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Minutes of the Regular Open Council Meeting held **June 09, 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 Josh Lambert  
                    Councillor Mark Liboiron  
                    Councillor Jan Welke

**Staff:**      Viv Thoss, Chief Administrative Officer  
                    Roy Amalu, Director of Finance  
                    Keir Gervais, Director of Corporate Services  
                    Jena-Rayé Clarke, Director of Community Services  
                    Keith Straub, Director of Operations  
                    Rodney Schmidt, Director of Emergency Services  
                    Bill Schnarr, Communications Coordinator  
                    Aya Balmores, Relief Legislative & Executive Assistant

**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

**156-25 THAT the Regular Open Council meeting agenda for May 12, 2025, BE ADOPTED.**

Carried

**3. DELEGATIONS**

There are no delegations scheduled for this meeting.

**4. ADOPTION OF MINUTES**

4.1. Minutes of the Public Hearing – Bylaw 1053-25 held May 26, 2025, for adoption.

Moved by Councillor Lambert

**157-25 THAT the Minutes of Public Hearing – Bylaw 1053-25 held May 26, 2025, BE ADOPTED**

Carried

4.2. Minutes of the Public Hearing – Bylaw 1051-25 and Bylaw 1052-25 held May 26, 2025, for adoption.

Moved by Councillor Liboiron

**158-25 THAT the Minutes of Public Hearing – Bylaw 1051-25 and Bylaw 1052-25 held May 26, 2025, BE ADOPTED.**

Carried

4.3. Minutes of the Regular Open Council Meeting held May 26, 2025, for adoption.

Moved by Deputy Mayor Langford

**159-25 THAT the Minutes of Regular Open Council meeting held May 26, 2025, BE ADOPTED.**

Carried

**5. MAYOR'S REPORT**

5.1. Mayor McAtee's Report May 27, 2025 - June 9, 2025

Moved by Councillor Welke

**160-25 THAT Council RECEIVE Mayor McAtee's report for the period of May 27, 2025, to June 9, 2025, for information.**

Carried

**6. COUNCIL COMMITTEE REPORTS**

6.1. **Council Committee Reports**

Moved by Councillor Lambert

**161-25 THAT Council RECEIVE the Council Committee Reports from Deputy Mayor Langford, Councillor Anderson, Councillor Lambert, Councillor Liboiron, and Councillor Welke for the period of May 27, 2025, to June 9, 2025, for information.**

**Deputy Mayor Langford:**

**June 2 – High Level Community Policing Society  
June 7- Town of High Level 60<sup>th</sup> Anniversary**

**Councillor Anderson:**

**June 3 – Senior’s Luncheon / Mackenzie House Bistro  
June 4 – Golden Range Society  
June 5 – High Level Community Transportation Committee**

**Councillor Lambert:**

**June 3 – High Level & District Chamber of Commerce  
June 7 - Town of High Level 60<sup>th</sup> Anniversary**

**Councillor Liboiron:**

**May 29 – High Level Municipal Library Board  
June 7 – Town of High Level 60<sup>th</sup> Anniversary**

**Councillor Welke**

**June 5 – Northwest Regional FASD Society**

Carried

7. **ADMINISTRATIVE REPORTS**

7.1. **CAO Report**

Moved by Councillor Anderson

**162-25 THAT Council RECEIVE CAO Thoss' report for the period of May 27, 2025, to June 9, 2025, for information.**

Carried

8. **ADMINISTRATIVE ENQUIRIES**

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

Moved by Councillor Welke

**163-25 THAT Council rescind the appointment of Debbie McCann as the Returning Officer for the Town of High Level 2025 municipal election;**

**AND THAT Council APPOINT Keir Gervais, Director of Corporate Services as the Returning Officer for the Town of High Level 2025 municipal election.**

Carried

**8.2 Fire Hydrant Repair & Maintenance – Proposed Budget Amendment**

Moved by Deputy Mayor Langford

**164-25 THAT Council APPROVE a budget amendment of up to \$75,000 to support the repair and relocation of out-of-commission fire hydrants, with funding to be sourced from available reserves, cost savings in other operational areas, or applicable grant opportunities.**

Carried

**8.3 Investigation into Apex Gas Distribution System Acquisition Costs**

Moved by Deputy Mayor Langford

**165-25 THAT Council DIRECT Administration to table the investigation into the costs associated with acquiring the Apex gas distribution system to a later date for further deliberation.**

Defeated

Moved by Councillor Anderson

**166-25 THAT Council RENEW the franchise agreement with Apex Utilities Inc. (set to expire on September 30, 2025) rather than pursue the acquisition of the natural gas distribution system.**

Carried

**8.4 Residential Development Incentive Policy**

Moved by Councillor Liboiron

**167-25 THAT Council APPROVE Policy 277-25 – Residential Development Incentive Policy as described in Attachment 2.**

Carried

**8.5 Wayfinding Strategy & Implementation Plan – Project Update**

Moved by Deputy Mayor Langford

**168-25 THAT Council DIRECT Administration to move forward with Wayfinding Signage Design Option 1A, as shown on Attachment 1, for further refinement and finalization**

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 for correspondence for action.

**12. CORRESPONDENCE FOR INFORMATION**

**12.1 Correspondence for Information**

Moved by Councillor Anderson

**169-25 THAT the items of correspondence for information BE RECEIVED.**

- STIP Program LMI – 100 Avenue Road Rehabilitation
- Alberta Municipalites – Nominate a Municipal Leader in your Community

Carried

**12.2 STIP Program LMI – 100 Avenue Road Rehabilitation Application**

Moved by Deputy Mayor Langford

**170-25 THAT Council DIRECT Administration to submit a new application for STIP Program prior to November 30.**

Carried

**13. NOTICES OF MOTION**

There were no notices of motions brought forward.

**14. QUESTION PERIOD**

There were no members of the gallery in attendance who wished to speak.

**15. ADJOURNMENT**

Moved by Councillor Liboiron

**171-25 THAT there being no further business of the Regular Open Council meeting, it BE ADJOURNED.**

Carried

THE REGULAR OPEN COUNCIL MEETING ADJOURNED AT 8:33 p.m.

  
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MAYOR

  
\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER