



Minutes of the Regular Open Council Meeting held **August 11, 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 Langford
Councillor Brent Anderson
Councillor Josh Lambert
Councillor Mark Liboiron
Councillor Jan Welke

Staff: Viv Thoss, Chief Administrative Officer
Roy Amalu, Director of Finance
Keith Straub, Director of Operations (via Teams)
Bill Schnarr, Communications Coordinator
Aya Balmores, Relief Legislative & Executive Assistant

Consultant: Barb Wilton, HR Consultant (via Teams)

Regrets: Deputy Mayor Langford
Jena-Rayé Clarke, Director of Community Services
Rodney Schmidt, Director of Emergency Services

1. CALL TO ORDER

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

2. LATE ITEMS

2.1. Late items

Moved by Councillor Lambert

203-25 THAT the following items BE ADDED to the agenda.

- a. 2026 Budget Process Presentation
- b. Mayor McAteer - Letter of Support for AMMSA
- c. Mayor McAteer - Task Force Invitation Letter
- d. Community Standard Bylaw
- e. Letter that Council received from a concerned citizen

Carried

3. ADOPTION OF MEETING AGENDA

3.1. Adoption of Meeting Agenda

THAT the Regular Open Council meeting agenda for August 11, 2025, BE ADOPTED as amended.

4. MOTION TO CHANGE THE ORDER OF BUSINESS

4.1 Change Order of Business

Moved by Councillor Liboiron

204-25 THAT item 9.1 2023 Audited Financial Statements BE CONSIDERED before item 4. Delegations.

Carried

5. DELEGATIONS

There are no delegations scheduled for this meeting.

5. ADOPTION OF MINUTES

5.1. Minutes of the Regular Open Council Meeting held June 23, 2025, for adoption.

Moved by Councillor Liboiron

205-25 THAT the Minutes of Regular Open Council meeting held June 23, 2025, BE ADOPTED.

Carried

5.2. Minutes of the Regular Open Council Meeting held July 14, 2025, for adoption.

Moved by Councillor Lambert

206-25 THAT the Minutes of Regular Open Council meeting held July 14, 2025, BE ADOPTED.

Carried

6. **MAYOR'S REPORT**

6.1. Mayor McAteer's Report July 15, 2025, to August 11, 2025.

Moved by Councillor Anderson

207-25 THAT Council RECEIVE Mayor McAteer's report for the period of July 15, 2025, to August 11, 2025, for information.

Carried

7. **COUNCIL COMMITTEE REPORTS**

7.1. Council Committee Reports

Moved by Councillor Lambert

208-25 THAT Council RECEIVE the Council Reports from Councillor Anderson, Councillor Lambert, Councillor Liboiron, and Councillor Welke for the period of July 15, 2025, to August 11, 2025, for information.

Councillor Anderson:

Aug. 6 – Golden Range Society

Aug. 11 – Special In-Camera Meeting

Councillor Lambert:

Aug. 11 – Special In-Camera Meeting

Councillor Liboiron:

Jul. 16 – Mackenzie Regional Waste Management commission

Jul. 20 – High Level Library Board

Aug. 11 – Special In-Camera Meeting

Councillor Welke:

Aug. 7 – Intermunicipal Development Plan Joint Steering committee

Aug. 11 – Special In-Camera Meeting

Carried

8. ADMINISTRATIVE REPORTS

8.1 CAO Report

Moved by Councillor Liboiron

209-25 THAT Council RECEIVE CAO Thoss' report for the period of July 15, 2025, to August 11, 2025, for information.

Carried

9. ADMINISTRATIVE ENQUIRIES

9.1. 2023 Audited Financial Statements

Moved by Councillor Anderson

210-25 THAT Council DIRECT Administration to table the *2023 Audited Financial Statements* to the next regular council meeting.

Carried

9.2. FCM GMF Grant Application – Climate-Ready Planning Focused on Wildfire Risk

Moved by Councillor Anderson

211-25 THAT Council DIRECT staff to apply to the Federation of Canadian Municipalities' Local Leadership for Climate Adaptation initiative for a project to integrate a Climate Adaptation Strategy into the Town of High Level's Asset Management Initiative;

AND THAT Council allocate \$17,500 from the Town's General Reserve as the municipal contribution toward the total project cost of \$87,500, contingent upon the success of the grant application, with the remaining \$70,000 to be funded through the Local Leadership for Climate Adaptation initiative.

Carried

9.3. Policy 277-25 Residential Development Incentive Grant Application

Moved by Councillor Anderson

212-25 THAT Council DIRECT Administration to table the *Residential Development Incentive Grant* application to the next regular council meeting.

Carried

9.4. Bylaw No. 1056-25 – Apex Utilities Inc. Natural Gas Distribution System Franchise Agreement Renewal

Moved by Councillor Welke

213-25 THAT Council GIVE first reading to Bylaw No. 1056-25 – Apex Utilities Inc. Natural Gas Distribution System Franchise Agreement with \$50,000 included in Article 1) n) and a franchise fee percentage rate of 30% in Article 5) a).

Carried

9.5. Q2 Operating Variance Report

Moved by Councillor Liboiron

214-25 THAT Council RECEIVE the Q2 Operating Variance Report as information.

Carried

9.6. 2026 Budget Process Presentation

Moved by Councillor Anderson

215-25 THAT Council RECEIVE the 2026 Budget Process Presentation as information.

Carried

10. OLD BUSINESS

There were no old business items brought forward.

11. NEW BUSINESS

There were no new business items brought forward.

12. CORRESPONDENCE FOR ACTION

12.1. Correspondence for Action

The items of correspondence for action BE RECEIVED.

- Windspeaker Media – Letter of Support for CFWE Radio Transmitter
- ATCO Energy Systems – Request for Donation items
- Mayor McAteer - Letter of Support for AMMSA
- Mayor McAteer - Task Force Invitation Letter

12.2. Windspeaker Media – Letter of Support for CFWE Radio Transmitter

Moved by Councillor Welke

216-25 THAT Council DIRECT Administration to send a letter of support to the Windspeaker Media to establish a CFWE Radio Transmitter in High level surrounding area.

Carried

12.3. ATCO Energy Systems – Request for Donation items

Moved by Councillor Liboiron

217-25 THAT Council DONATE one six-month Family swim pass to ATCO Energy Systems for the ATCO EPIC Campaign.

Carried

12.4. Task Force Invitation Letter

Moved by Mayor McAteer

218-25 THAT Council APPROVE the distribution of the Invitation letter from Mayor McAteer to identify stakeholders and authorize administration to proceed with contacting potential participants;

AND THAT Council APPROVE \$15,000 for Task Force on Reliable Air Access for Specialist Medical Services, to cover travel expenses and staff time associated with work on the Task Force.

Carried

12.6. Community Standards Bylaw

Moved by Councillor Anderson

219-25 THAT Council DIRECT Administration to enforce the Community Standards Bylaw including the provisions for enforcement of unsightly premises;

AND THAT any proposed changes to any bylaw by Council or Administration be brought to Council for their consideration.

Carried

12.7. Letter that Council received from a concerned citizen

Moved by Mayor McAteer

220-25 THAT Council DIRECT Administration to resume the regular use of the High Level Facebook page for the promotion of our community programs, initiatives, and to publicly recognize and thank sponsors, donors, and community partners for their contributions to the community.

Carried

13. CORRESPONDENCE FOR INFORMATION

13.1. Correspondence for information

Moved by Councillor Lambert

221-25 THAT the items of correspondence for information BE RECEIVED.

- **25th Annual Alberta Care Conference**
- **Alberta Municipalities – Recommendation on Recall of a Municipal Elected Official**
- **AR118334 – Minister Signed Letter to Mayor McAteer**
- **RCMP Letter to Mayor McAteer**
- **NWR FASD Society Letter to Mayor McAteer**

Carried

13.2. Internal Correspondence

Moved by Councillor Liboiron

222-25 THAT the items of internal correspondence BE RECEIVED.

- **Council Committee Chart**
- **Community Services Dept. Report – July 2025**
- **Corporate Services Dept. Report – July 2025**
- **Operations Dept. Report – July 2025**
- **Emergency Services Dept. Report – July 2025**

Carried

13.3. Outgoing Correspondence

Moved by Councillor Lambert

223-25 THAT the items of outgoing correspondence BE RECEIVED.

- **Letter of Support – Ken Sargent House CFEP Large Stream Grant Application**

Carried

14. NOTICES OF MOTION

There were no notice of motions brought forward.

15. QUESTION PERIOD

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

16. RECESS TO IN-CAMERA MEETING

16.1 Recess to In-Camera Meeting

Moved by Councillor Lambert

224-25 THAT pursuant to the *Access to Information 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 Section 29 (Advice from Officials), Section 31 (Testing Procedures, Tests, and Audits), and Section 32 (Privileged Information).

- a. Audit Matters
- b. Legal Matters
- c. HR Update

Council recessed into an In-Camera meeting at 9:00 p.m.

Carried

17. RECONVENE OPEN MEETING

17.1 Reconvene Open Meeting

Moved by Councillor Liboiron

225-25 THAT the Regular Open Council meeting BE RECONVENED.

The Regular Open Council Meeting reconvened at 9:30 p.m.

Carried

18. IN-CAMERA ITEMS

There were no in-camera items brought forward.

19. ADJOURNMENT

Moved by Councillor Lambert

**226-25 THAT there being no further business of the Regular Open Council meeting,
It BE ADJOURNED.**

Carried

THE REGULAR OPEN COUNCIL MEETING ADJOURNED AT 9:31 p.m.



MAYOR



CHIEF ADMINISTRATIVE OFFICER