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Minutes of the Regular Open Council Meeting held April 28<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:**

<b>Council:</b>	Mayor Crystal McAteer Deputy Mayor Boyd Langford Councillor Brent Anderson Councillor Terry Jessiman (via video conference) Councillor Josh Lambert Councillor Mark Liboiron Councillor Jan Welke
<b>Staff:</b>	Viv Thoss, Chief Administrative Officer Logan Bartholow, Director of Planning & Development Jena-Raye Clarke, Director of Community Services Rodney Schmidt, Director of Emergency Services Bill Schnarr, Communications Coordinator Aya Balmores, Relief Legislative & Executive Assistant
<b>Regrets:</b>	Keith Straub, Director of Operations

1. **CALL TO ORDER**

Mayor McAteer called the meeting to order at 7:01 p.m.

2. ADOPTION OF MEETING AGENDA

2.1. Adoption of Meeting Agenda

Moved by Councillor Liboiron

101-25 **THAT the Regular Open Council meeting agenda for April 28<sup>th</sup>, 2025, BE ADOPTED as amended with the following addition and revisions:**

- Item 8.6 Municipal Development Plan Amendment Bylaw 1052-23 be considered after Item 8.3
- Addition of Regional Cadet Support Unit correspondence under Item 11.1
- Addition of In-Camera Items under Item 15.1 - Land Purchase Application and HR Update

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 April 14<sup>th</sup>, 2025, for adoption.

Moved by Councillor Anderson

102-25 **THAT the Minutes of Regular Open Council meeting held April 14<sup>th</sup>, 2025, BE ADOPTED as amended.**

Carried

5. MAYOR'S REPORT

5.1 Mayor McAteer's Report April 15<sup>th</sup>, 2025 - April 28<sup>th</sup>, 2025

Moved by Councillor Welke

103-25 **THAT Council RECEIVE Mayor McAteer's report for the period of April 15<sup>th</sup>, 2025, to April 28<sup>th</sup>, 2025, for information.**

Carried

**6. COUNCIL COMMITTEE REPORTS**

**6.1. Council Reports**

Moved by Councillor Liboiron

- 104-25 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 April 15<sup>th</sup>, 2025, to April 28<sup>th</sup>, 2025, for information.**

**Deputy Mayor Langford:**

**April 16<sup>th</sup> – Mackenzie Regional Waste Management Commission**

**April 16<sup>th</sup> – Regional Economic Development Initiative**

**Councillor Anderson:**

**April 16<sup>th</sup> – Northern Lakes College**

**April 24<sup>th</sup> – High Level Municipal Library**

**Councillor Jessiman:**

**April 16<sup>th</sup> – High Level Community Policing Society**

**Councillor Jessiman announced that he had tendered his resignation after serving two terms.**

**Councillor Lambert:**

**April 16<sup>th</sup> – Regional Economic Development Initiative**

**April 24<sup>th</sup> – High Level Chamber of Commerce**

**Councillor Liboiron:**

**April 16<sup>th</sup> – Mackenzie Regional Waste Management Commission**

**April 24<sup>th</sup> – High Level Municipal Library**

**Councillor Welke:**

**Nothing to Report**

Carried

**7. ADMINISTRATIVE REPORTS**

**7.1. CAO Report - Verbal**

Moved by Councillor Anderson

- 105-25 THAT Council RECEIVE CAO Thoss' report for the period of April 15<sup>th</sup>, 2025, to April 28<sup>th</sup>, 2025, for information.**

Carried

**8. ADMINISTRATIVE ENQUIRIES**

**8.1. Town of High Level Branding Options - Update 4**

Moved by Deputy Mayor Langford

- 106-25 THAT Council APPROVE the adoption of a new Town of High Level logo to replace its current version, as presented in Attachment 1;**

**AND THAT Council DIRECT Administration to officially launch the Town's new logo on August 1<sup>st</sup>, 2025.**

Carried

**8.2. Intermunicipal Development Plan Renewal**

Moved by Councillor Anderson

- 107-25 THAT Council DIRECT Administration to enter into an agreement with Mackenzie County to update the Intermunicipal Development Plan, as presented in Attachment 1;**

**AND THAT Council APPOINT Deputy Mayor Langford and Councillor Welke to the associated Joint Steering Committee.**

Carried

**8.3. Moose Meadows Phase 1 Outline Plan**

Moved by Mayor McAteer

- 108-25 THAT Council DIRECT Administration to refer the Moose Meadows Phase 1 Outline Plan to the next Committee of the Whole meeting, scheduled for May 20<sup>th</sup>, 2025, and extend an invitation to N'DEH Limited Partnership and the Dene Tha' First Nation to attend and provide additional information, as well as address any questions from Council.**

Carried

**8.4. Bylaw 1053-25 – A Bylaw to Establish a Direct Control District**

Moved by Deputy Mayor Langford

- 109-25 THAT Council GIVE 1<sup>st</sup> reading to Bylaw 1053-25**

**AND THAT Council DIRECT Administration to hold Public Hearing on May 26, 2025, at 6:30 PM for Bylaw 1053-25.**

Carried

**8.5. Making Housing Easier to Build – Land Use Bylaw Replace and Repeal**

Moved by Deputy Mayor Langford

**110-25 THAT Council GIVE 1<sup>st</sup> reading to Bylaw 1051-25**

**AND THAT Council DIRECT Administration to hold Public Hearing on May 26, 2025, at 7:00 PM for Bylaw 1051-25.**

Carried

**8.6. Municipal Development Plan Amendment**

Moved by Councillor Welke

**111-25 THAT Council GIVE 1<sup>st</sup> reading to Bylaw 1052-25**

**AND THAT Council DIRECT Administration to hold Public Hearing on May 26, 2025, at 7:00 PM for Bylaw 1052-25.**

Carried

**8.7. Town of High Level 2025 Property Tax Rate Bylaw**

Moved by Councillor Anderson

**112-25 THAT Council GIVE 1<sup>st</sup> reading to Bylaw 1054-25**

Carried

Moved by Councillor Welke

**113-25 THAT Council GIVE 2<sup>nd</sup> reading to Bylaw 1054-25**

Carried

Moved by Deputy Mayor Langford

**114-25 THAT Council GIVE unanimous consent 3<sup>rd</sup> reading to Bylaw 1054-25**

Carried

Moved by Councillor Liboiron

**115-25 THAT Council GIVE 3<sup>rd</sup> reading to Bylaw 1054-25**

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 Liboiron

116-25 **THAT the items of correspondence for action BE RECEIVED.**

- Letter High Level Library Board - Billings 2025
- Invoice from Peace Library System
- Annual Ceremonial Review of the 2979 EME Royal Canadian Army Cadet Corps

Carried

11.2. Annual Ceremonial Review of 2979 EME Royal Canadian Army Cadet Corps

Moved by Councillor Anderson

117-25 **THAT Council SEND Mayor McAteer to the Annual Ceremonial Review of the 2979 EME Royal Canadian Army Cadet Corps to be held May 28<sup>th</sup>, 2025.**

Carried

12. CORRESPONDENCE FOR INFORMATION

12.1. Correspondence for Information

Moved by Councillor Welke

118-25 **THAT the items of correspondence for information BE RECEIVED.**

- Northern Alberta Elected Leaders - March 14, 2025, Minutes
- Letter Peace Library System - Billings & Invoice 2025

Carried

12.2. Internal Correspondence for Information

Moved by Councillor Liboiron

119-25 **THAT the items of internal correspondence for information BE RECEIVED.**

- Emergency Services - Departmental Monthly Report / March 2025
- Community Services - Departmental Monthly Report / March 2025

Carried

13. NOTICES OF MOTION

There were no notices of motion brought forward.

14. **QUESTION PERIOD**

One member in gallery attendance spoke on issues of importance to him.

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

15.1. Recess to In-Camera Meeting

Moved by Councillor Liboiron

- 120-25 **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)(b)(i), and (c) The head of a public body may refuse to disclose information to an applicant if the disclosure could reasonably be expected to reveal consultations or deliberations involving officers or employees of a public body, positions, plans, procedures, criteria or instructions developed for the purpose of contractual or other negotiations by or on behalf of the Government of Alberta or a public body, or considerations that relate to those negotiations.**

- Land Purchase Application
- HR Update

Council recessed into an In-Camera meeting at 8:20 p.m.

Carried

16. **RECOVENE OPEN MEETING**

16.1. Reconvene Open Meeting

Moved by Councillor Anderson

- 121-25 **THAT the Regular Open Council meeting BE RECONVENED.**

The Regular Open Council Meeting reconvened at 9:13 p.m.

Carried

17. **IN-CAMERA ITEMS**

17.1 Land Purchase Application (LPP25-01)

Moved by Councillor Anderson

- 122-25 **THAT Council DIRECT Administration to advertise the property through An Expression of Interest process, with an opening date of June 1, 2025, and a closing date of July 15, 2025.**

Carried

**18.     ADJOURNMENT**

Moved by Councillor Welke

**123-25    **THAT** there being no further business of the Regular Open Council meeting,  
          it **BE ADJOURNED.****

Carried

THE REGULAR OPEN COUNCIL MEETING ADJOURNED AT 9:14 P.M.



MAYOR



CHIEF ADMINISTRATIVE OFFICER