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Minutes of the Regular Open Council Meeting held **August 25, 2025, at 7:00 p.m.**  
in the Council Chambers, Town Hall, 10203-105<sup>th</sup> Avenue, High Level, AB

**In Attendance:**

<b>Council:</b>	Mayor Crystal McAteer Deputy Mayor Langford Councillor Brent Anderson Councillor Josh Lambert Councillor Mark Liboiron Councillor Jan Welke
<b>Staff:</b>	Viv Thoss, Chief Administrative Officer Roy Amalu, Director of Finance Jena-Rayne Clarke, Director of Community Services Rodney Schmidt, Director of Emergency Services Keith Straub, Director of Operations (via Teams) Bill Schnarr, Communications Coordinator Romer Talampas, Financial Analyst Munmun Ahlawat, Community Planner
<b>External:</b>	Barb Wilton, HR Consultant (via Teams) Jane Dauphinee, Planning Consultant (via Teams) Edward Cheung, CPA, CA, Town Auditor
<b>Regrets:</b>	Aya Balmores, Relief Legislative & Executive Assistant

**1. CALL TO ORDER**

Mayor McAteer called the meeting to order at 7:04 p.m.

**2. ADOPTION OF MEETING AGENDA**

**2.1. Adoption of Meeting Agenda**

Moved by Councillor Anderson

**227-25 THAT the Regular Open Council meeting agenda for August 25, 2025, BE ADOPTED as amended with the following revision;**

- **Moved Item 9.2 Policy 277-25 Residential Development Incentive Grant Application to the In-Camera session.**

Carried

**2.2. Adoption of Meeting Agenda – August 11, 2025**

Moved by Deputy Mayor Langford

**228-25 THAT Council DIRECT Administration to table the agenda from the August 11, 2025, regular meeting of Council to the next regular council meeting.**

Carried

**3. MOTION TO CHANGE THE ORDER OF BUSINESS**

**3.1 Change Order of Business**

Moved by Councillor Welke

**229-25 THAT item 9.1 2023 Audited Financial Statements BE CONSIDERED before item 4. Delegations.**

Carried

**3.2. 2023 Audited Financial Statements**

Moved by Councillor Welke

**230-25 THAT Council RECEIVES the presentation relative to the audit results and approves the Town of High Level 2023 Audited Financial Statements as presented.**

Carried

**4. DELEGATIONS**

There are no delegations scheduled for this meeting.

**5. ADOPTION OF MINUTES**

**5.1. Minutes of the Regular Open Council Meeting held August 11, 2025, for adoption.**

Moved by Deputy Mayor Langford

**231-25 THAT Council DIRECT Administration to table the Minutes of Regular Open Council meeting held August 11, 2025, to the next regular council meeting.**

Carried

**6. MAYOR'S REPORT**

6.1. Mayor McAteer's Report August 12, 2025, to August 25, 2025.

Moved by Councillor Liboiron

**232-25 THAT Council RECEIVE Mayor McAteer's report for the period of August 12, 2025, to August 25, 2025, for information.**

Carried

**7. COUNCIL COMMITTEE REPORTS**

7.1. Council Committee Reports

Moved by Councillor Anderson

**233-25 THAT Council RECEIVE the Council Reports from Deputy Mayor Langford, Councillor Anderson, Councillor Lambert, Councillor Liboiron, and Councillor Welke for the period of August 12, 2025, to August 25, 2025, for information.**

**Deputy Mayor Langford:**

July 16 – Mackenzie Regional Waste Management Commission

Aug. 11 – Special In-Camera Meeting

Aug. 25 – Special Council Meeting

**Councillor Anderson:**

Aug. 25 – Special Council Meeting

**Councillor Lambert:**

Aug. 25 – Special Council Meeting

**Councillor Liboiron:**

Aug. 12 – Banner of Remembrance Meeting

Aug. 25 – Special Council Meeting

**Councillor Welke**

Aug. 19 – Northwest Regional FASD Society

Aug. 25 – Special Council Meeting

Carried

**8. ADMINISTRATIVE REPORTS**

8.1 CAO Report

Moved by Councillor Welke

**234-25 THAT Council RECEIVE CAO Thoss' report for the period of August 12, 2025, to August 25, 2025, for information.**

Carried

**9. ADMINISTRATIVE ENQUIRIES**

9.1. Town of High Level Election Procedure Bylaw No. 1057-25

Moved by Deputy Mayor Langford

**235-25 THAT Council GIVE first reading to Election Procedure Bylaw No. 1057-25;**

**AND THAT Council ACKNOWLEDGE that the *Local Authorities Election Act* governs the majority of election procedures, and that Council's role is limited to areas permitted under the Act.**

Carried

Moved by Councillor Liboiron

**236-25 THAT Council GIVE second reading to Election Procedure Bylaw No. 1057-25.**

Carried

Moved by Councillor Lambert

**237-25 THAT Council GIVE third reading to Election Procedure Bylaw No. 1057-25.**

Carried

9.2. Apex Utilities Inc. Franchise Fee Consideration

Moved by Deputy Mayor Langford

**238-25 THAT Council MAINTAIN the current 30% franchise rate generating \$880,556.00 in annual revenue.**

Carried

Moved by Deputy Mayor Langford

**239-25 THAT Council GIVE second reading to APEX Utilities Inc. Distribution Services System Franchise Agreement Bylaw 1056-25.**

Carried

Moved by Councillor Anderson

**240-25 THAT Council GIVE third reading to APEX Utilities Inc. Distribution Services System Franchise Agreement Bylaw 1056-25.**

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

Moved by Councillor Welke

**241-25 THAT the items of correspondence for action BE RECEIVED.**

- **Invitation to meet with Minister Dan Williams**
- **Alberta Municipalities Fall 2025 Convention**

Carried

12.2. Invitation to meet with Minister Dan Williams

Moved by Councillor Welke

**242-25 THAT Council DIRECT Administration to request a meeting with the Honourable Minister Dan Williams;**

**AND THAT the list of participants and the topics for discussion will be finalized and submitted following the conclusion of the municipal election.**

Carried

**13. CORRESPONDENCE FOR INFORMATION**

13.1. Correspondence for information

Moved by Councillor Lambert

**243-25 THAT the items of correspondence for information BE RECEIVED.**

- **Alberta Municipal Affairs Letter to Mayor McAteer**

Carried

**14. NOTICES OF MOTION**

There were no notice of motions brought forward.

**15. QUESTION PERIOD**

There was no one in gallery attendance who wished to speak.

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

16.1 Recess to In-Camera Meeting

Moved by Councillor Liboiron

**244-25 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) and Section 32 (Privileged Information) of the Access to Information Act.**

- a. Advice from Officials
- b. HR Update

Council recessed into an In-Camera meeting at 08:03 p.m.

**17. RECONVENE OPEN MEETING**

17.1 Reconvene Open Meeting

Moved by Councillor Anderson

**245-25 THAT the Regular Open Council meeting BE RECONVENED.**

The Regular Open Council Meeting reconvened at 9:20 pm

Carried

**18. IN-CAMERA ITEMS**

18.1. Policy 277-25 – Residential Development Incentive Grant Application

Moved by Councillor Liboiron

**246-25 THAT Council DOES NOT APPROVE the proposed Residential Development Incentive Grant application in the amount of \$50,000.00, due to non-compliance with program requirements;**  
**AND THAT Council is not prepared to issue a retroactive award.**

Carried

18.2. MIEX Project Review and Reassessment

Moved by Councillor Anderson

**247-25 THAT Council DIRECT Administration to pause the current MIEX project in order to reassess treatment options that more effectively address regulatory compliance, lifecycle costs, and operational risks, and to report back to Council with findings and recommendations.**

Carried

**19. ADJOURNMENT**

Moved by Councillor Lambert

**248-25 THAT there being no further business of the Regular Open Council meeting,  
It BE ADJOURNED.**

Carried

THE REGULAR OPEN COUNCIL MEETING ADJOURNED AT 9:20 pm

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER