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Minutes of the Regular Open Council Meeting held **March 10<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  
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  
Rodney Schmidt, Director of Emergency Services  
Keith Straub, Director of Operations  
Bill Schnarr, Communications Coordinator  
Aya Balmores, Relief Legislative & Executive Assistant

**Regrets:** Deputy Mayor Boyd Langford

**1. CALL TO ORDER**

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

**2. ADOPTION OF MEETING AGENDA**

**2.1. Adoption of Meeting Agenda**

Moved by Councillor Liboiron

**057-25 THAT the Regular Open Council meeting agenda for March 10<sup>th</sup>, 2025, BE ADOPTED.**

Carried

**3. DELEGATIONS**

There were no delegations scheduled for this meeting.

**4. ADOPTION OF MINUTES**

**4.1. Minutes of the Regular Open Council Meeting held February 24<sup>th</sup>, 2025, for adoption.**

Moved by Councillor Lambert

**058-25 THAT the Minutes of Regular Open Council meeting held February 24<sup>th</sup>, 2025, BE ADOPTED.**

Carried

**5. MAYOR'S REPORT**

**5.1. Mayor McAteer's Report February 25<sup>th</sup>, 2025 - March 10<sup>th</sup>, 2025**

Moved by Councillor Anderson

**059-25 THAT Council RECEIVE Mayor McAteer's report for the period of February 25<sup>th</sup>, 2025, to March 10<sup>th</sup>, 2025, for information.**

Carried

**6. COUNCIL COMMITTEE REPORTS**

**6.1. Council Reports**

Moved by Councillor Welke

**060-25 THAT Council RECEIVE the Council Reports from Deputy Mayor Langford, Councillor Anderson, Councillor Jessiman, Councillor Lambert, Councillor Liboiron, and Councillor Welke for the period of February 25<sup>th</sup>, 2025, to March 10<sup>th</sup>, 2025, for information.**

Carried

**Deputy Mayor Langford:**

**Not in attendance**

**Councillor Anderson:**

**Feb. 26 – Golden Range Society**

**Feb. 24 – High Level Library Board**

**Mar. 6-7 – 2025 Spring Municipal Leaders' Caucus**

**Councillor Jessiman:**

**Nothing to Report**

**Councillor Lambert:**

**Mar. 4 – High Level Chamber of Commerce**

**Councillor Liboiron:**

**Feb. 27 – High Level Library Board**

**Councillor Welke:**

**Feb. 25 – Northwest Regional FASD Society**

**7. ADMINISTRATIVE REPORTS**

**7.1. CAO Report – Verbal**

Moved by Councillor Liboiron

- 061-25 THAT Council RECEIVE CAO Thoss' report for the period of February 25<sup>th</sup>, 2025, to March 10<sup>th</sup>, 2025, for information.**

Carried

**8. ADMINISTRATIVE ENQUIRIES**

**8.1 Appointment of Returning Officer for 2025 Local Election**

Moved by Councillor Liboiron

- 062-25 THAT Council APPOINT Debbie McCann as the Returning Officer for the 2025 municipal election to be held October 20, 2025.**

Carried

**8.2 Municipal Library Board Financial Reviewer**

Moved by Councillor Anderson

- 063-25 THAT Council APPOINT Doyle and Company Chartered Professional Accountants as the financial reviewer for the High Level Municipal Library Board for the fiscal years 2024 and 2025.**

Carried

8.3 High Level Municipal Library Board Appointments

Moved by Councillor Liboiron

- 064-25 THAT Council APPOINT Lydia Watters and Taryn McAskile to the Town of High Level Library Board for a term expiring December 10, 2026.**

Carried

8.4 2025 Operating Budget & 2025-2027 Operating Budget

Moved by Councillor Jessiman

- 065-25 That Council ADOPT the 2025 Operating Budget as presented;**  
**AND THAT Council RECEIVE the 2025-2027 Operating Budget for information.**

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**

There were no items of correspondence for action.

12. **CORRESPONDENCE FOR INFORMATION**

12.1. Correspondence for Information

Moved by Councillor Anderson

- 066-25 THAT Council RECEIVE correspondence for information.**

- **REDI Meeting Minutes – November 2024**
- **Minister Letter to Chief Elected Officials**
- **Minister signed Letter AR118277**

Carried

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12.2. Outgoing Correspondence

Moved by Councillor Welke

**067-25 THAT the item of outgoing correspondence BE ACKNOWLEDGED.**

Carried

**- Mackenzie Regional Landfill – Letter of Support**

**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. ADJOURNMENT**

Moved by Councillor Lambert

**068-25 THAT the being no further business of the Regular Open Council meeting,  
it BE ADJOURNED.**

Carried

THE REGULAR OPEN COUNCIL MEETING ADJOURNED AT 7:48 P.M.



MAYOR



CHIEF ADMINISTRATIVE OFFICER