



Minutes of the Regular Open Council Meeting held **September 22, 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
Bill Schnarr, Communications Coordinator
Aya Balmores, Relief Legislative & Executive Assistant

External: Barb Wilton, HR Consultant

Regrets: Keith Straub, Director of Operations

1. CALL TO ORDER

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

2. ADOPTION OF MEETING AGENDA

2.1. Adoption of Meeting Agenda

Moved by Councillor Liboiron

266-25 THAT the Regular Open Council meeting agenda for September 22, 2025, BE ADOPTED as amended with the following additions:

- **17.1 Bylaw Issue**
- **17.2 FCM Grant**
- **17.3 Commercial Highway Development Issue**

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 September 08, 2025, for adoption

Moved by Councillor Anderson

267-25 THAT the Minutes of Regular Open Council meeting held September 08, 2025, BE ADOPTED.

Carried

5. MAYOR'S REPORT

5.1. Mayor McAteer's Report September 09, 2025, to September 22, 2025

Moved by Councillor Lambert

268-25 THAT Council RECEIVE Mayor McAteer's report for the period of September 09, 2025, to September 22, 2025, for information.

Carried

6. COUNCIL COMMITTEE REPORTS

6.1. Council Committee Reports

Moved by Councillor Welke

269-25 THAT Council RECEIVE the Council Reports from Deputy Mayor Langford, Councillor Anderson, Councillor Lambert, Councillor Liboiron, and Councillor Welke for the period of September 09, 2025, to September 22, 2025, for information.

Deputy Mayor Langford:

Sept. 10 – Upper Hay Regional Forests Public Advisory Committee
Sept. 12 – Alberta Northwest Species at Risk Committee
Sept. 13 – Mackenzie Regional Waste Management Commission
Sept. 17 – High Level Community Policing Society
Sept. 18 – Regional Economic Development Initiative

Councillor Anderson:

Nothing to report

Councillor Lambert:

Sept. 9 – High Level & District Chamber of Commerce
Sept. 16 – Intermunicipal Development Plan Joint Steering Committee
Sept. 18 – Regional Economic Development Initiative

Councillor Welke:

Sept. 17 – Northwest Regional FASD Society

Councillor Liboiron:

Sept. 13 – Mackenzie Regional Waste Management Commission
Sept. 15 – Committee of the Whole
Sept. 16 – Peace Library System

Carried

7. ADMINISTRATIVE REPORTS

7.1 CAO Report

Moved by Councillor Liboiron

**270-25 THAT Council RECEIVE CAO Thoss' report for the period
of September 09, 2025, to September 22, 2025, for information.**

Carried

8. ADMINISTRATIVE ENQUIRIES

There were no administrative enquiries items.

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

There are no items for correspondence for action.

12. CORRESPONDENCE FOR INFORMATION

12.1. Correspondence for information

Moved by Deputy Mayor Langford

271-25 THAT the items of correspondence for information BE RECEIVED.

- **Alberta Municipalities – Notice of 2025 Annual General Meeting**

Carried

12.1. Internal Correspondence

Moved by Councillor Lambert

272-25 THAT the items of internal correspondence BE RECEIVED.

- **Community Services Dept. Report – August 2025**

Carried

13. NOTICES OF MOTION

There were no notice of motions brought forward.

14. QUESTION PERIOD

There were no member 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 Anderson

273-25 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 and Section 30 Disclosure harmful to economic and other interests of a public body.

- **Advice from Officials**
- **HR Update**
- **Bylaw Issue**
- **FCM Grant**
- **Commercial Highway Development Issue**

Council recessed into an In-Camera meeting at 7:14 p.m.

Carried

16. RECONVENE OPEN MEETING

16.1 Reconvene Open Meeting

Moved by Councillor Lambert

274-25 THAT the Regular Open Council meeting BE RECONVENED.

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

Carried

17. IN-CAMERA ITEMS

There were no in-camera items brought forward.

18. ADJOURNMENT

Moved by Councillor Welke

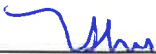
**275-25 THAT there being no further business of the Regular Open Council meeting,
it BE ADJOURNED.**

Carried

THE REGULAR OPEN COUNCIL MEETING ADJOURNED AT 8:48 p.m.



MAYOR



CHIEF ADMINISTRATIVE OFFICER