VISION
"Slave Lake is committed to building opportunities by growing business, industry and population, while promoting ourselves and our exceptional quality of life."

MISSION
"Working Together, Building a Better Community"

"Our Vision and Mission will serve as a guide in our decision making"

COUNCIL AS COMMITTEE OF THE WHOLE and REGULAR MEETING
July 14, 2020 at 7:00 PM
Council Chambers

AGENDA

1. Agenda

2. CAO Update

3. Question Period

4. Reports and New Business
   a) Payment to Alberta Social Housing Corporation - Roland Schmidt, Director of Finance
   b) Credit Card & Payment Options - Christina Ridley, Accounting Supervisor
   c) Economic Development Website - Christopher Brown, Communications Coordinator

5. Committee Minutes
   a) Finance, Legislative and Governmental Affairs
      i) Intermunicipal Committee
      ii) Slave Lake Watershed Council
      iii) Slave Lake District Chamber of Commerce Meeting
Committee of the Whole Meeting
Tuesday July 14, 2020 at 7:00 PM

b) Community Services
   i) Lesser Slave Lake Regional Housing Authority Meeting
   ii) Tri-Council Health Committee
   iii) Slave Lake Regional Tourism Society
   iv) Slave Lake Library Board Meeting
   v) Naming Advisory Board
   vi) Community Futures Lesser Slave Lake Region
   vii) Community Education Committee

c) Property Services
   i) Municipal Planning Commission
   ii) Inter-Municipal Subdivision and Development Appeal Board Hearing
   iii) Lesser Slave Lake Regional Waste Management Meeting
   iv) Slave Lake Airport Commission Meeting
   v) Lesser Slave Lake Region Wildfire Legacy Corporation Meeting

d) Protective Services
   i) Protective Services Committee
   ii) Disaster Services Report (Meets four times yearly)

e) Other
   i) Northern Alberta Mayors and Reeves Caucus
   ii) Northern Alberta Elected Leaders
   iii) High Prairie School Division

6. Management Task List
   a) Management Task List July 14, 2020

7. Mayor's Corner

8. Adjournment
REPORT TO COUNCIL MEETING OF July 14th, 2020

FROM: Roland Schmidt

DATE: July 8th, 2020

Subject: Payment to Alberta Social Housing Corp.

PURPOSE

To request Councils approval of payment to Alberta Social Housing Corp for the remaining recovery grant funding held by the Town.

BACKGROUND

After the fire in Slave Lake the Town received recovery funding for Alberta seniors and housing. It has held these funds awaiting an invoice from Housing to spend these funds and close out the project. The project has an end date of December 31, 2020 at which time any remaining unspent funds would be sent back to the Province.

DISCUSSION

Administration has reached out to Lindsay Pratt, CAO of Heart River Housing, requesting an update on the project and has received and invoice to pay out the funds. Administration is requesting Councils approval to pay the remaining grant funding in the amount of $275,415.97.

RESOURCE IMPACTS

None.

POLICY IMPLICATIONS

There are no policy implications

COMMUNICATIONS

No advertising is required at this time.

RECOMMENDATION TO COUNCIL

Payment to Alberta Social Housing Corporation - Roland Schmidt, Director...
That Council approve payment of the remaining grant funds to Alberta Social Housing Corp.

**Motions Requested:**

That Council approves the payment to Alberta Social Housing Corp for the remaining grant recovery funds in the amount of $275,415.97

Report Prepared by:  
Roland Schmidt, Director of Finance

Report Approved for Council by:  
David Kim, CAO
REPORT TO COUNCIL MEETING OF July 14th, 2020
FROM: Christina Ridley
DATE: July 8th, 2020
Subject: Credit Card & Payment Options

PURPOSE

To provide information about payment options that the Town could implement that will accept credit card payments as well as other forms of payment.

BACKGROUND

Currently the Town of Slave Lake provides various payment options for paying utilities, taxes and invoices through online banking, EFT (electronic funds transfer). Cheque, cash and debit are available at the main town office. The Town office has not opted in the past to accept credit cards due to the costly charges we would have to incur to provide this service.

DISCUSSION

Finance has done some research and found a few third party providers that would allow us to accept credit card payments through their system. They both have a fee structure which is charged to the card holder/end user directly during the bill payment process. Which means there is no charge to the Town of Slave Lake.

Option 1:

This third party provider uses an external link specifically for Town of Slave Lake. For example utilities, taxes, accounts receivable invoices, etc. It accepts Visa, Mastercard and American express. An email notification is sent when a payment is processed and we will have to enter this information into our accounting system. The deposit to our account is automatic, as well as, the card holder receives a copy of a receipt of payment. The credit card information is secured through their servers and protected. None of the credit card information is saved or given to the Town of Slave Lake. The transaction fee is automatically charged to the card holder upon payment, which means there is no extra charges to the Town. Option Pay uses a fee grid that it charges to the purchaser based upon the amount of the transaction. The Town of Slave Lake would also be provided a
portal that we could pull reports for payments received and could also go onto the website and submit payments on behalf of the residents. Some Towns that use this third party are Westlock, High Prairie and Taber. Attached to this report is the fee grid that may be changed at Option Pay’s discretion.

There is additional setup work and ongoing maintenance work that would require staff to perform when using Optionpay.

Option 2: 

This third party provider provides a web portal specifically for Town of Slave Lake. For example utilities, taxes, accounts receivable invoices, etc. It accepts Visa, Master Card, American Express and Ali-pay cards, PayPal, Canada post payments, and Interact/etranfer. Payments are received through an automatic upload to our system. The credit card information is processed and secured by Moneris. None of the credit card information is saved or given to the Town of Slave Lake. The transaction fee is automatically charged to the card holder upon payment, which means there is no extra charges for the Town of Slave Lake. Paysimply also has a mobile app that is available for download. Payments can take up 3 days to process. The fee charged by Paysimply for credit cards is 2.5%, Canada Post fee’s range from $3.95 - $7.95, e-transfers are charged at 1% & PayPal at 2.29%. None of these fee’s are charged to the Town of Slave Lake, it is directly charged to the resident. These fee’s are subject to change at the discretion of Paysimply. Towns that use Paysimply are Town of Athabasca, Banff and Grimshaw. The biggest government body that uses Paysimply is the Canada Revenue Agency as this program was originally created for them to facilitate the payment of taxes. Paysimply has 3 call centers to assist customers that run into issue’s with the platform. 2 are located in Ontario and one is located in British Columbia. Unlike Optionpay there is very little setup for the Town and no ongoing maintenance that Town staff would have to perform. This however removes the ability for Town staff to assist in any issues users may encounter and would have to be resolved using their customer service call center.

Both of these service providers will allow the Town to accept credit cards using an online platform. Credit card payments will not be accepted in person at the Town office using either of these platforms.

Residents will be transacting with the 3rd party and not the Town directly. All payment disputes or any issues with either of the platforms would have to be resolved with the 3rd party.

Both platforms are based online. Optionpay requires additional setup by staff and ongoing maintenance by staff. The trade off is that we would be able to assist residents with the platform.

Paysimply requires very little implementation and is directly managed by Paysimply. It offers more payment options and in addition to this has a mobile app that would further
increase the type of service provided. There may already be residents who are using Paysimply to pay their income taxes and are familiar with the program.

Implementing either option would increase the service level provided to those who interact with the Town at no cost and very little impact to operations. This aligns with the Towns current direction toward economic development by expanding the payment options and how residents are able to financially interact with the Town.

### RESOURCE IMPACTS
Some additional staff time for implementation.

### POLICY IMPLICATIONS
No Policy Impacts.

### COMMUNICATIONS
The Town will advertise on our website with instructions and examples to assist residents.

### OPTIONS
1. Administration could proceed with either of the 2 payment platforms.
2. Administration could keep the status quo and not pursue either platform.
3. Administration could research further payment options.

### RECOMMENDATION TO COUNCIL
Recommendation is to implement Paysimply, as it provides the end user with more payment options and mobile app. There is also less manual entry for finance as it will be automatically uploaded to our software, like our other online banking files.

### MOTION
Council directs Administration to implement Paysimply as third party payment provider for the Town of Slave Lake.

### Attachments
OptionPay & SimplyPay Fee Structures

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Accounting Supervisor

Report Approved for Council by:  
David Kim  
CAO
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- Online Shopping Mall (online-shopping-mall.php)
- Participating Merchants (participating-merchants.php)
- Tiered Rate Table (tiered-rate-table.php)
What do you need to pay?
Search our full list of cities, municipalities, utilities, schools and more

Start typing to search...

How it works
Choose a bill you need to pay
Enter your account details
Choose payment option and complete transaction
Your account will be credited once processing is complete

View processing time and fees for each payment option below.

Our payment options
Not all payment options are available for each biller

- Boost your rewards
- Pay with cash or debit at Canada Post
- e-Transfer
- PayPal
- Pay with installments
- Alipay

Fees and processing time vary based on each payment processor.

PaySimply mobile app
Save your credit card to make convenient repeat payments
Setup notifications to be reminded when your tax payments are due

Learn more,

Download on the App Store
Google Play

Credit Card & Payment Options - Christina Ridley, Accounting Supervisor
REPORT TO COUNCIL MEETING OF JULY 14th, 2020

FROM: Christopher Brown
DATE: July 9th, 2020
Subject: Economic Development Website

PURPOSE

The purpose of this report is for council to approve the implementation of an Economic Development Website Header to be integrated into the current Town of Slave Lake redesign.

BACKGROUND

Administration brought forward a report to Council at the July 7th Regular Meeting of Council on two options for an Economic Development Website.

1) Subsite for the Economic Development Website
2) Department Header to be integrated into the current Town of Slave Lake Website.

Council tabled the report, so they could speak with Progress Unlimited Ltd. on July 8th.

DISCUSSION

There were two options presented at the July 7th Regular Meeting of Council. 1) Economic Development subsite and 2) Economic Development Department Header.

<table>
<thead>
<tr>
<th>Option 1: Subsite Cost:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Investment Year 1 -</td>
</tr>
<tr>
<td>Annual Investment Year 2 and beyond -</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Option 2: Department Header:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Investment Year 1 -</td>
</tr>
<tr>
<td>Annual Investment Year 2 and beyond -</td>
</tr>
</tbody>
</table>
RESOURCE IMPACTS
No Resource Impacts

POLICY IMPLICATIONS
No Policy Impacts

COMMUNICATIONS STRATEGY
Advertise to internal and external stakeholders on our new Economic Development website upon launch.

RELATION TO STRATEGIC PLANNING, MISSION STATEMENT, OR VISION STATEMENT
The new department header for economic development, business attention/retention, and tourism will promote our exceptional quality of life, our residents and businesses to visitors, potential businesses, and residents.

RECOMMENDATION TO COUNCIL
The recommendation to council move forward with an economic development, tourism, business attraction/retention department header.

MOTION
1. That council approved the creation of a new economic development and tourism department header for the Town of Slave Lake Website in the expense of $7,758.

Attachments
N/A

Report Prepared by: Christopher Brown
Communications

Report Approved for Council by: David Kim
CAO
Present at meeting:

<table>
<thead>
<tr>
<th>Name</th>
<th>Sector Represented</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meghan Payne</td>
<td>Executive Director</td>
</tr>
<tr>
<td>Alyssa Belanger</td>
<td>Watershed Coordinator</td>
</tr>
<tr>
<td>Todd Bailey</td>
<td>Swan River FN (Chair)</td>
</tr>
<tr>
<td>Tammy Kaleta</td>
<td>Tourism and Recreation</td>
</tr>
<tr>
<td>Brian Gilroy</td>
<td>Town of High Prairie</td>
</tr>
<tr>
<td>Nicole St. Jean</td>
<td>Forest Sector</td>
</tr>
<tr>
<td>Pearl Lorentzen</td>
<td>Member at large</td>
</tr>
<tr>
<td>Rebecca King</td>
<td>Town of Slave Lake</td>
</tr>
<tr>
<td>Lisa Bergen</td>
<td>Alberta Environment and Parks</td>
</tr>
<tr>
<td>Dean McKenzie</td>
<td>Oil and Gas Sector</td>
</tr>
<tr>
<td>Duane Nichols</td>
<td>Agriculture</td>
</tr>
</tbody>
</table>

Regrets

Ken Noskey/Lynn Smith Peavine metis Settlement
Jule Asterisk Non-Government Organizations
Roderick Willier Sucker Creek First Nation
Richard Simard/Fern Welch Big Lakes County
Brian Rosche/Brad Pearson MD of Lesser Slave Rive
Shane Knutson cottage owners/country residential

Board Vacancies:
Commercial Fishermen, Trappers, First Nation X 3, East Prairie Metis Settlement

1. Call to order and Welcome
   - Chairman Todd Bailey Called the meeting to order at 4:35.

2. Adoption of June 18, 2020 meeting agenda
   - June 18, 2020 agenda was emailed to the Board, and displayed on screen.
   - Chair called for additions or amendments to the agenda.

   **Motion 19-33: Kaleta/King** – Motion to adopt the June 18, 2020 Meeting agenda as presented.
   **CARRIED**

3. Adoption of the May 14, 2020 meeting minutes
   - May 14th, 2020 Draft meeting minutes were emailed to the board prior to the meeting.
   - Chair asked if there were any errors or omissions in the draft minutes.

   **Motion 19-34: King/Kaleta**– Motion to approve the May 14, 2020 draft meeting minutes as presented.
4. Review of May Action Items

- May action items were sent to the Directors with the meeting package.

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Responsible</th>
<th>Due Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSWC directors are asked to personally submit their feedback to AEP thought the channels outlined in the engagement Package.</td>
<td>ALL</td>
<td>May 25, 2020</td>
<td>done</td>
</tr>
<tr>
<td>Staff will be registering for the mooring disturbance standard webinar and preparing a submission for the LSWC.</td>
<td>Staff and ALL</td>
<td>May 25, 2020</td>
<td>done</td>
</tr>
<tr>
<td>Directors will use the engagement materials prepared by Staff to engage with individuals they know who would be a good fit for the Board seats up for election at the AGM.</td>
<td>Board</td>
<td>June - September</td>
<td>After June Board meeting package will be prepared and sent out.</td>
</tr>
<tr>
<td>Meghan will send a feedback table to the Board of Directors and they will share their thoughts regarding proposed board seat amendments. Meghan will compile for review and discussion in June.</td>
<td>Staff and Board</td>
<td>By June 11</td>
<td>On this agenda later</td>
</tr>
<tr>
<td>Municipal directors, please talk to your CAO’s about ensuring the request for feedback gets completed by end of May.</td>
<td>Municipal Reps</td>
<td>By May 31</td>
<td>Have only received feedback form Big Lakes and Town of Slave Lake, moving on with implementation report now.</td>
</tr>
<tr>
<td>LSWC Board members asked to please renew their annual memberships. Staff will send out new forms and online link to do it online.</td>
<td>ALL</td>
<td>By June 30</td>
<td>New membership forms and link to renew online has been sent.</td>
</tr>
</tbody>
</table>

5. Round Table

- Alberta Water Council has officially released the Protecting Sources of Drinking Water in Alberta Guide and Companion Document. Meghan played the AWC’s video that explains the Guide and how to use it. [https://www.youtube.com/watch?v=eiBK9lvKEVM](https://www.youtube.com/watch?v=eiBK9lvKEVM)
- SRFN received an ECO Action grant and have started the process of grayling habitat surveys on the Swan River. They got partial funding from their initial ask, they are exploring additional funding to make the project more robust. Also were approved for the First Nations ADAPT grant for community flood mapping.
- Dean M – oil and gas sector is will waiting on Government grant money that was being rolled out, there are a lot of people applying to the fund. GOA has relaxed monitoring requirements during COVID, hopefully they put the requirements back in place. The industry is very slow overall, but it sounds like with the provincial funding there will be reclamation activities going on.
- Rebecca K – TOSL staff provided great feedback on IWMP implementation. Their new CAO has started.
- Brian G –TOHP is also hiring a new CAO, Brian M is retiring. Have hired a new Treasurer as well.
- Duane – Ag. Service Board is meeting and will be discussing putting forward a recommendation to the County to declare a state of Agricultural Disaster due to the excess water and the impact it has
had on crops across the county. The declaration by local government helps facilitate insurance claims for ag. producers.

- Marten Beach – there was disaster relief funding available from the province but only for permanent residents, not seasonal.

6. Treasurers report and Financial updates
- Executive Director emailed the treasurers report prior to the meeting and displayed on screen for discussion.
- Have not received 2020/21 operational funding from AEP yet.
- Received our $20,000 FRIP grant payment from Vanderwell for 2020.
- Outstanding request to Environmental Damages Fund for $35,280
- Draft year end is pretty much complete, Meghan is reviewing package from accountant and if no changes are required it will be finalized for approval at the AGM.

**Motion 19-35: Gilroy/Lorentzen** – Motion to approve the April 15 – May 15, 2020 Treasurers report as presented.

CARRIED

7. 2020 By Law amendments discussion
- Directors were asked to review the 2016 by laws and provide feedback and proposed amendments to Meghan by June 16th.
- Meghan summarized all of the feedback into a table. Board worked though table and discussed each amendment.

**Action:** Board of Directors will actively seek interested individuals for the open director’s seats at the AGM using the engagement package sent by the Executive Director.

8. 2020 Annual General Meeting
- Date set for Oct 2, 2020 in High Prairie, AB
- By Law Amendments.
  - Notice of proposed by law changes has to be advertised a month prior to an AGM.
  - Bylaw changes may change board composition, so nominations for Director seats can not open until after the by law changes have been voted on at the AGM.
  - Staff will advertise the available board seats with the agreed upon proposed by law changes made, with a note that they are pending by law amendment vote at the AGM.
- AGM invites and notice of by law changes and board seats up for election will be sent out via email to our stakeholder contact list in late June, July, August and early September.
- Paid advertising in the newspaper, and on facebook closer to the event.

**ACTION:** Board members will renew their annual LSWC membership using the online link or the new form emailed by staff.
9. Project Updates & Discussion

a. IWMP
   - Have not finalized a workplan, budget and contract with Palliser environmental yet. Once our 2020/21 operational grant is received it can proceed.
   - Trying to set a date for the Swan River fall forum, September is busy for many of our desired attendees so we are looking at dates in October.
   - Have a modeling team call next week and we are going to seek out a student from U of A who can help Shalini with some of the data review and formatting for the MIKE SHE model.
   - Implementation report.
     o Have received feedback from Big Lakes County and the Town of Slave Lake regarding IWMP implementation progress. Will be finalizing the implementation report without feedback from the others.

b. Watershed Resiliency
   - Staff have been promoting project opportunities on social media and at local businesses. Board of directors asked to share opportunities with Ag sector folks they know.
   - Have engaged in a project with the Fogles, who have a 9 quarter section ranch south of High Prairie along the West Prairie River.
     o Completed Environment Farm Plan, submitted 2 Canadian Ag Partnership grant applications for their fencing, stream crossings, solar watering systems, and relocation of livestock holding area.
     o Riparian health assessment scheduled for August
     o Obtained fence posts and barbed wire as a donation from the HP RAT team.
     o Utilizing the LSWC solar water system until their grant application is approved.
     o Total Project value is about: $248,50
   - First interim report for our 2020-22 WRRP grant will be sent in by end of June.
   - Will work with our partners to determine if we should have a fall tour this year.

c. Water quality monitoring
   - Our site on the Lower East Prairie is not accessible. The lake elevation is so high that the road is flooded.
   - Could not access lower swan site on June 17th due to road conditions.
   - Results are being entered into spreadsheets as they are received from the lab.
   - 6 more sampling events left this season.
   - Ongoing conversations with AEP staff about monitoring on Lesser Slave Lake.

10. Education Outreach Updates

   - In contact with local resorts & campgrounds about having pop-up booths on Friday afternoon/evenings
   - Creating a display to have up at the HP library for 2 weeks over the summer
• Completed WPAC collective brochure, submitted to managers group for review
• WPAC E&O committee meeting in late August, date TBD
• Public survey out, 67 responses so far, open until July 1, 2020
• New membership form online and active, please ensure you fill it out and submit your $5 fee by the AGM date
• In contact with local Girl Guide troop (Kinuso) about programming in the fall
• Little Green Thumbs Survey sent to teachers, no responses yet.
  o 6/8 teachers have told me they want to continue next year, have not heard from others
• Video editing for ‘virtual field trips’ with LSFES scheduled to be complete July 31, 2020
• Webinar now available on our YouTube channel
• Summer newsletter sent June 22

11. Wrap up and meeting adjournment
• September LSWC Board of Directors Meeting – October 10th - Online
• Annual General Meeting – October 2, 2020 in High Prairie

Motion 19-36: Gilroy/Nichols– Motion to adjourn the June 18, 2020 LSWC Board of Directors Meeting at 6:56pm.

CARRIED
**Action Item:**
Board of Directors will actively seek interested individuals for the open director’s seats at the AGM using the engagement package sent by the Executive Director.

Who: ALL  
By When: September 15  
Progress: Staff have sent out link to online membership, and a printable version to the board.

Board of Directors will actively seek interested individuals for the open director’s seats at the AGM using the engagement package sent by the Executive Director.

Who: ALL  
By When: September 15  
Progress: Staff have sent out link to online membership, and a printable version to the board.

Board of Director Positions for election at the October 2, 2020 Annual general meeting:

- Forest Sector
- Forest Sector Alternate
- *Tourism and Economic Development
- Tourism and Economic Development alternate
- Agriculture Sector
- Agriculture Sector alternate
- Cottage Owners and Country Residential
- Cottage Owners and Country Residential alternate
- Non-Government Organizations
- Non-Government Organizations alternate
- *Sport fishing and Hunting
- *Sport Fishing and Hunting alternate

*Pending approval of proposed by law changes*
### Proposed Amendments to the By Laws of the Lesser Slave Watershed Council - October 2, 2020 Annual General Meeting

<table>
<thead>
<tr>
<th>Bylaw #</th>
<th>Proposed amendment, addition or deletion (exact wording)</th>
<th>Rational for change</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>The LSWC recognizes the importance of inclusiveness and openness with respect to membership. Therefore, any individual, organization or sector living, working or recreating in the Lesser Slave Watershed, who agrees with the vision and mission of the LSWC, may become a member of the LSWC.</td>
<td>This is in keeping with the Governance manual, which has this clause.</td>
</tr>
<tr>
<td>3</td>
<td>Request for membership in the Society shall be made by completing a membership form that has been approved by the Board of Directors and paying a fee of $5 per year to the LSWC on or before the Annual General Meeting each year. Current members are eligible to vote at the Annual General Meeting. By completing the membership form the individual indicates they are in agreement with the objectives of the Society.</td>
<td>removal of $5 membership fee.</td>
</tr>
<tr>
<td>5</td>
<td>Members of the Society have the right to attend and vote at Annual General Meetings and all Special and member meetings. Members may attend Board of Director meetings as non voting members. Members of the Society are responsible to act in accordance with the Bylaws and Objectives of the Society.</td>
<td>We do not have &quot;member&quot; meetings, but members are welcome to attend LSWC director meetings as non voting members.</td>
</tr>
<tr>
<td>8</td>
<td>The Board of Directors shall have a maximum of 21 members including the Chair, Vice Chair, Treasurer and Secretary.</td>
<td>needs to be changed as per proposed changes to By Law 9.</td>
</tr>
<tr>
<td>9</td>
<td>Rename Commercial Fishermen to &quot;Sport Fishing &amp; Hunting&quot;</td>
<td>Commercial fishing is no longer a permitted activity in Alberta. Lakes are managed for recreational fisheries, so renaming the seat to encompass anglers and hunters is a better reflection of activities taking place in the watershed.</td>
</tr>
<tr>
<td>9</td>
<td>Remove Alberta Trappers Association from Board Seats, do not replace.</td>
<td>The board seat has not been filled since 2016. Hunters and trappers can be captured within the Sportfishing and Hunting position.</td>
</tr>
<tr>
<td>9</td>
<td>Rename &quot;Recreation and Tourism&quot; to &quot;Tourism &amp; Economic Development&quot;</td>
<td>recreation is too broad. Including tourism may attract campground and resort owners or folks from tourism.</td>
</tr>
<tr>
<td>11</td>
<td>Board Members must provide substantial commitment and actively participate in the Society as outlined in the Lesser Slave Watershed Council Board Governance Policies (2020) the LSWC Board Member Terms of Reference (2016) attached as an appendix to the Society By Laws.</td>
<td>we have adopted the 2020 governance policies doc, so we no longer need the Board of Director Terms of Reference.</td>
</tr>
<tr>
<td>14</td>
<td>Regular Meetings of the Board shall be called with eight days notice by mail, fax, e-mail, telephone or personal contact to each member. Any seven Board Members at a Regular Board Meeting shall constitute a quorum.</td>
<td>Approved Board Governance policies state half plus one of the filled board seats. This change needs to be made to align with it.</td>
</tr>
<tr>
<td>15</td>
<td>A Special Meeting of the Board may be called on the instructions of any four Directors through a request in writing to the Chair stating the specific business to be addressed. Quorum for a special meeting is a minimum of 7 Board Members.</td>
<td>Approved Board Governance policies state half plus one of the filled board seats. This change needs to be made to align with it.</td>
</tr>
<tr>
<td>16</td>
<td>A person elected as a Director becomes a Director if they are a current LSWC member, present at the Annual General Meeting when nominated, accepted the nomination, and receive the majority of votes for the board seat. They may also become a Director if they were not present at the meeting but are a current LSWC member, have provided a complete nomination form to the LSWC office via email, post or fax prior to close of nominations at the Annual General Meeting, allowing their name to stand for board seat election in their absence.</td>
<td>wording change to state that anyone being nominated must be a current LSWC member.</td>
</tr>
<tr>
<td>17</td>
<td>Any Director or Officer, upon a majority vote of members at a Regular, Annual General or Special Meeting may be removed from office for any cause is deemed to be in conflict with the objectives of the Society and the LSWC Board Governance Policies.</td>
<td>include additional wording to include the 2020 LSWC board Governance Policies.</td>
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<tr>
<td>24</td>
<td>At an Annual General Meeting, a quorum of half plus one of the filled director seats must be present</td>
<td>Approved Board Governance policies state half plus one of the filled board seats. This change needs to be made to align with it.</td>
</tr>
<tr>
<td>26</td>
<td>At a Special Meeting, a quorum of seven (7) half plus one of the filled director seats, must be in attendance.</td>
<td>Approved Board Governance policies state half plus one of the filled board seats. This change needs to be made to align with it.</td>
</tr>
</tbody>
</table>
| 27 | Group consensus will be the foundation on which decisions are made by the Board of Directors. Where consensus cannot be reached, a vote will occur.  
   a. At a meeting where more than seven (7) Board Members are in attendance, 75 per cent or the board members shall be required to pass a motion.  
   b. At a meeting where seven (7) Board Members are in attendance (the minimum required to constitute a quorum), five (5) of seven (7) of the Board Members shall pass a motion. A majority vote will pass a motion OR 75% vote is required to pass a motion. | Change to specify Board of Directors A. and B. should be changed because quorum is half plus one of the filled board seats. |
| 28 | Each member who has not withdrawn from membership nor been expelled shall have one vote and an equal voice in decision making at any Regular, Annual General or Special Meeting of the Society. Such votes must be made in person and not by proxy or otherwise. | Remove regular meeting because the ISWC does not have "regular" meetings, we have Board of Director meetings, Annual General Meetings or a Special Meeting if required. |
DRAFT MINUTES
June 5, 2020
WebEx/Teleconference

Attendees
Leanne Beaupre          County of Grande Prairie
Ben Berlinguette        Town of Valleyview
Clyde Blackburn          County of Grande Prairie
Michelle Farris          Town of Rainbow Lake
James Hailes             Town of Fox Creek
Alvin Hubert            Saddle Hills County
Josh Hunter              County of Northern Lights
Barbara Johnson         Municipal District of Peace
Peggy Johnson            Municipal District of Fairview
Murray Kerik            Municipal District of Lesser Slave River
Carolyn Kolebaba          Northern Sunrise County
Myrna Jean Lanctot       Village of Donnelly
Vern Lymburner           Town of Valleyview
Elaine Manzer            Town of Peace River
Cary Merritt             Saddle Hills County
Cindy Millar             Northern Sunrise County
Brian Panasiuk           Town of High Prairie
Diahann Potrebenko       Village of Rycroft
Kate Potter              Town of Sexsmith
Bob Regal                Town of Grimshaw
Jim Rennie               Woodlands County
Gary Rycroft             Town of Beaverlodge
Richard Simard           Big Lakes County
Rita Theriault           Municipal District of Smoky River No 130
Theresa Van Oort         County of Northern Lights
Robert Willing           Municipal District of Peace
Richard Simard           Big Lakes County
Greg Rycroft             Town of Manning
Tom Burton               RMA

Presenters:
- Martin Long, MLA for West Yellowhead
- Maryann Chichak, Mayor of Whitecourt
- Wendy Crosina, Alberta Forest Products Association (Weyerhaeuser Company)
- Paul McLauchlin, District 2 Director, Rural Municipalities of Alberta
Guests:
- Tracy Allard, MLA for Grande Prairie
- Todd Loewen, MLA for Central Peace-Notley

Secretariat:
- Kim Pinnock, Manager, NADC
- Baiku Acharya, Sr. Northern Development Officer, NADC
- Lisa Williams, Administrative Assistant, NADC

1. Call Membership Meeting to Order
Chair, Jim Rennie, called the NAEL meeting to order June 5, 2020, 1:06PM.

- Chair Jim Rennie welcomed the attendees. He referenced for members the tip sheet for WebEx meetings and some instructions regarding the virtual meeting functions. He informed members that 31 municipalities with 46 attendees have confirmed attendance. NAEL Secretariat to provide the list of municipalities in the meeting minutes.

2. Adoption of Agenda

   It was MOVED by Myrna Lanctot THAT the agenda be adopted as presented.

   CARRIED

3. Adoption of Consent Agenda

   3.1 NAEL Meeting Minutes – January 28, 2020

   - Carolyn Kolebaba requested that the minutes be updated by fixing a typo for the surname “Whittleton” on page 4 of 9 and changing the date to “September 25” at the first bullet point on page 9 of 9 to reflect the proposed correct date for next NAEL meeting.

   It was MOVED by Carolyn Kolebaba THAT the minutes be adopted with the changes identified.

   CARRIED

   3.2 Financial Report – May 25, 2020

   - The account balance is $17,044.94.
   - Town of Sexsmith was reimbursed $1,323.70 for hosting the January 28, 2020 meeting.
o Alberta Counsel was paid $10,000 as per the contract agreement. NAEL will have a new representative Zack who is looking forward to a meet and greet the members and bring forward any concerns.

It was Moved by Peggy Johnson THAT the Financial Report – May 25, 2020 be accepted as presented.

CARRIED

3.3 Response letter from Hon. Kaycee Madu, Municipal Affairs regarding wildfire.

It was Moved by Elaine Manzer THAT the letter be accepted as information.

CARRIED

3.4 NAEL Members’ Roundtable Updates
o Updates were received from the Village of Rycroft and the Town of Peace River by May 29, 2020 and are included in the meeting package. Any outstanding updates received afterwards will be included in the post-meeting package.

4. Chair Update
4.1 NAEL Secretariat – Action List Updates
o Municipalities’ cost of living survey/information gathering was put on hold due to COVID-19 pandemic. As the municipalities are operating with a fewer staff, the information collected for this may not reflect accuracy. This will be reviewed in 2021.
- In Woodlands County, they are up and running; a small group is working from the office. County has passed a motion to allow for a 3% discount for farmland and 1% for residential, if paid on time as an incentive.

4.2 Update on Alberta Counsel Contract
o Contract has been paid. NAEL Chair/Vice Chair will continue to work with AB Counsel and provide updates directly to members.

It was Moved by Leanne Beaupre THAT the chair update be accepted as presented.

CARRIED

5. Infrastructure Projects, Investing in Canada Infrastructure Program (ICIP)
This item is moved up from Agenda item #6 to #5 as Chair Jim Rennie requested the Vice-Chair Leanne Beaupre to present which she accepted. The chair informed that the original item # 5
(Updates and Discussion: Species at Risk and Caribou Sub Regional Taskforces) will come next at the scheduled time.

Presenter: Vice-Chair Leanne Beaupre, Reeve for County of Grande Prairie
  o The County had submitted an application and it was just about 2 years before getting final approval.
  o The website is now closed, but the program is supposed to be open from 2018 - 2028.
  o Northern Sunrise County applied for a broadband grant and shared that there will be no funds available until 2023; getting funding approval years down the road is not helpful.
  o COVID-19 could be slowing the process.
  o Edmonton and Calgary received most of the funding.
  o Northern communities’ infrastructure projects have not been awarded, but many southern projects have.
  o Prior to the election the program was moving forward, now there is a two stage application and it’s frustrating.
  o NAEL secretariat to send out a survey to find out where the municipalities are in the process and the projects they are waiting for funding.

It was MOVED by Leanne Beaupre THAT the membership be surveyed to find out where they are in the queue and then send a letter to the Minister of Infrastructure as the process is closed.

CARRIED

6. Updates and Discussion: Species at Risk and Caribou Sub Regional Taskforces

   Presenters: Martin Long, MLA for West Yellowhead
               Maryann Chichak, Mayor of Whitecourt
               Wendy Crosina, Wildlife Biologist, Weyerhaeuser via AFPA
               Paul McLauchlin, RMA Representative
   o Currently there are three taskforces in place: Bistcho, Cold Lake and Upper Smoky.
   o Upper Smoky, where 16 representatives have been appointed, is a complex and complicated range which is 95 – 100% disturbed.
   o Issues to address are timelines: where is the taskforce currently, where are we going, what is our mandate and how do the municipalities fit in.
   o Species at Risk Act (SARA) to implement a caribou range plan overtime to 65% undisturbed.
   o To get down to 35% of disturbance is a challenge when you take into consideration how the government takes its measurements. Most of the ranges are 95% disturbance.
   o Bio habitat and physical disturbance also have to have considerations.
The taskforce has been meeting quite regularly. Met for 10 days: four days have been presentations on forestry, ½ day on energy, ½ day on tourism and other times were spent on high-level possible outcomes.

Solutions:
- Maternal penning, predator / prey management;
- Integrated Land Management (ILM) is looking at ways to have industry work together to reduce the footprint, having a working landscape has a great impact on keeping caribou populations, while persevering jobs and keeping industries working;
- Environmental and non-government agencies have been pushing back on the government approaches in regards to pine beetles, potential forest fires and working with industries; and
- Local solutions need municipalities’ help. Looking for recommendations that provide a working landscape with jobs and industry still being present.

Federal recovery strategy is slightly flawed, its metrics on success related to baseline data looks at from a national level than from a regional level.

Caribou travels seasonally across Alberta and British Columbia, but with no coordination between provinces, there will be only little success.

It is critically important the municipal leaders become aware of the consequences a poor range plan can have on their communities and play a role in the socio-economic analysis. Need to understand and identify local solutions and provide good information on the challenges and concerns that northern municipalities have.

If your community has not heard from Nichols Applied Management, or if you have not seen the briefing note, please reach out to the taskforce. Part of the challenge is the recommendations are put forward before some of the analysis by Nichols is complete.

For taskforce members, the end game is to look for recommendations that provide a working landscape, but with jobs and industry still being present.

The taskforce has asked Nichols to go back to 2012, when the big impact happened with the ranges cutting back development.

Upper Smoky consists of 700,000 hectares; a bad range plan can effect further development, or scale back industrial development, trapping, traditional Indigenous activities on the land, tourism and recreation.

For Weyerhaeuser, this could mean limited access to 2/3 of their forest area, limited access to fibre, reduced mill production, which will translate into jobs, taxes, economic activity. This can be translated to energy, coal, tourism and recreation.

The issue with the federal protection order is that special interest groups or federal courts can step in and decide how Alberta uses its own land.

Questions:
- With the seeming urgency of the Federal government through the availability of an Emergency Protection Order, what are the chances they will take to recommendations that it might take 100 years to protect the Upper Smoky range?
- To put a living plan in place that shows a positive trajectory and to keep it updated. The federal government has recognized that if you remove all of the activity; it would take 40 to 75 years to get back to that state of 65% undisturbed. There are special interest groups that want to step in, as long as Alberta can show progress, the Federal government knows it will take time and will offer some flexibility.

  o How does this task force see the working landscape integrate with the Federal government’s commitment to Target 1, which was to be implemented in 2019 on the protection of green space up to 30%?
    - This is the frustration facing the area, targets – 17% by 2020, and 25% by 2025
    - Sectors and provinces are trying to work with federal government on OECMs (Other effective area-based conservation measures) as part of those other plans we are working on.
    - Germany, in order to meet targets, can include green space between double lane highways, in Canada we cannot.
    - The taskforce is trying to get the federal government to recognize things like riparian areas around rivers and creeks and inoperable slopes etc. If these were used, then targets could be made.

  o Quantifying greenspaces at the municipal levels may also fit in this conversation. Whether the taskforce is able to continue to have that discussion. Municipalities are not being engaged in this conversation. At Northern Alberta Elected Leaders meeting, Alberta Environment and Parks Ministry did a webinar, but they have not sent any additional information. We do not know where we stand as municipalities or elected leaders or what opportunities to give perspective.
    - Paul - RMA has had a conversation on this with Land Management in southern Alberta. RMA can send a letter and cc all NAEL members.
    - MLA Long – Will approach ministry (Environment and Parks) with this issue, they are working to assert provincial authority. Minister Nixon gets enthusiastic about the commitments of previous government; carbon/methane emissions etc.

  o What is the reason for 2012 for baseline? What is the disturbance percentage for Cold Lake?
    - Cold Lake’s disturbance percentage is 85%. This information is in the appendix of the recovery strategy.
    - 2012 metrics: As soon as the caribou recovery strategy came out, Government officials started figuring out how it impacts a company or a sector. They started putting constraints on the companies, without a range plan in place. The government was just trying to do their job, but it had an impact on industry. There have been very limited opportunities to harvest or develop on caribou ranges since 2012. In the past eight years, industry sectors have had significant constraints put on them and 2020 cannot be used as that impact year, because it does not show
previous impacts. COVID-19 has also had an impact now. Every time industry takes a blow to their bottom line, which impacts municipalities.

○ Northern municipalities have very little input. It would be appreciated if Paul could please send the documents and any template for responses/input.
  - On behalf of our group, thank you for the opportunity to speak with the NAEL group.
  - If any NAEL members have any feedback or questions on the questions that Nichols will ask them, they should reach out to the taskforce.

○ Chair Jim Rennie thanked the presenters.

It was MOVED by Myrna Lanctot THAT MLA Martin Long, Maryann Chichak, Wendy Crosina, and Paul McLauchlin be sent a letter of thanks including any outstanding questions from the membership.

CARRIED

Vice Chair requested that members discuss impacts on their municipalities related to the taskforce presentation. This is an opportunity to send a letter of support to the taskforce groups on the work there are doing.

○ Interested in getting the Bistcho area taskforce to come and present on their area.
○ The Cold Lake group has finalized their recommendations. Bistcho recommendations are in draft form.
○ The taskforce will prepare a briefing note with a high level summary of what the asks are and what municipalities should look at, along with the presentation that Nichols Applied Management gave that outlines what they will be looking to collect when they go to communities
○ They can provide the statistics they have before they go out to communities.

7. Regional Issues Update

7.1 Attending MLA Updates

Tracy Allard, MLA for Grande Prairie

○ The caribou update is timely and significant.
○ Will be happy to provide any feedback on economic relaunch plan and questions on COVID-19 to the government on NAEL’s behalf.
○ Working with ministry on rural doctor issues. Government has address concerns, and this was a win for rural communities.
○ Legislature is in full regular sitting until July 23 (inclusive).
NAEL memberships made following comments/questions to MLA Allard’s updates:

- West central Alberta is primarily dependent on the resources industry with some agriculture industry. To suggest that tourism could replace that is totally pie in the sky; it supplements but does not replace agriculture. Most communities are struggling to maintain populations. To hamper the resources industry or restrict further development may sound the death throes for many communities.

- Congratulations on MLA Allard’s appointments to transportation red-tape, Victims of Crime, and consultation on Child Care Committees.

- Thank you to MLA Allard for raising issues around pay structure for the rural Doctors. It has a huge impact on their small rural community. Attraction to small rural areas is a challenge and impacts the viability of rural hospitals if they cannot get physicians. Still lots of work to be done on this.

- Peace River is lucky enough to have a radiologist, but we don’t want to have a hospital with a radiology department and no doctor. Peace River hospital has the space and equipment for testing the heart stress. It has been told that they cannot do this service, even though the doctor, who did the service, would come back once per month. Alberta Health Services (AHS) had said no to the request. Municipalities were not consulted and are disappointed that AHS pulled out this service. On Tuesday, June 9, we should learn more, but a new clinic was built, AHS was to take it over and has not done so yet. They want space for the heart clinic in the new clinic, because it’s being kicked out of the hospital.

- What is the nature of child care consultations work? Will you come north?

- MLA Allard’s response:
  - Regarding the rural doctor issue, credit also goes to many rural MLAs who rose up and voiced their concern and provided feedback. Works are ongoing on return service agreements for the north and a specific northern training for rural doctors. Local physicians say that there is a need to train doctors differently for urban vs rural practice, and there is a need to recruit the right doctors back to the region. Recruit students who were born and raised in rural areas so they go back home and will be able to stay, settle down and be happy.
  - Regarding child care consultations, yes, we will be talking to the north, but the consultations will be virtual. Regulatory review is the scope, not the $25/day childcare. Want to ensure redundant regulations are removed with respect to Red Tape Reduction, and incentives for child care centres where they are short on spots.
  - Regarding Peace River hospital issues, will discuss this with MLA Williams.
**Todd Loewen, MLA Central Peace-Notley**

- COVID reopening will move to stage 2 and might be bumped up a week and some approaches of stage 3 could merge with stage 2. On June 15, the emergency order will be lifted and most likely will not be renewed.
- There are some serious issues in the agricultural industry - crops are still in the field, some have not turned a wheel for seeding, and it is still too wet.
- Shortage of bees is affecting the bee farmers and the poor success over wintering and the lack of flights to bring in new bees from New Zealand have not helped the situation.
- Motion 20 on gun control measures is before the house, a new firearms advisory committee was formed, and MLA Loewen is on this committee.
- Issues with rural doctors is of a huge topic. It is at a good situation now to have some of that resolved.
- Once the information on the ICAP funding is collected, it can be followed-up with those ministries.
- Alberta needs to prove what we have regards to protective lands in Alberta and to include 17% of greenspaces. The discussions on caribou is timely.

NAEL membership thanked MLA Loewen for the update feedback and commented that it is nice to see the local MLAs on some committees that have importance to the northern areas.

**7.2 COVID-19**

Chair Jim Rennie expressed his pleasure to hear that the legislature is back running and that MLA Loewen is on the Alberta Firearms Advisory Committee.

Reeve Peggy Johnson, MD of Fairview, provided the following updates/feedback:

- NAEL needs to support our Premier, MLAs and MPs responding to COVID-19 pandemic and trying to get back to normal.
- At their discretion, NAEL municipalities can initiate letters of thanks to individual MLAs and MPs for their role during COVID.

**7.3 Northern Alberta Wildfire**

- Open for updates – None

**7.4 Flood Recovery**

- Mackenzie County was not available to provide an update.

**8. Next meeting**
Members suggested next virtual meeting be hosted on a Friday.
Next meeting was proposed for 1:00 – 3:00 PM on Friday, September 11, 2020.

It was MOVED by Carolyn Kolebaba THAT the next meeting be virtually held on September 11, 2020 from 1:00PM – 3:00PM.

CARRIED

9. Adjournment

It was MOVED by Myrna Lanctot THAT the NAEL meeting be adjourned at 3:05PM.

CARRIED
Member Roundtable Updates

Please note below any updates that you want to record in the meeting package to be shared with the NAEL members. It is recommended that maximum top three updates are included so that it allows all member communities share and learn ideas and best practices efficiently and in less space. Items will be recorded as they are written and will be included in the meeting package.

*If you have items you wish to speak to during the meeting on June 5, 2020 (online) please email [northernalbertaelectedleaders@gmail.com](mailto:northernalbertaelectedleaders@gmail.com) to arrange time on the agenda.*

**Member Community:** VILLAGE OF RYCROFT

**Contact:** MAYOR DIAHANN POTREBENKO

<table>
<thead>
<tr>
<th></th>
<th><strong>WATER INTAKE/WEIR PROJECT</strong> During the Spring melt, the Spirit River had an increased flow and it subsequently blew out the bank connected to our weir that provided cover for our water intake. With the intake exposed, we were unable to draw water from the river. So, we quickly hired LV Energy Services to fill our water reservoirs overland. We have applied to the Disaster Recovery Program to recover some costs. We put out an RFP to 3 companies to determine options for repair. MPA Engineering was awarded the contract and is expected to deliver their report by the end of June.</th>
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<td>2</td>
<td><strong>We have met all the requirements of the Village Viability Review and forwarded the annual report to the Minister. Details are on our webpage.</strong> <a href="https://rycroft.ca/wp-content/uploads/2020/05/62-recommendations-and-Council-Updates-April-21-20.pdf">https://rycroft.ca/wp-content/uploads/2020/05/62-recommendations-and-Council-Updates-April-21-20.pdf</a></td>
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</table>
| 3 | • Council is considering painting Pickleball Court lines in our arena once it opens  
• We are continuing with our water valve exercise and repair program this summer  
• We are waiting for the approval of a wastewater grant for our Sewer Lift Station  
• GP Networks is looking into a grant to install fiber optic lines in the Village  
• We are building a dog park this summer. |

Please email your completed update to the NAEL at [northernalbertaelectedleaders@gmail.com](mailto:northernalbertaelectedleaders@gmail.com) by May 29, 2020, 4:00PM.
Member Roundtable Updates

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Member Community: ___Town of Peace River_________________________________
Contact: ___Elaine Manzer, Deputy Mayor__________________________________

<table>
<thead>
<tr>
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<th>Province</th>
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<tbody>
<tr>
<td>1</td>
<td>- Bridge and surrounding street and highway approaches expected completion is the all 2020.</td>
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<td>- In 2021, the resurfacing and remediation of existing bridge to start.</td>
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<td>- Province is spending $8.55 million at the PR Correctional Centre – some heating, roof,</td>
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<td>connecting to PR Town water system. 71 people employed to do the work.</td>
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<td>- Provincial Building renovations $3.1 million</td>
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<td>- Provincial Courthouse elevators $1.019 million to make than barrier free access.</td>
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<th>Town – gradually re-opening facilities a per AHS guidelines.</th>
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<td>2</td>
<td>- Maintenance work being completed at the Pool but all Pool employees will need to re-</td>
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<td>certify before Pool can re-open as their certification terms will have ended during Covid.</td>
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<td>- Property Tax deferral program from June 30 to October 1.</td>
</tr>
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<td></td>
<td>- Water utility payments deferred to June 19.</td>
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</tbody>
</table>

Please email your completed update to the NAEL at northernalbertaelectedleaders@gmail.com by May 29, 2020, 4:00PM.
Member Roundtable Updates

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Member Community: __________Municipal District of Smoky River No.130_______________________
Contact: ______________________Rita Therriault, CAO________________________________________

1. Airport Resurfacing starting next week (STIP)
2. ICIP oversubscribed expression of interest (not accepted)
3. Starting this month the second phase of the Regional Asset Management with Towns of Falher, McLennan and Villages of Donnelly and Girouxville (ACP)

1. Council solutions/exploring challenges with 2019 and 2020 budget with nonpayment of Oil Industry
2. COVID-19, we are maintaining the provincial requirements and back operating on that basis
3. The Spring Flood 2020. We estimate at 1M of damage, we are in the process for the second part of the application for the DRP. Keeping in mind that the 2018 Spring Flood is not yet completely repaired.
   • Farming had strong short period of good temperatures to move forward. The biggest issues for most part was to harvest or dispose of last year crop. As of today there a still acres left and a lot of this because it is in oversaturated areas.

Please email your completed update to the NAEL at northernalbertaelectedleaders@gmail.com by May 29, 2020, 4:00PM.
Member Roundtable Updates

Please note below any updates that you want to record in the meeting package to be shared with the NAEL members. It is recommended that maximum top three updates are included so that it allows all member communities share and learn ideas and best practices efficiently and in less space. Items will be recorded as they are written and will be included in the meeting package.

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<table>
<thead>
<tr>
<th>Member Community:</th>
<th>Mackenzie County</th>
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<tr>
<td>Contact:</td>
<td>Josh Knelsen</td>
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</table>

1. Ice jam flooding, $47 million in damages. Strategies being developed to move affected residents to safe area within Fort Vermilion Hamlet to establish a safe and welcoming community for the future.

2. 

3. 

*Please email your completed update to the NAEL at northernalbertaelectedleaders@gmail.com by May 29, 2020, 4:00PM.*
Organizational Meeting of the Board of Trustees
MINUTES

Wednesday, June 17, 2020
9:00 AM
HPSD Learning Support Centre - High Prairie, AB

Present: Joyce Dvornek, Trustee
Ali Mouallem, Trustee
Steve Adams, Trustee
Adrian Wong, Trustee
Lynn Skrepnek, Trustee
Karin Scholl, Trustee
Lorrie Shelp, Trustee

Staff Present: Laura Poloz, Superintendent
Margaret Hartman, Deputy Superintendent
Jody Frowley, Secretary-Treasurer & Recording Secretary
Kyle Nichols, Communications Officer
Sue Charest, Executive Assistant

1. Call to Order and Opening Remarks
The Superintendent called the meeting to order at 9:02 a.m. and acknowledged the ancestral land on which we are meeting.

2. Election of Chairperson
Superintendent Poloz called for nominations for the position of Chairperson of the Board. First call Trustee Shelp was nominated by Trustee Dvornek. Trustee Shelp accepted. Superintendent Poloz called a second time for further nominations. Second call Trustee Adams was nominated by Trustee Mouallem. The Superintendent called a third and final time for further nominations. Trustee Dvornek moved that nominations cease. A secret ballot was conducted. Trustee Adams was declared Chairperson of the Board. The meeting was turned over to Trustee Adams.

Resolution OG20200617.1001
Moved By: Joyce Dvornek
To destroy the secret ballots for the June 17, 2020 Election of the Chairperson. 
Carried

3. Election of Vice Chair
The Chairperson called for nominations for the position of Vice Chair of the Board. First call Trustee Scholl was nominated by Trustee Dvornek. Trustee Scholl accepted. The Chairperson called a second time for further nominations. The Chairperson called a third and final time for further nominations. Trustee Shelp moved that nominations cease. Trustee Scholl was declared Vice Chair of the Board.

4. Signing Authorities - General Account
Resolution OG20200617.1002
Moved By: Ali Mouallem
That the signing authorities for the General Account be: one of Trustees Dvornek or Wong and one of the Superintendent or Secretary-Treasurer.
Carried
5. **Signing Authorities - Payroll Liability**

Resolution OG20200617.1003  
**Moved By:** Ali Mouallem  
That the signing authority for the Payroll Liability Cheques be: one of the Superintendent or Secretary-Treasurer.  
**Carried**

6. **Review of Board Policy 7 - Board Operations**

Trustees reviewed and made amendments to Policy 7 - Board Operations.  
**Enter:** Karin Scholl entered the meeting at 9:28 a.m.  

Resolution OG20200617.1004  
**Moved By:** Joyce Dvornek  
That Policy 7 - Board Operations receive **first reading** to approve Policy 7 as amended.  
**Carried**

Resolution OG20200617.1005  
**Moved By:** Joyce Dvornek  
That Policy 7 - Board Operations receive **second reading** to approve Policy 7 as amended.  
**Carried**

Resolution OG20200617.1006  
**Moved By:** Joyce Dvornek  
To proceed with third and final reading of Policy 7 - Board Operations.  
**Carried**

Resolution OG20200617.1007  
**Moved By:** Joyce Dvornek  
That Policy 7 - Board Operations receive **third and final reading** and be accepted as High Prairie School Division policy.  
**Carried**

7. **Review of Board Policy 8 - Committees of the Board**

Trustees reviewed and made amendments to Policy 8 - Committees of the Board.  

Resolution OG20200617.1008  
**Moved By:** Ali Mouallem  
That Policy 8 - Recruitment and Selection of Personnel receive **first reading** to approve Policy 8 as amended.  
**Carried**

Resolution OG20200617.1009  
**Moved By:** Ali Mouallem  
That Policy 8 - Recruitment and Selection of Personnel receive **second reading** to approve Policy 8 as amended.  
**Carried**

Resolution OG20200617.1010  
**Moved By:** Ali Mouallem  
To proceed with third and final reading of Policy 8 - Recruitment and Selection of Personnel.  
**Carried**
Resolution OG20200617.1011
Moved By: Ali Mouallem
That Policy 8 - Recruitment and Selection of Personnel receive third and final reading and be accepted as High Prairie School Division policy.
Carried

8. Committees

Resolution OG20200617.1012
Moved By: Joyce Dvornek
That appointment to Standing Committees of the Board be set as follows:

1. Ali Mouallem, Adrian Wong, and Lorrie Shelp, (as alternate), the Superintendent, Secretary-Treasurer and Director of Transportation to the Board/Bus Drivers’ Liaison Committee.
2. Karin Scholl, Lynn Skrepnek, Ali Mouallem, the Superintendent and the Secretary-Treasurer to the Board/Teacher Liaison Committee.
3. Committee of the Whole, the Superintendent and the Secretary-Treasurer to the Finance Committee.
4. Steve Adams, Lorrie Shelp, Karin Scholl, Lynn Skrepnek (alternate), the Superintendent, and the Secretary-Treasurer to the Bus Drivers’ Salary Negotiations and Interpretation Committee.
5. Karin Scholl with Adrian Wong (as alternate) be trustee representatives for the Director, Zone 1, ASBA.
6. Committee of the Whole, the Superintendent and designates to the Planning and Priorities Committee with the Vice Chair of the Board, Karin Scholl as Chair of the Planning and Priorities Committee.
7. Minimum of one trustee and one Central Office person (as designated by the Superintendent) to the Pupil Personnel Committee.
8. Ali Mouallem, Karin Scholl, Lynn Skrepnek, Joyce Dvornek (as alternate), the Superintendent and the Secretary-Treasurer to the Teachers’ Salary Negotiations and Interpretation Committee.
9. Lorrie Shelp and Joyce Dvornek (as alternate) to the Public School Boards’ Association Council.
10. Committee of the Whole and the Superintendent for Trustee Professional Development.
11. One Trustee from each ward, the Superintendent and the Secretary-Treasurer to the Board/FNMI Liaison Committee.
12. Ward 4 Trustees, the Superintendent and/or Secretary-Treasurer and the Slave Lake Principals to the Slave Lake Joint Use Committee.
13. Ward 2 Trustees, the Superintendent and/or Secretary-Treasurer and the High Prairie Principals to the High Prairie Joint Use Committee.
14. Ward 3 Trustee(s), the Superintendent and/or Secretary-Treasurer and Kinuso School Personnel to the Kinuso School/Community Library Board Joint Use Committee.
15. Karin Scholl, Joyce Dvornek, Lorrie Shelp (as alternate) to the Recognition of Employees Committee.
16. The Board Chair and/or designate and the Superintendent and/or designate to the Council of School Councils (CoSC) Committee.
17. One Trustee from the Ward for each Chamber of Commerce (Smoky River/McLennan, High Prairie, Slave Lake).

18. Lorrie Shelp and Karin Scholl (as alternate) to the Rural Caucus of Alberta School Boards.


Carried

9. Meetings

Resolution OG20200617.1013
Moved By: Karin Scholl
That the Board establish its regular meeting dates and times for 2020-2021 in accordance with Policy 7 and that the meetings be held at the High Prairie School Division Learning Support Center in High Prairie, every 3rd Wednesday, with the alternate date of meetings being the 4th Wednesday of the month, as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>August 19, 2020</td>
<td>1:00 p.m. - 7:00 p.m.</td>
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<tr>
<td>September 16, 2020</td>
<td>1:00 p.m. - 7:00 p.m.</td>
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<tr>
<td>October 21, 2020</td>
<td>1:00 p.m. - 7:00 p.m.</td>
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<tr>
<td>November 18, 2020</td>
<td>10:00 a.m. - 4:00 p.m.</td>
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<tr>
<td>December 16, 2020</td>
<td>10:00 a.m. - 4:00 p.m.</td>
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<tr>
<td>January 20, 2021</td>
<td>10:00 a.m. - 4:00 p.m.</td>
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<tr>
<td>February 17, 2021</td>
<td>10:00 a.m. - 4:00 p.m.</td>
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<tr>
<td>March 17, 2021</td>
<td>10:00 a.m. - 4:00 p.m.</td>
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<tr>
<td>April 21, 2021</td>
<td>1:00 p.m. - 7:00 p.m.</td>
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<tr>
<td>May 19, 2021</td>
<td>1:00 p.m. - 7:00 p.m.</td>
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<tr>
<td>June 16, 2021</td>
<td>1:00 p.m. - 7:00 p.m.</td>
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<tr>
<td>August 25, 2021</td>
<td>1:00 p.m. - 7:00 p.m.</td>
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<tr>
<td>September 15, 2021</td>
<td>1:00 p.m. - 7:00 p.m.</td>
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<tr>
<td>October 20, 2021(Organizational Meeting)</td>
<td>1:00 p.m. - 4:00 p.m.</td>
</tr>
</tbody>
</table>

Carried

10. Appointment to Teacher Employer Bargaining Association (TEBA)

Resolution OG20200617.1014
Moved By: Lynn Skrepnek
That High Prairie School Division appoint one trustee, Karin Scholl to sit on the Teacher Employer Bargaining Association (TEBA) as required by Bill 8.

Carried

11. Review Disclosure of Information Form

The Disclosure of Information Form was circulated to Trustees.

12. Delegation of Authority to the Pupil Personnel Committee

Resolution OG20200617.1015
Moved By: Karin Scholl
That the Board delegate authority to the Pupil Personnel Committee to expel students from its schools - this authority is for the period of time until its next Organizational Meeting.

Carried
13. **Long Service Award Date**  
**Resolution** OG20200617.1016  
**Moved By:** Lynn Skrepnek  
To defer setting the date for the Long Service Awards until the August Board meeting.  
**Carried**

14. **School Report to the Board Date(s)**  
The Board discussed various methods of rolling out the School Report to the Board.  
**Resolution** OG20200617.1017  
**Moved By:** Karin Scholl  
To defer selection of School Reports to Board dates until the August Board meeting.  
**Carried**

15. **Board Year Plan**  
**Enter:** Margaret Hartman entered the meeting at 11:28 p.m.  
**Resolution** OG20200617.1018  
**Moved By:** Karin Scholl  
To approve the Board Year Plan for 2020-2021 as amended.  
**Carried**

16. **Adjournment**  
**Resolution** OG20200617.1019  
**Moved By:** Lynn Skrepnek  
That there being no further business, the meeting adjourned at 12:03 p.m.  
**Carried**

___________________________________________  
Chairman  
___________________________________________  
Secretary-Treasurer
Present: Steve Adams, Chair
Karin Scholl, Vice Chair
Joyce Dvornek, Trustee
Adrian Wong, Trustee
Lynn Skrepnek, Trustee
Ali Mouallem, Trustee
Lorrie Shelp, Trustee

Staff Present: Laura Poloz, Superintendent
Margaret Hartman, Deputy Superintendent
Jody Frowley, Secretary-Treasurer & Recording Secretary
Kyle Nichols, Communications Officer
Sue Charest, Executive Assistant

1. Division Vision, Mission, Values & Goals
2. Board Priorities & Goals
3. Call to Order
The meeting was called to order at 12:40 p.m.
4. Opening Remarks
Chair, Steve Adams, acknowledged the ancestral land on which we are meeting.
5. Approval of Consent Items
Resolution BD20200617.1001
Moved By: Joyce Dvornek
That the Board of Trustees receive the items listed below, and to approve all recommendations contained therein as follows:
5.1 Minutes of the Regular Meeting of the Board of Trustees held May 20, 2020
5.2 Superintendent's Report
5.3 Trustee Reports
5.4 Transportation Reports
5.5 Correspondence
Carried

5.1 Adoption of Previous Minutes
Resolution BD20200617.1002
Moved By: Joyce Dvornek
That the minutes of the Regular Meeting of the Board of Trustees held May 20, 2020 be approved as presented.
Carried

5.2 Superintendent's Report
Resolution BD20200617.1003
Moved By: Joyce Dvornek
To receive the Superintendent's Report as information.
Carried

5.3 Trustee Reports
The Trustee Report was presented as information.
5.4 Transportation Report
Due to the COVID-19 pandemic and busses not operating since March 16, 2020, there is nothing to report for the month of May.

5.5 Correspondence
The following correspondence was presented as information:
1. 2020-05-22 Big Lakes County Introduces All-Day School Zones
2. 2020-05-25 Ltr to Minister of Education - Alberta Government Task Force on Student Transportation
3. 2020-06-03 Invitation & Response to Kinuso School Commencement

6. Changes to the Agenda
Resolution BD20200617.1004
Moved By: Ali Mouallem
That the agenda be accepted as amended. Carried

7. Business Arising from Previous Minutes
There was no business arising from the minutes of the previous meeting.

8. New Business - Open
8.1 Trustee/Administration Question/Answer Period
8.1.1 Q & A: Division Wide Skills Competition
The Board reviewed the information brought forward by Superintendent Poloz and the Career Coach Lead, Monica Edwards regarding a division wide Skills Competition on March 24, 2021 in Slave Lake. Organizers are still looking for champions for Foods and Carpentry.

8.1.2 Q & A: Re-entry Survey
The Communication Officer provided information to the Trustees regarding implementation of a Re-entry Survey for High Prairie School Division parents. Discussion was postponed at 1:00 p.m. for 2 presentations. Discussion resumed at 2:10 p.m.
Administration was directed to draft and present to the board a re-entry survey and preamble asking parents if they intend to send their children to school in September. In addition, it will contain several questions that will gauge levels of anxiety.

9. Delegations / Presentations
9.1 Presentation: Director of Facilities
Butch Gagnon, Director of Facilities attended the meeting at 12:59 p.m. to present an update on the Facilities Department. He left the meeting at 1:29 p.m.

9.2 Presentation: Director of Transportation
Harry Davis, Director of Transportation attended the meeting at 1:30 p.m. to present an update on the Transportation Department.
Exit: Lynn Skrepnek exited the meeting at 1:35 p.m.
Enter: Lynn Skrepnek entered the meeting at 1:43 p.m.
Exit: Margaret Hartman exited the meeting at 1:47 p.m.
Enter: Margaret Hartman entered the meeting at 1:54 p.m.
Harry Davis left the meeting at 2:10 p.m.
8. New Business- Open

8.1 Trustee/Administration Question/Answer Period

8.1.3 Q & A: Communication Plan
The Board discussed a Communication Plan related to advocacy with community partners, school councils and staff which was put together by Administration. Superintendent Poloz highlighted town-hall style school community engagements with service providers, businesses and parents.

8.1.4 Q & A: PSBA Transportation Review Task Force Questionnaire
The Board discussed the Public School Board Association (PSBA) Transportation Review Task Force Questionnaire. Administration was directed to complete the survey and submit it by the deadline of June 19, 2020.

8.1.5 Q & A: Support for Campus Saint-Jean
The Board discussed how the High Prairie School Division can advocate for reinstating the funding for Campus Saint-Jean.

Resolution BD20200617.1005
Moved By: Lynn Skrepnek
To write a letter to Conseil Scolaire Centre-Nord school board in support of their original motion made at the Alberta School Boards’ Association Spring General meeting regarding reinstatement of funding for Campus Saint-Jean, and stating that High Prairie School Division voted against their amended motion as it had been watered-down, and to determine how we can advocate on their behalf.
Carried

8.2 Action Items

8.2.1 ACTION: Amend Policy 11 - Role of Superintendent
Resolution BD20200617.1006
Moved By: Joyce Dvornek
That Policy 11 - Role of Superintendent receive second reading to amend Policy 11 as presented.
Carried

Resolution BD20200617.1007
Moved By: Joyce Dvornek
That Policy 11 - Role of Superintendent receive third and final reading and be accepted as High Prairie School Division policy.
Carried

8.2.2 ACTION: Amend Policy 12 - Appeals Regarding Student Matters & Appendix
Resolution BD20200520.1008
Moved By: Lorrie Shelp
That Policy 12 - Appeals Regarding Student Matters & Appendix receive third and final reading and be accepted as High Prairie School Division policy.
Carried

8.2.3 ACTION: Amend Policy 13 - Hearings on Teacher Transfers
Resolution BD20200520.1009
Moved By: Ali Mouallem
That Policy 13 - Hearings on Teacher Transfers receive third and final reading and be accepted as High Prairie School Division policy.
Carried
8.2.4 ACTION: Amend Policy 15 - Recruitment and Selection of Personnel

Resolution BD20200617.1010
Moved By: Karin Scholl
That Policy 15 - Recruitment and Selection of Personnel receive first reading to amend Policy 15 as presented.
Carried

Resolution BD20200617.1011
Moved By: Joyce Dvornek
That Policy 15 - Recruitment and Selection of Personnel receive second reading to amend Policy 15 as presented.
Carried

Resolution BD20200617.1012
Moved By: Joyce Dvornek
To proceed with third and final reading of Policy 15 - Recruitment and Selection of Personnel.
Carried

Resolution BD20200617.1013
Moved By: Lorrie Shelp
That Policy 15 - Recruitment and Selection of Personnel receive third and final reading and be accepted as High Prairie School Division policy.
Carried

8.2.5 ACTION: Capital Request - Dossier Integration

Resolution BD20200617.1014
Moved By: Lynn Skrepnek
To approve the release of approximately $11,659 from the Capital Reserve in order to capitalize the integration costs associated with the adoption of Dossier.
Carried

8.2.6 ACTION: 2020-2021 Infrastructure Maintenance & Renewal (IMR) Plan

Resolution BD20200617.1015
Moved By: Joyce Dvornek
That the Board approve the 2020-2021 Infrastructure Maintenance & Renewal (IMR) plan as presented and subject to change as per recommendation from the Director of Facilities.
Carried

10. General Matters

10.1 Finance

Secretary-Treasurer, Jody Frowley, presented the financial information.

Resolution BD20200617.1016
Moved By: Ali Mouallem
To approve the Accounts Receivables, Accounts Payables, Cheque/EFT Register, VISA and Budget reports as presented.
Carried

Resolution BD20200617.1017
Moved By: Joyce Dvornek
To write a letter to Alberta School Board Association, with a copy sent to ASBA Zone 1 and Public School Boards’ Association to outline our concerns regarding the cost of supplies related to COVID-19 and who is to pay for them.
Carried
11. Information Items

11.1 Points to Celebrate
Communication Officer, Kyle Nichols, presented Points to Celebrate.

Exit: Joyce Dvornek exited the meeting at 3:38 p.m.

Recess: The meeting recessed at 3:39 p.m. for a health break

Reconvene: The meeting reconvened at 3:44 p.m. with all members present.

11.2 Standing Committee Reports
Resolution BD20200617.1018
Moved By: Karin Scholl
To approve the Advocacy Points as recommended by the Advocacy Committee for the purpose of advocacy with the various Ministries.

Carried

Resolution BD20200617.1019
Moved By: Ali Mouallem
To send a letter to Public School Boards’ Association asking them provide materials and resources to facilitate our advocacy plans for publicly funded schools and make those same resources and materials available to all public school boards to allow for a unified campaign so that the general public is informed regarding the education funding model.

Carried

11.3 ASCA 2020-21 School Re-Entry Plan Survey
The Alberta School Council Association 2020-21 School Re-Entry Plan Survey results document was provided for information.

11.4 2020-2021 Dual Credit Program
The Board reviewed the Dual Credit Programs information provided by Administration.

11.5 Alberta School Boards Association (ASBA) Long Service Awards
Administration informed the Board that there are no Trustees eligible this year for Alberta School Boards Association Long Service Awards.

12. Extend the Meeting
Resolution BD20200617.1020
Moved By: Lynn Skrepnek
To extend the meeting beyond 4:00 p.m.

Carried

13. Closed
Resolution BD20200617.1021
Moved By: Ali Mouallem
That the meeting go into camera at 4:03 p.m.

Carried

13.1 Upcoming Meetings & Accommodations
13.2 Suspension List
13.3 Action List
13.4 Retirements, Resignation, Appointments & Transfers
13.5 Committee of the Whole
13.6 School Council Annual Reports
13.8 Out of Camera

Exit: Margaret Hartman exited the room at 5:13 p.m.

Exit: Lorrie Shelp exited the room at 5:15 and did not return.

Enter: Margaret Hartman entered the room at 5:19 p.m.
Resolution  BD20200617.1022  
Moved By: Ali Mouallem  
To come Out of Camera at 5:20 p.m.  

Carried

13.7  ACTION: ASBA Zone 1 Friends of Education

Resolution  BD20200617.1023  
Moved By: Joyce Dvornek  
That High Prairie School Division nominate Sucker Creek First Nation Land Based Learning as HPSD’s candidate for the 2020 ASBA Zone 1 Friends of Education Award.  

Carried

14.  Next Regular Board Meeting

The next Regular Meeting of the Board of Trustees is scheduled for August 19, 2020 at 1:00 p.m.

15.  Adjournment

Resolution  BD20200617.1024  
Moved By: Lynn Skrepnek  
That there being no further business, the meeting adjourn at 5:21 p.m.  

Carried

Chairman  Secretary-Treasurer
<table>
<thead>
<tr>
<th>Action Item / Motion:</th>
<th>Opened by who and when</th>
<th>Due date</th>
<th>Assigned to: / Progress / Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Drainage Master Plan</strong></td>
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<tr>
<td>Motion #174-19:</td>
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<tr>
<td>That Administration task our contractor to update the Drainage Master Plan upon completion of the Alberta Environment Flood Plane Hazards Assessment.</td>
<td>Moved by Mayor Warman May 14, 2019</td>
<td>Not Specified</td>
<td>Assigned to Project Manager - Flood plan assessment is expected to be completed in spring in 2020. Obtaining background from Associated Engineering.</td>
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<tr>
<td><strong>Pedestrian Walkway</strong></td>
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<td>Motion #221-19:</td>
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<tr>
<td>That Council task Administration to prepare a report in regards to options and costs for a pedestrian walkway on Highway 88 and Caribou Trail NE, and to bring back to a future Council meeting</td>
<td>Moved by Mayor Warman June 18, 2019</td>
<td>Not Specified</td>
<td>Assigned to Project Manager (Kush) - Report with engineering costs brought to Council June 9, 2020. Request for meeting with Sawridge First Nation sent June 11, 2020 no response as of yet.</td>
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<tr>
<td><strong>Peace Officer Appointments</strong></td>
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<td>Motion #281-19:</td>
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<td>That Council direct administration to proceed with making application, including a business case, to have Community Peace Officer appointments expanded to include minor Criminal Code offences, investigation of non-injury collisions, and execution of criminal warrants.</td>
<td>Moved by Councillor Brandle August 20, 2019</td>
<td>Not Specified</td>
<td>Assigned to Community Services (Garry) - On Hold. The Sol Gen. was implementing a pilot project involving select municipalities with Peace Officers with enhanced authorities. No action has taken place with the onset of Covid-19 pandemic.</td>
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<tr>
<td><strong>2020 Priorities - Action Plan</strong></td>
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<tr>
<td>Motion #343-19:</td>
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<tr>
<td>That Council direct Administration to bring back the 2020 Priorities - Action Plan Downtown and Main Street Area Plan upon completion of budget deliberation and Strategic Planning.</td>
<td>Moved by Councillor Ferguson October 15, 2019</td>
<td>Not Specified</td>
<td>Assigned to Planning and Development (Laurie) - Report is ready but on hold until budgeting has progressed.</td>
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<tr>
<td><strong>ATCO Franchise Fees</strong></td>
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<td>Motion #406-19:</td>
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<tr>
<td>That Council for the Town of Slave Lake approve an increase to the franchise fee for ATCO Electric by 1% (from 9.4% to 10.4%) and ATCO Gas by 1% (from 24.5% to 25.5%) for the 2020 fiscal year.</td>
<td>Moved by Councillor King December 17, 2019</td>
<td>Not Specified</td>
<td>Assigned to Roland. Advertising and application are complete. Have received confirmation from ATCO Gas Juen 4, 2020. Awaiting to hear back from ATCO Electric.</td>
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<tr>
<td>Outdoor Piano</td>
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<tr>
<td>#026-20:</td>
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<tr>
<td>That the Lesser Slave Lake Arts Council speak with administration to locate a place to put the piano.</td>
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<td>Moved by</td>
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<tr>
<td>Councillor</td>
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<td>Ferguson</td>
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<td>Not Specified</td>
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<td>Assigned to Community Services (Garry). Contract was proposed to the Slave Lake Arts Council. Waiting on a response.</td>
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<tr>
<td>(Garry). Contract was proposed to the Slave Lake Arts Council. Waiting on a response.</td>
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</tbody>
</table>
## Completed Task List - April 14, 2020

<table>
<thead>
<tr>
<th>Action Item / Motion:</th>
<th>Opened by who and when</th>
<th>Due date</th>
<th>Assigned to: / Progress / Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sponsorship of Public Lands</strong>&lt;br&gt;Motion #220-19:&lt;br&gt;That Council tasks Administration to draft a policy regarding sponsorship of public lands and equipment, to be brought back to a future meeting.</td>
<td>Moved by Mayor Warman&lt;br&gt;June 18, 2019</td>
<td>Not Specified</td>
<td>Assigned to Community Services&lt;br&gt;(Garry) - Policy was adapted in January 7 Council meeting. <strong>Complete</strong></td>
</tr>
<tr>
<td><strong>Hotel Demolitions</strong>&lt;br&gt;Motion #341-19&lt;br&gt;That Council directs Administration to proceed with the demolition of the Highway Motor Inn and the Lakeside Motor Inn and to award the demolition contract to Strike Contracting Ltd in the amount of up to $504,771 plus GST for an overall estimated project cost of $566,271 with funding to be taken from the Unrestricted Surplus, which has a balance of $1,489,807 and the demolition costs to be applied to the property tax rolls of each hotel.</td>
<td>Moved by Councillor Ferguson&lt;br&gt;October 15, 2019</td>
<td>Not Specified</td>
<td>Assigned to Planning and Development (Laurie) - <strong>Complete</strong>.</td>
</tr>
<tr>
<td><strong>Airport Agreement</strong>&lt;br&gt;Motion #383-19:&lt;br&gt;That Council directs administration to enter into an agreement with the Slave Lake Airport Services Commission to provide services for the next 5 years.</td>
<td>Moved by Councillor Brandle</td>
<td>Not Specified</td>
<td>Assigned to CAO (Brian) - <strong>Complete</strong></td>
</tr>
<tr>
<td><strong>SLDCC Snowflakes</strong>&lt;br&gt;Motion #387-19:&lt;br&gt;That Council directs Administration to request the Slave Lake &amp; District Chamber of Commerce Board and Executive to meet with our Council at a future date and time to discuss their “gift”.</td>
<td>Moved by Mayor Warman&lt;br&gt;December 10, 2019</td>
<td>Not Specified</td>
<td>Motion Rescinded - <strong>Completed</strong></td>
</tr>
</tbody>
</table>
| **Wheel Loader Purchase**  
Motion #400-19: That the Town purchase one new Wheel Loader as recommended in the Best Value Assessment Sheet. | Moved by Councillor Busk  
December 17, 2019 | Not Specified | Assigned to Calvin. Loader ordered. Complete |
|---|---|---|---|
| **Economic Development Reserve**  
Motion #407-19: That Council directs Administration to setup an Economic Development Reserve for the purpose of funding Economic Development in the Town of Slave Lake using the remaining budgeted 2019 funds in the amount of $117,000. | Moved by Mayor Warman  
December 17, 2019 | Not Specified | Assigned to Roland. Complete |