To maintain service levels
2. Minimize tax increase
3. Identify one-time expenses

4. Ensures removal of previously completed one-time projects from the budget
5. Minimizes, the reliance from reserves for ongoing operations

Discussion:

The purpose of this report is to provide Council with a summary of the Draft 2026 - 2028 Core Operating Budget, with detailed schedules attached for reference. The preliminary 2026 budget projected a surplus of \$234,002.

One-time expenses previously embedded in the core budget have now been appropriately reclassified and moved to supplemental forms. These costs do not recur annually and are presented separately for Council's consideration on October 14th.

The attached Reports for each Division include 2025 Actual costs to September 28th. Staff have not provided projections to year end so please take that into consideration when reviewing the package.

Numbers that are shown in red mean they are resulting in an increase in taxation and numbers in black are a decrease.

Financial:

Administration has included a detailed package of each Divisions budgets and staff are present answer questions.

1) Administration 2026 – 2028 Draft Operating Budget

- a) Previously, the Administration budget relied on \$60,000 from reserves to support operations. This approach is unsustainable. Through restructuring and budget review, the reliance on reserves has been eliminated.
- b) \$513,900 in transfers to projects have been removed from this budget which has resulted in decrease from a 3.46% Division increase to a .89% increase.

Administration	2025	2026	2027	2028
Revenues	\$12,752,946.00	\$13,717,345.57*	\$12,719,045.57	\$12,720,935.57
Expenses	\$ 5,327,519.00	\$ 5,294,697.24	\$ 5,398,128.57	\$ 5,481,116.04
Net Position	\$ 7,425,427.00	\$ 8,422,648.33*	\$ 7,320,917.00	\$ 7,239,819.53
Transfer from Reserves	\$ 60,000.00			
Budget Change %		+13.43%*	-13.08%*	-1.11%*

- Note, there is a clerical error in the 2026 revenues, the number should be \$12,717,345.57 and the transfer to reserves for 2026 – 2028 was to be removed, with that correction the net position is \$7,422,648.33 and the budget percentage change is 0.04%. Subsequently, budget change for 2027 and 2028 is 1.37% and 1.11% respectively.

2) Community Services 2026 – 2028 Draft Operating Budget

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

Community Services	2025	2026	2027	2028
Revenues	\$ 895,457.00	\$ 644,357.00	\$ 644,357.00	\$ 644,357.00
Expenses	\$ 3,024,499.00	\$ 2,910,140.83	\$ 2,944,088.96	\$ 3,043,980.26
Net Position	\$(2,129,042.00)	\$(2,265,783.83)	\$(2,299,731.96)	\$(2,399,623.26)
Transfer from Reserves	\$ 262,000.00			
Budget Change %		-6.42%	-1.50%	-4.34%

3) Protective Services 2026 – 2028 Draft Operating Budget

Previously, the Protective Services budget relied on \$215,000 from reserves to support operations. This approach is unsustainable. Through restructuring and budget review, the reliance on reserves has been eliminated. The division shows a slight increase in tax burden for 2026, with improvements in 2027.

Protective Services	2025	2026	2027	2028
Revenues	\$ 1,379,125.00	\$ 1,180,250.00	\$ 1,200,417.50	\$ 1,221,190.03
Expenses	\$ 2,861,293.00	\$ 2,669,371.95	\$ 2,672,343.46	\$ 2,759,715.92*
Net Position	\$(1,482,168.00)	\$(1,489,121.95)	\$(1,471,925.96)	\$(1,538,525.89)
Transfer from Reserves	\$ 215,000.00			
Budget Change %		-0.47%	+1.15%	-4.52%*

- Note, there is a clerical error in the expenses' column for 2028 – the correct number is \$2,739,715.92, with that correction the budget percentage change is -3.17%.

4) Development and Planning 2026 – 2028 Draft Operating Budget

The Development Services budget continues to rely on reserves to support operations. Eliminating this reliance without significantly raising taxation is not feasible. The division shows improvement in 2026 with reduced tax burden, followed by modest increases.

Development Services	2025	2026	2027	2028
Revenues	\$ 1,660,792.00	\$ 1,690,834.34	\$ 1,690,877.53	\$ 1,690,921.58
Expenses	\$ 2,497,266.00	\$ 2,406,111.61	\$ 2,424,182.08	\$ 2,444,094.00
Net Position	\$(836,474.00)	\$(715,277.27)	\$(733,304.55)	\$(753,172.42)
Transfer from Reserves	\$ 514,641.00	\$ 514,641.00	\$ 514,641.00	\$ 514,641.00
Budget Change %		+14.49%	-2.52%	-2.71%

5) Operations 2026 – 2028 Draft Operating Budget

The Operations budget includes water and sewer, funded by user fees and parcel taxes. These services do not impact taxation directly. The division shows significant improvement in 2026 with reduced tax burden, followed by modest increases in subsequent years.

Operations & Public Works	2025	2026	2027	2028
Revenues	\$ 4,136,101.00	\$ 4,310,099.40	\$ 4,310,099.40	\$ 4,324,194.75
Expenses	\$ 7,113,843.00	\$ 7,028,562.52	\$ 7,061,109.14	\$ 7,173,429.94
Net Position	\$(2,977,742.00)	\$(2,718,463.12)	\$(2,751,009.74)	\$(2,849,235.19)
Transfer from Reserves				
Budget Change %		+8.71%	-1.20%	-3.57%

The significantly improved financial position in 2026 Budget, combined with strategic planning for 2028, will address long-term financial sustainability. This balanced approach protects service levels while ensuring the municipality maintains a responsible fiscal position.

Attached as Appendix A are the complete package of 2026 -2028 budgets for Council's review and approval.

Approvals:

CAO, Viv Thoss

**Prepared by: Roy Amalu,
Director of Finance**

**Prepared by: Romer Talampas,
Financial Analyst**

Attachments:

- 01 - General Administration Operating Budget 2026-2028 as of Sep 28*
- 02 - Community Services Operating Budget 2026-2028 as of Sept 28*
- 03 - Protective Services Operating Budget 2026-2028 as of Sept 28*
- 04 - Operations Operating Budget 2026-2028 as of Sept 28*
- 05 - Planning and Development Operating Budget 2026-2028 as of Sep 28*

**CORRESPONDENCE FOR
INFORMATION**

September 15, 2025

Ms. Viviane Thoss
Chief Administrative Officer,
Town of High Level
10511 103 St
High Level, AB T0H 1Z0

RE: Northwest Territories Cost Recovery PTS – High Level - Final Payment Summary

Dear Ms. Viviane Thoss:

We have received your request for reimbursement of costs for the project in the table below. The total eligible cost of this project \$5,676.27.

You will receive \$5,676.27, which will be provided via electronic funds transfer. You will find a payment summary, including the amount submitted, eligible costs, and payable amount per project below. A final detailed listing of eligible costs is attached for your reference.

Project Number	Project Description	Amount Submitted	Eligible Costs (not including GST)
1.4	Room Damages	5,677.27	5,676.27
	Total	\$5,677.27	\$5,676.27

This project is now closed, and no additional claims will be accepted for this project.

If you have any questions or concerns, contact your Case Manager for this program, Lisa Potter at 780 638 4554 or lisa.potter@gov.ab.ca. Thank you for your cooperation.

Sincerely,

M. Mastromonaco

Micaela Mastromonaco
Acting Manager, Community Recovery Services

Attachment

NOTICE OF MOTIONS

QUESTION PERIOD

CLOSED SESSION