



Minutes of the Regular Open Council Meeting held **October 14, 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 Jena-Raye Clarke, Director of Community Services Keith Straub, Director of Operations Bill Schnarr, Communications Coordinator Aya Balmores, Relief Legislative & Executive Assistant
External:	Barb Wilton, Acting Human Resources Manager Daphne Thomson, Acting Director of Corporate Services Jane Dauphinee, Planning and Development Consultant John Greathead, Strategic Initiatives Consultant
Regrets:	Roy Amalu, Director of Finance

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 Deputy Mayor Langford

Opposed by Councillor Anderson and Councillor Liboiron

276-25 THAT the following items BE ADDED to the agenda.

- a. Minutes of the Regular Open Council Meeting held August 11, 2025.**
- b. 2026-2028 Draft Operating Budget**

Carried

3. ADOPTION OF MEETING AGENDA

3.1. Adoption of Meeting Agenda

Moved by Councillor Liboiron

277-25 THAT the Regular Open Council meeting agenda for October 14, 2025, BE ADOPTED, as amended.

Carried

4. DELEGATIONS

4.1. Arnold Viersen, MP - Federal Government Update

Arnold Viersen, MP, presented a Federal Government update to Council.

5. ADOPTION OF MINUTES

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

Moved by Councillor Liboiron

278-25 THAT the Minutes of Regular Open Council meeting held August 11, 2025, BE ADOPTED.

Carried

5.2. Minutes of the Regular Open Council Meeting held September 22, 2025, for adoption

Moved by Councillor Anderson

279-25 THAT the Minutes of Regular Open Council meeting held September 22, 2025, BE ADOPTED.

Carried

6. **MAYOR'S REPORT**

- 6.1. Mayor McAteer's Report September 23, 2025, to October 14, 2025

Moved by Councillor Welke

- 280-25 THAT Council RECEIVE Mayor McAteer's report for the period of September 23, 2025, to October 14, 2025, for information.**

Carried

7. **COUNCIL COMMITTEE REPORTS**

- 7.1. Council Committee Reports

Moved by Councillor Lambert

- 281-25 THAT Council RECEIVE the Council Reports from Deputy Mayor Langford, Councillor Anderson, Councillor Lambert, Councillor Liboiron, and Councillor Welke for the period of September 23, 2025, to October 14, 2025, for information.**

Deputy Mayor Langford:

Sept. 27 – Northern Alberta Elected Leaders

Oct. 06 – Alberta Northwest Species at Risk Committee

Oct. 08 – High Level Community Policing Society

Councillor Anderson:

Oct. 1 – Golden Range Society

Oct. 8 – Air Access Task Force

Councillor Lambert:

Sept. 25 – Regional Economic Development Initiative

Oct. 8 – Air Access Task Force

Councillor Liboiron:

Sept. 25 – High Level Library Board

Oct. 14 – Health and Safety Audit

Oct. 14 – Banner of Remembrance

Councillor Welke:

Sept. 25 – Regional Advisory Committee

Sept. 25 – Northwest Regional FASD Society

Sept. 26 – Northwest Regional FASD Society

Oct. 8 – High Level Community Transportation Committee

Carried

- 7.2. Minutes of the Committee of the Whole Meeting held September 15, 2025

Moved by Deputy Mayor Langford

- 282-25 THAT the Minutes of Committee of the Whole meeting held September 15, 2025, BE RECEIVED as amended.**

Carried

7.3 Mayor McAteer Request: FCM 2024 MAMP Grant Application & Reporting Details

Moved by Deputy Mayor Langford

- 283-25 THAT Council direct Administration to provide an update on the status of the FCM 2024 Municipal Asset Management Program (MAMP) Grant Application's software login at the next Regular Council Meeting scheduled for November 10, 2025.**

Carried

8. ADMINISTRATIVE REPORTS

8.1. CAO Report

Moved by Councillor Liboiron

- 284-25 THAT Council RECEIVE CAO Thoss' report for the period of September 23, 2025, to October 14, 2025, for information.**

Carried

9. ADMINISTRATIVE ENQUIRIES

9.1. Clarification Regarding Air Access Task Force Meeting Held October 8, 2025.

Moved by Deputy Mayor Langford

- 285-25 THAT Council ACCEPTS the *Terms of Reference for the Reliable Air Access for Specialist Medical Services Task Force*, as distributed by Mayor McAteer.**

Carried

Daphne Thomson, Legislative Services and Compliance Consultant, left the meeting at 8:17 p.m.

9.2. Manufactured Home Development Permits

Moved by Councillor Liboiron

- 286-25 THAT Council DIRECT the Development Officer no longer vary the requirement for manufactured homes to have at an effective age of 20 years at the time of placement on the parcel;**

AND THAT Council DIRECT administration to prepare an amendment to Section 9.2.10 in the R-2 District and 9.4.3 in the R-4 District and remove the allowance of Manufactured Home – Mobile older than 20 years with an appraisal report and require that all Manufactured Home – Mobile be 20 years old or younger at the time of placement on the parcel.

Carried

9.3. Enforcement of Manufactured Home Development Permits

Moved by Councillor Liboiron

- 287-25 THAT Council DIRECT administration to send a notice to landowners with approved development permits for manufactured homes issued between 2021 and 2025, where the manufactured home had a date of manufacture that exceeded 20 years**

form the date of the permit (or the date of manufacture was unknown), requesting that the landowners provide confirmation that they have complied with the conditions of development approval issued with their permit.

Carried

9.4. Manufactured Home Land Use Bylaw Amendment

Moved by Councillor Welke

288-25 THAT Council GIVE first reading of the proposed Land Use Bylaw amendment to revise the notification requirements for development permit issued for discretionary uses and where variances have been approved and to prohibit the placement of manufactured homes older than 20 years on any lot within the Town of High Level;

AND THAT a Public Hearing be scheduled for the second Council meeting in November.

Carried

9.5. Solar Collectors Land Use Bylaw Amendment

Moved by Councillor Liboiron

289-25 THAT Council GIVE first reading of the proposed Land Use Bylaw amendment to enable solar collectors in the residential, commercial, and industrial districts;

AND THAT a Public Hearing be scheduled for the second Council meeting in November.

Carried

Jane Dauphinee, Planning and Development Consultant left the meeting at 8:56 p.m.

9.6. Policy 281-25 – Vehicle and Equipment Lifecycle Management

Moved by Deputy Mayor Langford

290-25 THAT Council RESCIND *Policy 173-99 (Vehicle and Equipment Replacement, 1999)*;

AND THAT Council ADOPT *Policy 281-25 (Vehicle and Equipment Lifecycle Management, 2025)*, to take effect immediately.

Carried

John Greathead, Strategic Initiatives Consultant left the meeting at 9:02 p.m.

10. OLD BUSINESS

There were no old business items brought forward.

11. NEW BUSINESS

11.1. Draft 2026-2028 Operating Budget

Moved by Deputy Mayor Langford

291-25 THAT Council RECEIVE the *Draft 2026-2028 Operating Budget* for information.

Carried

12. CORRESPONDENCE FOR ACTION

12.1. Correspondence for Action

Council deferred the High Level Library appointments to the upcoming Organizational Meeting.

Moved by Councillor Anderson

292-25 THAT the items of correspondence for action BE RECEIVED.

- **High Level Library – Board Member Recommendations**
- **Library Board Letter of Interest – Bill Schnarr**
- **Library Board Letter of Interest – Jodi Botha**

Carried

13. CORRESPONDENCE FOR INFORMATION

13.1. Correspondence for information

Moved by Councillor Liboiron

293-25 THAT the items of correspondence for information BE RECEIVED.

- **Northwest Territories Cost Recovery**

Carried

14. NOTICES OF MOTION

There were no notice of motions brought forward.

15. QUESTION PERIOD

There were no members 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 Liboiron

294-25 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 session at 9:30 p.m.

Carried

Jena-Raye Clarke, Director of Community Services; Bill Schnarr, Communications Coordinator; and Aya Balmores, Relief Legislative & Executive Assistant, left the meeting at 9:30 p.m.

17. RECONVENE OPEN MEETING

17.1. Reconvene Open Meeting

Moved by Councillor Welke

295-25 THAT the Regular Open Council meeting BE RECONVENED.

The Regular Open Council Meeting reconvened at 11:09 p.m.

Carried

18. IN-CAMERA ITEMS

There were no in-camera items brought forward.

19. ADJOURNMENT

Moved by Councillor Anderson

296-25 THAT there being no further business of the Regular Open Council meeting, it BE ADJOURNED.

Carried

THE REGULAR OPEN COUNCIL MEETING ADJOURNED AT 11:09 p.m.

DocuSigned by:

Crystal Meltrier

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MAYOR

Signed by:

Viv Thoss

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CHIEF ADMINISTRATIVE OFFICER