



Minutes of the Regular Open Council Meeting held **September 08, 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
Keith Straub, Director of Operations (via Teams)
Bill Schnarr, Communications Coordinator
Aya Balmores, Relief Legislative & Executive Assistant

External: Barb Wilton, HR Consultant (via Teams)
Jane Dauphinee, Planning and Development
Consultant (via Teams)

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 Liboiron

249-25 THAT the Regular Open Council meeting agenda for September 08, 2025, BE ADOPTED.

Carried

3. DELEGATIONS

There are no delegations scheduled for this meeting.

4. ADOPTION OF MINUTES

4.2. Minutes of the Regular Open Council Meeting held August 25, 2025, for adoption

Moved by Councillor Lambert

250-25 THAT the Minutes of Regular Open Council meeting held August 25, 2025, BE ADOPTED.

Carried

5. MAYOR'S REPORT

5.1. Mayor McAteer's Report August 26, 2025, to September 08, 2025

Moved by Councillor Welke

251-25 THAT Council RECEIVE Mayor McAteer's report for the period of August 26, 2025, to September 08, 2025, for information.

Carried

6. COUNCIL COMMITTEE REPORTS

6.1. Council Committee Reports

Moved by Councillor Lambert

252-25 THAT Council RECEIVE the Council Reports from Deputy Mayor Langford, Councillor Anderson, Councillor Lambert, Councillor Liboiron, and Councillor Welke for the period of August 26, 2025, to September 08, 2025, for information.

Deputy Mayor Langford:

Nothing to report

Councillor Anderson:

Aug. 28 – High Level Municipal Library Board

Sept. 03 – Golden Range Society

Councillor Lambert:

Sept. 03 – High Level & District Chamber of Commerce

Councillor Liboiron:

Aug. 28 – High Level Municipal Library Board

Councillor Welke:

Sept. 04 – Regional Advisory Councils

Sept. 06 – Regional Advisory Councils

Carried

7. ADMINISTRATIVE REPORTS

7.1 CAO Report

Moved by Councillor Anderson

253-25 THAT Council RECEIVE CAO Thoss' report for the period of August 26, 2025, to September 08, 2025, for information.

Carried

8. ADMINISTRATIVE ENQUIRIES

8.1. Policy 266-21 – Vitalization Grant Application – MPS-25-099

Moved by Councillor Welke

254-25 THAT based on the September 8, 2025, report from the Town's Planning and Development Consultant, Council APPROVE the proposed application in the amount of \$20,000.00.

Carried

8.2. Policy 266-21 – Vitalization Grant Application – MPS-25-107

Moved by Councillor Lambert

255-25 THAT based on the September 8, 2025, report from the Town's Planning and Development Consultant, Council APPROVE the proposed Vitalization Grant application in the amount of \$15,150.00.

Carried

8.3. Draft 2026-2029 Core Budget Presentation – Postponed to Committee of the Whole Meeting to be held September 15, 2025

Moved by Deputy Mayor Langford

256-25 THAT Council DIRECT Administration to table the Draft 2026-2029 Core Budget Presentation to the next Committee of the Whole meeting to be held September 15, 2025.

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

Moved by Councillor Lambert

257-25 THAT the items of correspondence for action BE RECEIVED.

- **Sponsorship Letter - Bushe River Mud Bog 2025**

11.2. Sponsorship Letter - Bushe River Mud Bog 2025

Moved by Councillor Lambert

258-25 THAT Council DONATE one Family swim pass to Bushe River Mud Bog 2025.

Carried

12. CORRESPONDENCE FOR INFORMATION

12.1. Correspondence for information

Moved by Councillor Liboiron

259-25 THAT the items of correspondence for information BE RECEIVED.

- **2025 Town of High Level - Franchise Fee and Revenues**
- **High Level Municipal Library - Resignation**

Carried

13. NOTICES OF MOTION

There were no notice of motions brought forward.

14. QUESTION PERIOD

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

15. RECESS TO IN-CAMERA MEETING

15.1 Recess to In-Camera Meeting

Moved by Councillor Lambert

260-25 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) of the *Access to Information Act*.

- **Advice from Officials**
- **HR Update**

Council recessed into an In-Camera meeting at 7:50 p.m.

Carried

16. RECONVENE OPEN MEETING

16.1 Reconvene Open Meeting

Moved by Councillor Lambert

261-25 THAT the Regular Open Council meeting BE RECONVENED.

The Regular Open Council Meeting reconvened at 8:48 p.m.

Carried

17. IN-CAMERA ITEMS

17.1 Operational Review of High Level Water Treatment Plant

Moved by Councillor Liboiron

262-25 THAT Council DIRECT Administration to engage Aquatera to undertake an operational review of the Town of High Level Water Treatment Plant, at an estimated cost of \$30,000, to be funded from the Operational funds, and to prepare a report for Council's consideration upon completion of the review.

Carried

17.2 Process Review for Evaluating Water Treatment Options

Moved by Councillor Anderson

263-25 THAT Council DIRECT Administration to engage WSP to conduct a process review to identify suitable water treatment options, at an estimated cost of \$35,000, to be funded from the Canada Community-Building Fund (CCBF), and to prepare a report for Council's consideration upon completion of the review.

Carried

17.3 CAO Review

Moved by Councillor Lambert

264-25 THAT Council CONTRACT Hillcrest to facilitate and administer a Chief Administrative Officer (CAO) Performance Review.

Carried

18. ADJOURNMENT

Moved by Councillor Lambert

265-25 THAT there being no further business of the Regular Open Council meeting, it BE ADJOURNED.

Carried

THE REGULAR OPEN COUNCIL MEETING ADJOURNED AT 8:50 p.m.



MAYOR



CHIEF ADMINISTRATIVE OFFICER