

Regular Open Council Meeting Agenda

Monday, September 22, 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/mDZqPyd_ucU?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 September 22, 2025, be adopted.

3. DELEGATIONS

There are no delegations scheduled for this meeting.

4. ADOPTION OF MINUTES

- 4.1. Minutes of the Regular Open Council Meeting held September 08, 2025, for adoption

THAT the Minutes of Regular Open Council meeting held September 08, 2025, be adopted.

5. MAYOR'S REPORT

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

THAT Council receive Mayor McAteer's report for the period of September 09, 2025, to September 22, 2025, for information.

6. COUNCIL COMMITTEE REPORTS

- 6.1. Council Committee Reports

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

Deputy Mayor Langford:

Councillor Anderson:

Councillor Lambert:

Councillor Liboiron:

Councillor Welke:

7. ADMINISTRATIVE REPORTS

- 7.1 CAO Report

THAT Council receive CAO Thoss' report for the period of September 09, 2025, to September 22, 2025, for information.

8. ADMINISTRATIVE ENQUIRIES

There are no items for administrative enquiries.

9. OLD BUSINESS

10. NEW BUSINESS

11. CORRESPONDENCE FOR ACTION

There are no items for correspondence for action.

12. CORRESPONDENCE FOR INFORMATION

12.1. Correspondence for information

THAT the items of correspondence for information be received.

- **Alberta Municipalities – Notice of 2025 Annual General Meeting**

12.1. Internal Correspondence

THAT the items of internal correspondence be received.

- **Community Services Dept. Report – August 2025**

13. NOTICES OF MOTION

14. QUESTION PERIOD

15. RECESS TO IN-CAMERA MEETING

15.1 Recess to In-Camera Meeting

THAT pursuant to the *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**

16. RECONVENE OPEN MEETING

16.1 Reconvene Open Meeting

THAT the Regular Open Council meeting be reconvened.

17. IN-CAMERA ITEMS

18. ADJOURNMENT

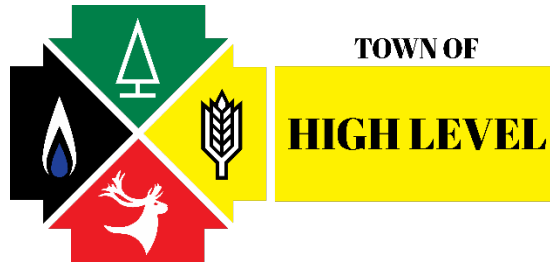
**THAT there being no further business of the Regular Open Council meeting,
it be adjourned.**

CALL TO ORDER

ADOPTION OF AGENDA

DELEGATIONS

APPROVAL OF MINUTES



Minutes of the Regular Open Council Meeting held **September 08, 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-Raye Clarke, Director of Community Services
Keith Straub, Director of Operations (via Teams)
Bill Schnarr, Communications Coordinator
Aya Balmores, Relief Legislative & Executive Assistant

External:

Barb Wilton, HR Consultant (via Teams)
Jane Dauphinee, Planning and Development
Consultant (via Teams)

1. CALL TO ORDER

Mayor McAteer called the meeting to order at 7:04 p.m.

2. ADOPTION OF MEETING AGENDA

2.1. Adoption of Meeting Agenda

Moved by Councillor Liboiron

249-25 THAT the Regular Open Council meeting agenda for September 08, 2025, BE ADOPTED.

Carried

3. DELEGATIONS

There are no delegations scheduled for this meeting.

4. ADOPTION OF MINUTES

4.2. Minutes of the Regular Open Council Meeting held August 25, 2025, for adoption

Moved by Councillor Lambert

250-25 THAT the Minutes of Regular Open Council meeting held August 25, 2025, BE ADOPTED.

Carried

5. MAYOR'S REPORT

5.1. Mayor McAteer's Report August 26, 2025, to September 08, 2025

Moved by Councillor Welke

251-25 THAT Council RECEIVE Mayor McAteer's report for the period of August 26, 2025, to September 08, 2025, for information.

Carried

6. COUNCIL COMMITTEE REPORTS

6.1. Council Committee Reports

Moved by Councillor Lambert

252-25 THAT Council RECEIVE the Council Reports from Deputy Mayor Langford, Councillor Anderson, Councillor Lambert, Councillor Liboiron, and Councillor Welke for the period of August 26, 2025, to September 08, 2025, for information.

Deputy Mayor Langford:

Nothing to report

Councillor Anderson:

Aug. 28 – High Level Municipal Library Board

Sept. 03 – Golden Range Society

Councillor Lambert:

Sept. 03 – High Level & District Chamber of Commerce

Councillor Liboiron:

Aug. 28 – High Level Municipal Library Board

Councillor Welke:

Sept. 04 – Regional Advisory Councils

Sept. 06 – Regional Advisory Councils

Carried

7. ADMINISTRATIVE REPORTS

7.1 CAO Report

Moved by Councillor Anderson

253-25 THAT Council RECEIVE CAO Thoss' report for the period of August 26, 2025, to September 08, 2025, for information.

Carried

8. ADMINISTRATIVE ENQUIRIES

8.1. Policy 266-21 – Vitalization Grant Application – MPS-25-099

Moved by Councillor Welke

254-25 THAT based on the September 8, 2025, report from the Town's Planning and Development Consultant, Council APPROVE the proposed application in the amount of \$20,000.00.

Carried

8.2. Policy 266-21 – Vitalization Grant Application – MPS-25-107

Moved by Councillor Lambert

255-25 THAT based on the September 8, 2025, report from the Town's Planning and Development Consultant, Council APPROVE the proposed Vitalization Grant application in the amount of \$15,150.00.

Carried

8.3. Draft 2026-2029 Core Budget Presentation – Postponed to Committee of the Whole Meeting to be held September 15, 2025

Moved by Deputy Mayor Langford

256-25 THAT Council DIRECT Administration to table the Draft 2026-2029 Core Budget Presentation to the next Committee of the Whole meeting to be held September 15, 2025.

Carried

9. OLD BUSINESS

There were no old business items brought forward.

10. NEW BUSINESS

There were no new business items brought forward.

11. CORRESPONDENCE FOR ACTION

11.1. Correspondence for Action

Moved by Councillor Lambert

257-25 The items of correspondence for action BE RECEIVED.

- **Sponsorship Letter - Bushe River Mud Bog 2025**

11.2. Sponsorship Letter - Bushe River Mud Bog 2025

Moved by Councillor Lambert

258-25 THAT Council DONATE one Family swim pass to Bushe River Mud Bog 2025.

Carried

12. CORRESPONDENCE FOR INFORMATION

12.1. Correspondence for information

Moved by Councillor Liboiron

259-25 THAT the items of correspondence for information BE RECEIVED.

- **2025 Town of High Level - Franchise Fee and Revenues**
- **High Level Municipal Library - Resignation**

Carried

13. NOTICES OF MOTION

There were no notice of motions brought forward.

14. QUESTION PERIOD

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

15. RECESS TO IN-CAMERA MEETING

15.1 Recess to In-Camera Meeting

Moved by Councillor Lambert

260-25 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*.

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

Council recessed into an In-Camera meeting at 7:50 p.m.

Carried

16. RECONVENE OPEN MEETING

16.1 Reconvene Open Meeting

Moved by Councillor Lambert

261-25 THAT the Regular Open Council meeting BE RECONVENED.

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

Carried

17. IN-CAMERA ITEMS

17.1 Operational Review of High Level Water Treatment Plant

Moved by Councillor Liboiron

262-25 THAT Council DIRECT Administration to engage Aquatera to undertake an operational review of the Town of High Level Water Treatment Plant, at an estimated cost of \$30,000, to be funded from the Operational funds, and to prepare a report for Council's consideration upon completion of the review.

Carried

17.2 Process Review for Evaluating Water Treatment Options

Moved by Councillor Anderson

263-25 THAT Council DIRECT Administration to engage WSP to conduct a process review to identify suitable water treatment options, at an estimated cost of \$35,000, to be funded from the Canada Community-Building Fund (CCBF), and to prepare a report for Council's consideration upon completion of the review.

Carried

17.3 CAO Review

Moved by Councillor Lambert

264-25 THAT Council CONTRACT Hillcrest to facilitate and administer a Chief Administrative Officer (CAO) Performance Review.

Carried

18. ADJOURNMENT

Moved by Councillor Lambert

265-25 THAT there being no further business of the Regular Open Council meeting, it BE ADJOURNED.

Carried

THE REGULAR OPEN COUNCIL MEETING ADJOURNED AT 8:50 p.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

MAYOR'S REPORT

COUNCIL COMMITTEE REPORTS

ADMINISTRATIVE REPORTS

Chief Administrative Officer CAO Report



Meeting Date: September 22nd, 2025

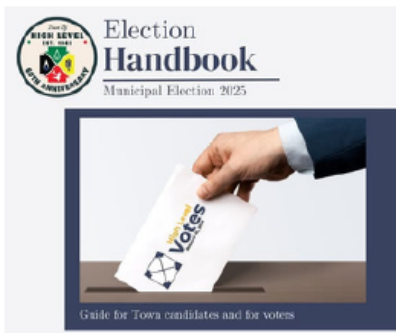
- Administration has developed and published the 2025 Municipal Election Handbook to support both prospective candidates and voters in understanding the roles of Council and Administration, as well as the broader importance of civic engagement.

The handbook outlines the responsibilities and expectations of elected officials, the structure and function of municipal government, and the principles of respectful participation and good governance.

The handbook is now available to the public and can be accessed online at:

[High Level 2025 Election Handbook](#)

Communication Statistics:



Election Handbook – Sept. 15
(As of Sept. 16 at noon)
Facebook
Views 4,120
Reach: 2,279

- I continue to support the Substitute Returning Officer with preparations for the upcoming municipal election. My responsibilities include helping to develop clear and informative communications for prospective candidates, outlining key deadlines and eligibility criteria. I am also actively involved in preparing training materials for election workers to ensure they are well equipped to perform their duties effectively and in compliance with legislative requirements.

Communication Statistics:



Municipal Election Jobs – Sept. 12
Views: 4,382
Reach: 2,497

Chief Administrative Officer CAO Report



Notice of Nomination Day – Sept. 08

Facebook

Views: 17,231

Reach: 6,301

- Continue to 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 immediate repairs and long-term improvements, with the objective of reducing the financial impact on local ratepayers.
- Continue to work closely with staff to enhance and implement a budget process that aligns with best practices, fulfills all statutory obligations, 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, promoting accountability and strengthening community involvement.
- Continue to work collaboratively with staff and Municipal Planning Services to manage day-to-day planning operations, including the review and approval of approach access, utility permits, development permits, and variance requests. I remain actively engaged in responding to residents' concerns related to development, ensuring their feedback is thoughtfully considered throughout the planning process. Additionally, I am coordinating with consultants to support the successful progress and completion of departmental projects. I also attended an Intermunicipal Development Plan (IDP) Committee meeting in Fort Vermilion alongside Mayor McAteer and Councillor Lambert.
- Continue to provide interim leadership for the Emergency Services Department, supporting day-to-day operations and working collaboratively with the team to ensure service delivery remains consistent with municipal standards and aligned with council's priorities.

Chief Administrative Officer CAO Report



- 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 reconciliation is a critical step in ensuring that accurate and complete financial documentation is available for the auditors to finalize the Town's 2024 audited financial statements.
- Continue to work closely with Assistant Deputy Minister Sandberg of Municipal Affairs to recover outstanding reserve funds used during the 2023 and 2024 wildfire evacuations. To date, the Town has successfully recovered \$1,751,926, with an additional \$671,295 still pending reimbursement. Efforts to secure the remaining funds are ongoing. In alignment with council's direction, I have also formally requested a meeting with Minister Williams to discuss key issues identified by council as priorities for the community.
- Met with engineers and consultants to receive updates on the progress of various ongoing projects. I also requested their support in gathering key information on outstanding initiatives to help identify the necessary steps for moving them toward completion.
- Continue to work with staff and consultants to address outstanding non-compliance items identified by Alberta Environment. Their recent assessment highlighted several areas requiring 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 staff-related issues and ensuring a respectful and productive workplace environment.
- Continue to initiate and advance recruitment efforts for the Director-level 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

OLD BUSINESS

NEW BUSINESS

CORRESPONDENCE FOR ACTION

CORRESPONDENCE FOR INFORMATION

Subject: RE: Notice of 2025 Annual General Meeting (AGM)

From: Executive Assistant on Behalf of Dana Mackie <ea_dmackie@abmunis.ca>
Sent: September 18, 2025 10:47 AM
To: town <town@highlevel.ca>
Subject: Notice of 2025 Annual General Meeting (AGM)

You don't often get email from ea_dmackie@abmunis.ca. [Learn why this is important](#)

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 day,

This email is being sent to all Regular Members of the Association of Alberta Municipalities (ABmunis) to provide preliminary details about our upcoming 2025 AGM.

Notice of Annual General Meeting

Alberta Municipalities' Annual General Meeting (AGM) will take place in conjunction with the 2025 Convention at the Calgary TELUS Convention Centre, beginning the afternoon of Thursday, November 13, 2025, and continuing on Friday, November 14, 2025.

Planning for the 2025 Convention & Trade Show is well underway. Additional details, including those related to the AGM, will be shared in late October.

For AGM-related inquiries, please contact [Carman McNary](#), Independent Parliamentarian and Returning Officer.

Dana Mackie MBA | Chief Executive Officer

D: 780.431.4535 | C: 780.271.7251 | E: DanaM@abmunis.ca
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We respectfully acknowledge that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples. We acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 4, 6, 7, 8 and 10 and Six Regions of the Métis Nation of Alberta.

INTERNAL CORRESPONDENCE

Departmental Monthly Report



Department: Community Services

Month/Year: August 2025

Monthly Activity Summary

- **Arena/Parks Maintenance** - Arena staff have been actively maintaining local parks to ensure they remain clean, safe, and welcoming for all visitors. Our splash park and public washrooms at Centennial Park closed to the public on September 5th, 2025, as Arena staff shifted their focus to ice making. We are pleased to advise the ice was open for rentals as of September 10th, 2025.
- **Pool** - The facility operates seven days a week and offers a variety of swimming programs, including public swims, lane swims, Parent and Tot sessions, aquafit classes, and rentals for the Sting Rays Swim Club. The pool is currently operating with two permanent staff members and seven casual lifeguards. Recruitment efforts are underway, and interviews are being conducted to fill vacant permanent positions.
- **FCSS & Recreation**- Our Family and Community Support Services (FCSS) have been prepping for the start of our After School licensed program. Significant time has been spent on staff orientation as we have two new staff running this program. On August 30th, we hosted the color run in partnership with the running club. We wrapped up our summer art in the park and community gardens programs. Summer day camp wrapped up with 25 youth attending weekly, they enjoyed crafts, games and field trips. Our recreation staff will assist with our afterschool program, as well as plan for upcoming PD weeks.
- **Museum & Tourism** - The museum closed for the season on September 8th, 2025. For the month of August, we had a total of 564 visitors, with sales reaching \$2105.50 and 31 fishing licenses sold.
- **Community Services Communication & Events Stats**

Facebook Posts



Weekly Updates- August 5, 11, 20, 25

Views-24,306

Reach -11,967

Departmental Monthly Report



Pool Closure August 1
Views-23,340
Reach-9,069



Pool Re-opening August 5
Views-22,731
Reach-11,679

Event Attendance:

Groovy Kids Club Before and After School Care- 25 youth registered
Art in the Park-30 attendees
Mini Art Attacks-22 attendees
Community Garage Sale Day-19 yard sales registered
End of Summer Party Colour Run – 42 attendees

Ongoing Projects

- Working on the 2026 operating and capital budget.
- The 2025 capital project Arena Foundation Repairs has been listed on Alberta Purchasing Connect with a closing date of September 30th.

Departmental Monthly Report



Upcoming Initiatives

- Continue work to work on the 2025 Council Election. Advance polls will be on October 9th
- Finalizing arena kitchen license
- Working with the Allyship to host a Truth and Reconciliation Day event on September 30th.

Approvals

Viv Thoss
CAO

Author - Jena Clarke
Director of Community Services

NOTICE OF MOTIONS

QUESTION PERIOD

CLOSED SESSION