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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-Rayé 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.

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**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**

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**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

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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.

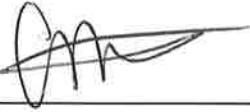
15. **ADJOURNMENT**

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.



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MAYOR

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CHIEF ADMINISTRATIVE OFFICER