



Minutes of the Regular Open Council Meeting held **June 23, 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 Josh Lambert
Councillor Mark Liboiron
Councillor Jan Welke

Staff: Roy Amalu, Director of Finance
Keir Gervais, Director of Corporate Services
Jena-Rayé Clarke, Director of Community Services
Rodney Schmidt, Director of Emergency Services
Bill Schnarr, Communications Coordinator
Aya Balmores, Relief Legislative & Executive Assistant

Consultant: Barb Wilton, HR Consultant

Regrets: Councillor Brent Anderson
Viv Thoss, Chief Administrative Officer
Keith Straub, Director of Operations

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

172-25 THAT the Regular Open Council meeting agenda for June 23, 2025, BE ADOPTED as amended due to following addition:

- **10.1 Task Force for Air service to High Level**

Carried

3. DELEGATIONS

There are no delegations scheduled for this meeting.

4. ADOPTION OF MINUTES

4.1 Minutes of the Regular Open Council Meeting held June 09, 2025, for adoption.

Moved by Deputy Mayor Langford

173-25 THAT the Minutes of the Regular Open Council meeting held June 09, 2025, BE ADOPTED as amended.

Carried

4.2 Minutes of the Special Council Meeting held June 16, 2025, for adoption.

Moved by Councillor Lambert

174-25 THAT the Minutes of the Special Council meeting held June 16, 2025, BE ADOPTED.

Carried

5. MAYOR'S REPORT

5.1. Mayor McAteer's Report June 10, 2025, to June 23, 2025.

Moved by Councillor Welke

175-25 THAT Council RECEIVE Mayor McAteer's report for the period of June 10, 2025, to June 23, 2025, for information.

Carried

6. COUNCIL COMMITTEE REPORTS

Moved by Councillor Lambert

176-25 THAT the Committee of the Whole RECOMMEND Council SEND Deputy Mayor Langford to the Yellowknife Chamber Spring Trade Show in Yellowknife, NT to be held May 9-11, 2025.

Carried

Moved by Councillor Liboiron

177-25 THAT the Committee of the Whole RECOMMEND that Council SEND Mayor McAteer, Councillor Anderson, and Councillor Liboiron to the High Level & District 2025 Trade Show, scheduled for May 2-3, 2025, to prepare breakfast for the attending trade show vendors.

Carried

Moved by Councillor Liboiron

178-25 THAT the Committee of Whole RECOMMEND the delegation from Jordan Asels, CEO, N'DEH Limited Partnership & Representatives of the Dene Tha' First Nation regarding Moose Meadows Project 1, BE RECEIVED for information.

Carried

Moved by Councillor Welke

179-25 THAT the Committee of the Whole RECOMMEND the discussion of the Moose Meadows Phase 1 project BE RECEIVED for information.

Carried

6.1 Attraction, Selection and Promotion Policy.

Moved by Deputy Mayor Langford

180-25 THAT Council APPROVE the Attraction, Selection and Promotion Policy as recommended by the Committee of the Whole on June 16, 2025.

Further, THAT Council rescinds 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

6.2 Local Authorities Pension Plan (LAPP) & APEX Supplementary Pension Plan Policy

Moved by Councillor Welke

181-25 THAT Council APPROVE the Local Authorities Pension Plan (LAPP) and APEX Supplementary Pension Plan Policy as recommended by the Committee of the Whole on June 16, 2025.

Carried

6.3. Council Committee Reports

Moved by Councillor Welke

182-25 THAT Council RECEIVE the Council Reports from Deputy Mayor Langford, Councillor Lambert, Councillor Liboiron, and Councillor Welke for the period of June 10, 2025, to June 23, 2025, for information.

Deputy Mayor Langford:

June 16 – Special Council Meeting

June 18 – Mackenzie Regional Waste Management Commission

June 19 – Regional Economic Development Initiative

Councillor Lambert:

June 16 – Special Council Meeting

Councillor Liboiron:

June 18 - Mackenzie Regional Waste Management Commission

Councillor Welke:

Nothing to report

Carried

6.4. Council Committee Chart

Moved by Councillor Welke

183-25 THAT Council DIRECT Administration to include the Council Committee chart in the agenda package.

Carried

7. **ADMINISTRATIVE REPORTS**

There are no administrative reports scheduled for this meeting.

8. **ADMINISTRATIVE ENQUIRIES**

There are no administrative enquiries scheduled for this meeting.

9. **OLD BUSINESS**

There were no old business items brought forward.

10. NEW BUSINESS

10.1 Task Force for Air service to High Level

Moved by Deputy Mayor Langford

184-25 THAT Council strike a Task Force regarding Reliable Air Access for Specialist Medical Services.

Carried

11. CORRESPONDENCE FOR ACTION

There are no items for correspondence for action

12. CORRESPONDENCE FOR INFORMATION

12.1 Correspondence for Information

Moved by Councillor Liboiron

185-25 THAT the items of correspondence for information BE RECEIVED.

- Alberta Municipalities – Preliminary Recommendations to Improve Rules for Recall of a Municipal Elected Official – June 10, 2025
- Memo from Minister of Technology and Innovation regarding the Access to Information Act – June 12, 2025
- Memo from Minister of Technology and Innovation regarding the Protection of Privacy Act – June 12, 2025
- Memo from Minister of Service Alberta and Red Tape Reduction regarding the Access to Information Act – June 12, 2025

Carried

12.2 Internal Correspondence

Moved by Councillor Deputy Mayor Langford

186-25 THAT the items of internal correspondence BE RECEIVED.

- Community Services Dept. Monthly Report – June 2025
- Emergency Services Dept. Monthly Report – May 2025

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 Welke

**187-25 THAT there being no further business of the Regular Open Council meeting,
it BE ADJOURNED.**

Carried

THE REGULAR OPEN COUNCIL MEETING ADJOURNED AT 7:44 p.m.



MAYOR



CHIEF ADMINISTRATIVE OFFICER