



Minutes of the Regular Open Council Meeting held **August 25, 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
Jena-Raye 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

External: Barb Wilton, HR Consultant (via Teams)
Jane Dauphinee, Planning Consultant (via Teams)
Edward Cheung, CPA, CA, Town Auditor

Regrets: 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



MAYOR



CHIEF ADMINISTRATIVE OFFICER