



Minutes of the Regular Open Council Meeting held **July 14, 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: Viv Thoss, Chief Administrative Officer
Roy Amalu, Director of Finance
Keir Gervais, Director of Corporate Services
Jena-Rayé Clarke, Director of Community Services
Rodney Schmidt, Director of Emergency Services
Keith Straub, Director of Operations (via Teams)
Bill Schnarr, Communications Coordinator
Aya Balmores, Relief Legislative & Executive Assistant

Consultant: Barb Wilton, HR Consultant

Regrets: Councillor Brent Anderson

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

188-25 THAT the Regular Open Council meeting agenda for July 14, 2025, BE ADOPTED as amended with following addition;

a. 15.2 – Personnel Matter

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 23, 2025, for adoption.

Moved by Deputy Mayor Langford

189-25 THAT the Council DIRECT administration to table the Minutes of Regular Open Council meeting held June 23, 2025, to the next council meeting.

Carried

5. MAYOR'S REPORT

5.1. Mayor McAteer's Report June 24, 2025, to July 14, 2025.

Moved by Councillor Welke

190-25 THAT Council RECEIVE Mayor McAteer's report for the period of June 24, 2025, to July 14, 2025, for information.

Carried

6. COUNCIL COMMITTEE REPORTS

6.1. Council Committee Reports

Moved by Councillor Liboiron

191-25 THAT Council RECEIVE the Council Reports from Deputy Mayor Langford, Councillor Lambert, Councillor Liboiron, and Councillor Welke for the period of June 24, 2025, to July 14, 2025, for information.

Deputy Mayor Langford:

July 1 – Canada Day Celebration

Councillor Lambert:

July 1 – Canada Day Celebration

July 8 – High Level & District Chambers of Commerce

Councillor Liboiron:

June 26 – High Level Municipal Library Board

July 1 – Canada Day Celebration

Councillor Welke

June 24 – Northwest Regional FASD Society

June 25 – Community Futures of Northwest Alberta

Carried

6.2. Council Committee Chart

The Council receive the Committee chart outlining councillor appointments, as presented, for information.

7. ADMINISTRATIVE REPORTS

7.1 CAO Report - Verbal

Moved by Councillor Welke

192-25 THAT Council RECEIVE CAO Thoss' report for the period of June 10, 2025, to July 14, 2025, for information.

Carried

8. ADMINISTRATIVE ENQUIRIES

8.1. Town of High Level MIEX Water Treatment Borrowing Bylaw No. 1055, 2025.

Moved by Deputy Mayor Langford

193-25 THAT Council GIVE 2nd reading to Town of High Level MIEX Water Treatment Borrowing Bylaw No. 1055, 2025.

Carried

Moved by Councillor Liboiron

194-25 THAT Council GIVE 3rd reading to Town of High Level MIEX Water Treatment Borrowing Bylaw No. 1055, 2025.

Carried

8.2. Terms of Reference – Reliable Air Access for Specialist Medical Services Task Force

Moved by Deputy Mayor Langford

195-25 THAT Council DIRECT Administration to amend, as discussed, the Terms of Reference - Reliable Air Access for Specialist Medical Services Task Force.

Carried

8.3. Disposal of Tender 1 (2010 Freightliner)

Moved by Councillor Liboiron

196-25 THAT Council APPROVE the sale of Tender 1 (2010 Freightliner) through a sealed bid process with a reserve bid of \$100,000.00, using the advertising services of the Alberta Fire Chiefs Association Marketplace site, with proceeds from the sale to be deposited in the Fire Equipment Reserve.

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

The items of correspondence for action be received.

- CFEP Large Stream Application for the Ken Sargent House - Request for a Letter of Support

Moved by Mayor McAtee

197-25 THAT Council DIRECT Administration to send a letter of support for Community Facility Enhancement Program (CFEP) Large Stream grant application for the Ken Sargent House, aimed at providing affordable, supportive accommodations for individuals and families who must travel to Grande Prairie for medical care.

Carried

12. CORRESPONDENCE FOR INFORMATION

12.1. Correspondence for information

Moved by Councillor Welke

198-25 THAT the items of correspondence for information be RECEIVED.

- AR118334 – Minister signed letter to Mayor McAtee
- Mackenzie County - Composition of Council and Ward Boundaries

Carried

12.2. Internal Correspondence

Moved by Councillor Lambert

199-25 THAT the items of internal correspondence be RECEIVED.

- Corporate Services Dept. Report – June 2025
- Community Services Dept. Report – July 2025
- Emergency Services Dept. Report – June 2025
- Operations Dept. Report – June 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. **RECESS TO IN-CAMERA MEETING**

15.1 Recess to In-Camera Meeting

Moved by Councillor Lambert

200-25 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.

- a. Verbal Update – Personnel Matter
- b. Personnel Matter

Council recessed into an In-Camera meeting at 8:06 p.m.

Carried

16. **RECONVENE OPEN MEETING**

16.1 Reconvene Open Meeting

Moved by Councillor Welke

201-25 THAT the Open Council meeting be RECONVENED.

The Regular Open Council Meeting reconvened at 8:46 p.m.

Carried

17. IN-CAMERA ITEMS

There were no items brought forward.

18. ADJOURNMENT

Moved by Councillor Lambert

**202-25 THAT there being no further business of the Regular Open Council meeting,
it BE ADJOURNED.**

Carried

THE REGULAR OPEN COUNCIL MEETING ADJOURNED AT 8:47 p.m.



MAYOR



CHIEF ADMINISTRATIVE OFFICER