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Minutes of the Regular Open Council Meeting held **February 24<sup>th</sup>, 2025, at 7:00 p.m.**  
in the Council Chambers, Town Hall, 10203-105<sup>th</sup> Avenue, High Level, AB

**In Attendance:**

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

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

**Regrets:** Rodney Schmidt, Director of Emergency Services

**1. CALL TO ORDER**

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

**2. ADOPTION OF MEETING AGENDA**

**2.1. Adoption of Meeting Agenda**

Moved by Councillor Lambert

**044-25 THAT the Regular Open Council meeting agenda for February 24<sup>th</sup>, 2025, BE ADOPTED.**

Carried

**3. DELEGATIONS**

**3.1. Staff Sergeant Devron Dittmer – RCMP High Level Detachment**

Staff Sergeant Devron Dittmer of the RCMP High Level Detachment made a presentation to Council, providing the 2024 Year-End Report and 2025 Statistics, along with comparisons to the 2024 data. He discussed February's crime statistics, staffing levels, and special operations. Additionally, he expressed gratitude to the community for their ongoing support and introduced a new RCMP officer to the Mayor, Council, and Administration.

**3.2. Forest Products Association – Trade Barriers and Alberta's Forest Industry**

Brock Mulligan, Senior Vice President of the Forest Products Association, presented to Council, providing an update on trade barriers affecting Alberta's forest industry. He also requested a letter of support to help strengthen the industry amidst international instability.

Moved by Councillor Lambert

**045-25 THAT Council DIRECT Administration to send a letter of support to the Alberta Government, advocating for the forestry industry amidst the current international instability.**

Carried

**4. ADOPTION OF MINUTES**

**4.1. Minutes of the Regular Open Council Meeting held February 10<sup>th</sup>, 2025, for adoption.**

Moved by Deputy Mayor Langford

**046-25 THAT the Minutes of Regular Open Council meeting held February 10<sup>th</sup>, 2025, BE ADOPTED.**

Carried

Councillor Welke joined the meeting at 7:20 p.m.

5. **MAYOR'S REPORT**

5.1. Mayor McAteer's Report January 28<sup>th</sup>, 2025 - February 10<sup>th</sup>, 2025

Moved by Councillor Welke

- 047-25 THAT Council RECEIVE Mayor McAteer's report for the period of February 11<sup>th</sup>, 2025, to February 24<sup>th</sup>, 2025, for information.**

Carried

6. **COUNCIL COMMITTEE REPORTS**

6.1. Council Committee Reports

Moved by Councillor Anderson

- 048-25 THAT Council RECEIVE the Council Committee Reports from Deputy Mayor Langford, Councillor Anderson, Councillor Jessiman, Councillor Lambert, Councillor Liboiron, and Councillor Welke for the period of February 11<sup>th</sup>, 2025, to February 24<sup>th</sup>, 2025, for information.**

**Deputy Mayor Langford:**

**Feb. 19 – Mackenzie Regional Waste Management Commission**

**Councillor Anderson:**

**Fe. 18 – 20 – Growing the North**

**Councillor Jessiman:**

**Nothing to Report**

**Councillor Lambert:**

**Feb. 18-20 – Growing the North**

**Feb. 22 – High Level Frostival**

**Councillor Liboiron:**

**Feb. 19 – Mackenzie Regional Waste Management Commission**

**Councillor Welke:**

**Feb. 19 – Northern Lakes College**

**7. ADMINISTRATIVE REPORTS**

**7.1. CAO Report – Verbal**

Moved by Councillor Lambert

- 049-25 THAT Council RECEIVE CAO Thoss' report for the period of February 11<sup>th</sup>, 2025, to February 24<sup>th</sup>, 2025, for information.**

Carried

**8. ADMINISTRATIVE ENQUIRIES**

**8.1. Town of High Level Branding Options**

Council directed Administration to survey the public on their preferred logo scheme and deferred making a decision to a later date.

**8.2 2025 Operating Budget**

Council provided follow-up comments and questions, and deferred tabling the 2025 Operating Budget to the next council meeting, scheduled for March 10<sup>th</sup>, 2025.

**8.3 High Level Municipal Library Board Appointments**

Council deferred the extension of the terms of Lydia Watters and Taryn McAskile to the next council meeting, scheduled for March 10<sup>th</sup>, 2025.

Moved by Councillor Anderson

- 050-25 THAT Council APPOINT Jane Robichaud to the Town of High Level Municipal Library Board for a term starting February 25, 2025, and ending February 24, 2026, and this being her second consecutive term.**

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**

**The Council RECEIVE the items of correspondence for action.**

- Mackenzie Regional Waste Management Commission - Request for Letter Support

**11.2. Mackenzie Regional Waste Management Commission Letter of Support**

Moved by Councillor Welke

**051-25 THAT Council DIRECT Administration to send a letter supporting the Mackenzie Regional Waste Management Commission's negotiations with the Province of Alberta to purchase the Crown land currently occupied by the landfill.**

Carried

**12. CORRESPONDENCE FOR INFORMATION**

**12.1. External Correspondence for Information**

Moved by Deputy Mayor Langford

**052-25 THAT Council RECEIVE external correspondence for information.**

Carried

- 2025 Minister's Awards for Municipal and Public Library Excellence Program
- Alberta Municipalities – Learn How Alberta's 2025 Budget supports Municipalities
- Alberta Municipalities – Member Survey for Election 2025
- Minister Ric McIver Signed Letter
- Ministerial Order No. MSD:004/25
- Municipal Affairs – Meeting Confirmation
- Dane Wade, Manager, Community Recovery Services – Northwest Territories Cost Recovery PTS

**12.2. Internal Correspondence for Information**

Moved by Deputy Mayor Langford

**053-25 THAT Council RECEIVE internal correspondence for information.**

- Emergency Services - Departmental Monthly Report / January 2025
- Planning and Development - Departmental Monthly Report / January 2025
- Community Services - Departmental Monthly Report / January 2025
- Operations - Departmental Monthly Report / January 2025

Carried

**13. NOTICES OF MOTION**

There were no notices of motion brought forward.

**14. QUESTION PERIOD**

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

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

**15.1. Recess to In-Camera Meeting**

Moved by Councillor Lambert

- 054-25 THAT pursuant to *the Freedom of Information and Protection of Privacy Act*, the meeting BE CLOSED to the public on the basis that the subject matter of all agenda items to be considered related to matters listed under Part 1, Division 2, sections 24(1)(a) advice, proposals, recommendations, analyses or policy options developed by or for a public body or a member of the Executive Council and (d) plans relating to the management of personnel or the administration of a public body that have not yet been implemented.**

Council recessed into an In-Camera meeting at 8:54 p.m.

Carried

**16. RECONVENE OPEN MEETING**

**16.1. Reconvene Open Meeting**

Moved by Councillor Anderson

- 055-25 THAT the Regular Open Council meeting BE RECONVENED.**

The Regular Open Council Meeting reconvened at 10:17 p.m.

Carried

**18. IN CAMERA ITEMS**

There were no in-camera items brought forward.

**19.     ADJOURNMENT**

Moved by Councillor Anderson

**056-25    THAT the being no further business of the Regular Open Council meeting,  
          it BE ADJOURNED.**

Carried

THE REGULAR OPEN COUNCIL MEETING ADJOURNED AT 10:17 P.M.



MAYOR



CHIEF ADMINISTRATIVE OFFICER