



Minutes of the Regular Open Council Meeting held **June 09, 2025, at 7:00 p.m.**
in the Council Chambers, Town Hall, 10203-105th 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-Raye 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 McAteer's Report May 27, 2025 - June 9, 2025

Moved by Councillor Welke

160-25 THAT Council RECEIVE Mayor McAteer'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 60th 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 60th Anniversary

Councillor Liboiron:

May 29 – High Level Municipal Library Board

June 7 – Town of High Level 60th 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 Municipalities – 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.



MAYOR



CHIEF ADMINISTRATIVE OFFICER