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Minutes of the Committee of Whole Meeting held **June 16, 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 Jan Welke

**Staff:** Roy Amalu, Director of Finance/Acting CAO  
Keir Gervais, Director of Corporate Services  
Jena-Rayne 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

**Consultants:** Barb Wilson, HR Consultant

**Regrets:** Councillor Mark Liboiron  
Viv Thoss, Chief Administrative Officer

**1. CALL TO ORDER**

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

Minutes of the Committee of Whole Meeting held June 16, 2025

2. **ADOPTION OF MEETING AGENDA**

2.1 Adoption of Meeting Agenda

Moved by Councillor Anderson

**018-25 THAT the Committee of the Whole meeting agenda for June 16, 2025, BE ADOPTED as amended with the following addition:**

- **Item 8.1 Attraction, Selection and Promotion Policy**
- 4.2 – Probation Period**
- 4.3 – Performance Management**

Carried

3. **DELEGATIONS**

There were no delegations scheduled for this meeting.

4. **ADOPTION OF MINUTES**

4.1 Minutes of the Committee of the Whole Meeting held May 21, 2025 for adoption.

Moved by Deputy Mayor Langford

**019-25 THAT the Minutes of Committee of the Whole meeting held May 21, 2025, BE ADOPTED as amended.**

Carried

5. **OLD BUSINESS**

There were no old business items brought forward.

6. **NEW BUSINESS**

There was no new business.

7. **CORRESPONDENCE FOR ACTION**

There was no correspondence for action.

**8. COMMITTEE REPORTS**

**8.1 Attraction, Selection and Promotion Policy**

Moved by Councillor Welke

**020-25 THAT Committee of the Whole RECOMMEND Council approve the Attraction, Selection and Promotion Policy.**

**Further, THAT Committee of the Whole RECOMMEND Council rescind the following policies:**

**3.6 – Appointment of Employees**

**3.7 – Hiring and Assignment of Related Individuals**

**3.10 – Prerequisites for Employment**

**4.2 – Probation Period**

**4.3 – Performance Management**

Carried

**8.2 Local Authorities Pension Plan (LAPP) & APEX Supplementary Pension Plan Policy**

Moved by Councillor Welke

**021-25 THAT Committee of the Whole RECOMMEND Council approve the Local Authorities Pension Plan (LAPP) and APEX Supplementary Pension Plan Policy.**

Carried

**8.3 Asset Retirement Obligation Policy**

Moved by Deputy Mayor Langford

**022-25 THAT the Committee of the Whole RECOMMEND that Council adopt the 278-25 - Asset Retirement Obligation Policy.**

Carried

**9. NOTICES OF MOTION**

There were no notices of motions.

**10. QUESTION PERIOD**

There were questions.

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

11.1 Recess to In-Camera Meeting

Moved by Councillor Welke

**023-25 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)(a) advice, proposals, recommendations, analyses or policy options developed by or for a public body or a member of the Executive Council and (d) plans relating to the management of personnel or the administration of a public body that have not yet been implemented.**

Carried

**12. RECONVENE OPEN MEETING**

12.1 Reconvene Open Meeting

Moved by Councillor Welke

**024-25 THAT the Open Committee of Whole meeting BE RECONVENED.**

Carried

The Committee of Whole Meeting reconvened at 08:05 p.m.

**13. IN-CAMERA ITEMS**

13.1 Policy & Procedure Discussion

**14. ADJOURNMENT**

Moved by Councillor Anderson

**025-25 THAT there being no further business of the Committee of Whole meeting, it BE ADJOURNED.**

Carried

THE COMMITTEE OF WHOLE MEETING ADJOURNED AT 08:05 p.m.

  
MAYOR

  
ACTING CHIEF ADMINISTRATIVE OFFICER