



## **Minutes of the Organizational Meeting held Monday, October 27, 2025 at 7:00 PM**

in the Council Chambers, Town Hall, 10203-105th Avenue, High Level, AB

Council Present: Mayor Josh Lambert

Deputy Mayor Mark Liboiron

Councillor Belinda Forest

Councillor Brielle Mercredi

Councillor Boyd Langford

Councillor Nickoi Scott

Councillor Jori Zatko

Staff Present:

Chief Administrative Officer Viv Thoss

Acting Director Corporate Services Daphne Thomson

Director Strategic Initiatives John Greathead

Director of Community Services Jena-Rayé Clarke

Director of Operations Keith Straub

Financial Analyst Romer Talapas

Support Clerk Aya Balmores

Communications Coordinator Bill Schnarr

### **1. CALL TO ORDER**

CAO, Viv Thoss, calls this meeting to order at 7 p.m.

## 2. OATHS OF OFFICE

In accordance with Section 156 of the Municipal Government Act (RSA 2000, c. M-26), the Oaths of Office will be administered by the RCMP Commissioner for Oaths to the following elected officials: Mayor-Elect Josh Lambert, Councillor Belinda Forest, Councillor Boyd Langford, Councillor Mark Liboiron, Councillor Brielle Mercredi, Councillor Nickoi Scott, and Councillor Jori Zatko.

As required under Alberta's updated privacy legislation, elected officials will also complete an Oath of Confidentiality to acknowledge their obligations under Sections 9 to 13 of the Protection of Privacy Act (SA 2024, c. P-28.5) and Section 7 of the Access to Information Regulation (AR 186/2024).

These provisions require all municipal officials to protect personal and confidential information obtained in the course of their duties, use such information only for authorized municipal purposes, and continue to uphold confidentiality after leaving office.

Together, the Oath of Office and the Oath of Confidentiality affirm each elected official's legal and ethical responsibility to act with integrity, uphold Alberta law, and safeguard the privacy of individuals and the municipality.

I, \_\_\_\_\_, do solemnly affirm and declare that I will diligently, faithfully, and to the best of my ability execute according to law the duties of the office of [Mayor/Councillor] for the Town of High Level.

I further affirm that I will uphold and comply with all applicable laws of the Province of Alberta, including the Municipal Government Act, the Protection of Privacy Act, and the Access to Information Act. I will not, without proper authorisation, disclose or make known any personal or confidential information that comes to my knowledge by reason of my position and understand that this obligation continues after my term of office ends.

I acknowledge that any breach of these duties may result in legal or administrative action in accordance with provincial legislation.

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_\_.  
*[Signature]*

Signature \_\_\_\_\_

Witness \_\_\_\_\_ Title \_\_\_\_\_

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[Oaths of Office Act.pdf](#) 

[Town of High Level\\_0146\\_ElectionResult.pdf](#) 

[Council signed oath.pdf](#) 

**All members of Council completed their Oath of Office, which was officiated by the RCMP Corporal.**

Mayor Lambert assumes the Chair and proceeds to preside over the Organizational Meeting at 7:21 PM

### **3. ADOPTION OF MEETING AGENDA**

#### 3.1 Adoption of Meeting Agenda

297-25 THAT the Organisational Meeting agenda for October 27, 2025, be adopted.

*Moved by:* Mark Liboiron

**Carried**

### **4. APPOINTMENT OF DEPUTY MAYOR**

At this meeting, Council must establish a rotational schedule for the positions of Deputy Mayor and Acting Mayor. The rotation schedule will outline the order and duration each Councillor will serve in these roles for the upcoming year.

Section 8(2)(a) is enacted under Bylaw 893-10, Council and Committees Procedural Bylaw.

298-25 THAT Council establish a rotation schedule for the position of Acting Mayor for the Town of High Level for the period of October 2025 to October 2029, as follows:

Councillor Forest – October 2025 to June 2026

Councillor Langford – June 2026 to February 2027

Councillor Liboiron – February 2027 to October 2027

Councillor Mercedi – October 2027 to June 2028  
Councillor Scott – June 2028 to February 2029  
Councillor Zatko – February 2029 to October 2029

and that each Councillor so appointed shall serve as Acting Mayor during their respective term and perform the duties of the Mayor in the Mayor's absence.

*Moved by:* Brielle Mercredi

**Carried**

Mayor Lambert calls twice for nominations for the position of Deputy Mayor. Councillor Langford nominates Councillor Libiroin, and with no further nominations received, nominations close.

299-25 THAT Council appoint Councillor Libiroin as Deputy Mayor for the Town of High Level for the period October 2025 - October 2026, to act in the absence of the Mayor in accordance with Section 152 of the Municipal Government Act.

*Moved by:* Boyd Langford

**Carried**

## **5. CONFIRMATION OF SEATING**

300-25 THAT Council's selected seating arrangements remain in place for the 2025- 2029 term.

*Moved by:* Nickoi Scott

**Carried**

## **6. COUNCIL APPOINTMENTS TO COMMITTEES, BOARDS, AND OTHER BODIES**

Municipal councils establish committees to investigate specific matters of importance to the government unit and typically consist of a mix of citizens and Council members. These committees undertake work referred to them by Council and provide recommendations for consideration by Council and Administration. A committee does not carry decision-making powers, and any recommendations from those committees must be

forwarded to Council for consideration

2024-2025Public Committees Councillors are Appointed to v2.docx 

**6.1 Assessment Review Board (LARB/CARB)**

Required under *MGA* ss. 454–456 to hear property assessment complaints. A member of an assessment review board must successfully complete a training program set or approved by the Minister before participating in a hearing. The certification is valid for 3 years from the date the training program is completed.

Certified members and clerks must complete a refresher training program every 3 years to maintain their certification.

<https://www.alberta.ca/subdivision-and-development-appeal-boards-training>

301-25 THAT Council appoint Deputy Mayor Liboiron and Councillor Langford to serve as the Town of High Level representative to the Assessment Review Board (LARB/CARB), as required under Sections 454–456 of the Municipal Government Act, to hear property assessment complaints.

*Moved by:* Boyd Langford

**Carried**

**6.2 Subdivision & Development Appeal Board (SDAB)**

Required under *MGA* s. 627 to hear planning and development appeals. A member of this board must successfully complete a training program set or approved by the Minister before participating in a hearing. The certification is valid for 3 years from the date the training program is completed.

Certified members and clerks must complete a refresher training program every 3 years to maintain their certification.

<https://www.alberta.ca/subdivision-and-development-appeal-boards-training>

**Workshop Details:**

Friday, November 28th, 2025, 9:00 a.m. – 4:00 p.m.

Friday, December 12th, 2025, 9:00 a.m. – 4:00 p.m

- **Location:** Online via Zoom (call-in details will be provided closer to the date).

302-25 THAT Council appoint Deputy Mayor Liboiron and Councillor Zatko to serve as the Town of High Level representative to the Subdivision and Development Appeal Board (SDAB), in accordance with Section 627 of the Municipal Government Act, to hear subdivision and development appeals.

*Moved by:* Mark Liboiron

**Carried**

**6.3 Emergency Advisory Committee (EAC)**

Required under *Emergency Management Act* s.11(1) to oversee the Town's emergency management program.

303-25 THAT Council appoint Councillor Scott, Councillor Zatko, and Mayor Lambert to the Emergency Advisory Committee (EAC), as required under Section 11(1) of the Emergency Management Act, to oversee the Town's emergency management program.

*Moved by:* Mark Liboiron

**Carried**

**6.4 Intermunicipal Development Plan Committee (IDP/IMC)**

Required under *MGA* s.631 to manage land-use coordination with neighbouring municipalities.

It is recommended that committee members be familiar with Part 17 of the Municipal Government Act (Planning and Development), the municipality's Land Use Bylaw, and the adopted Intermunicipal Development Plan to support effective and informed decision-making.

[MGA Sept 2025.pdf](#) 

[661-97 Land Use Bylaw.doc](#) 

Intermunicipal Development Plan - Currently in the process of renewal.

304-25 THAT Council appoint Mayor Lambert, Deputy Mayor Liboiron, and Councillor Langford to the Intermunicipal Development Plan Committee (IDP/IMC), as required under Section 631 of the Municipal Government Act, to represent the Town in coordinating land-use planning with neighbouring municipalities.

*Moved by:* Belinda Forest

**Carried**

#### 6.5 **Municipal Library Board**

Required under the *Libraries Act* if the Town operates a library.

The Libraries Act allows Council to establish a municipal library board by bylaw. The board must have at least five members, with no more than two being members of Council. Members are appointed for up to three years and may serve a maximum of three consecutive terms. Appointments should be staggered so that no more than half expire in any given year. All appointments must be made by Council resolution at an organisational or regular meeting. The board must elect a chair and vice-chair each year and submit an annual budget and report to Council.

[Town of High Level Municipal Library.pdf](#) 

[Library Board Letter of Interest - Bill Schnarr.docx](#) 

[Library Board Members.pdf](#) 

[HighLevel\\_2024\\_AnnualReport.pdf](#) 

305-25 THAT Council appoint the following individuals to the Town of High Level Library Board, in accordance with Section 4 of the Libraries Act (RSA 2000, c. L-11):

- Taryn McAskile – term expiring December 10, 2026
- Cheryll Welke – term expiring March 11, 2027
- Lane Connellan – term expiring March 11, 2027
- Jan Robichaud – term expiring February 24, 2026
- Bill Schnarr – term expiring October 27, 2028
- Jodi Botha - term expiring October 27, 2028
- Councillor Forest - term expiring, October 13, 2026
- Deputy Mayor Liboiron - term expiring, October 13, 2029
- Laurie Dirsa - term expiring, October 27, 2028
- Peter Storer - term expiring, October 27, 2028

AND THAT the appointments maintain compliance with the requirement that no more than two Council members serve concurrently on the board.

*Moved by:* Boyd Langford

**Carried**

#### 6.6 **Peace Library System (PLS)**

The Peace Library System (PLS) is a regional network that supports public libraries across northwestern Alberta by providing shared resources, technology, training, and interlibrary lending services. It ensures that member communities, including the Town of High Level, have equitable access to library materials and professional support regardless of their size or location.

306-25 THAT Council appoint Deputy Mayor Liboiron to the Peace Library System Board, as required under the Libraries Act, to represent the Town's interest in regional library services.

*Moved by:* Belinda Forest

**Carried**

## 6.7 **Committee of the Whole (COW)**

A Committee of the Whole is a less formal meeting where all council members meet as a single committee to discuss issues, hear public input, and review policies. It fosters open dialogue and consensus-building. While it doesn't make final decisions, it prepares recommendations for formal council approval.

No resolution required as all members of Council serve on the Committee of the Whole (COW) by default to allow for in-depth policy discussion, strategic planning, and project review, with no final decisions made while sitting as Committee of the Whole.

## 6.8 **Community Services and Recreation Committee**

Advises on recreation, culture, and community programming.

Previous Members or Community Promotion Task Force:

- Councillor Liboiron
- Jan Welke

307 - 25 THAT Council establish the Community Services and Recreation Committee for the Town of High Level to provide advice and recommendations to Council on matters related to community programming, recreation facilities, parks development, and cultural initiatives, and to support community engagement in promoting active, inclusive, and well-being-focused opportunities for residents.

AND THAT Council appoint Mayor Lambert, Councillor Zatko and Councillor Scott to the Community Services and Recreation Committee.

*Moved by: Belinda Forest*

**Carried**

## 6.9 **Tourism and Film Advisory Committee**

Promotes investment, local business, and tourism opportunities.

Previous Members of Movie and Film Industry Taskforce:

Jan Welke

Councillor Liboiron

Public Member: Jordan Maskell (renew November 2025)

308-25 THAT Council Dissolves the Tourism and Film Advisory Committee

*Moved by:* Mark Liboiron

**Carried**

**6.10 Air Access Task Force**

The Air Access Task Force supports airport development, route access, and regional air service advocacy. The Terms of Reference for the Air Access Task Force were accepted by Council on October 14, 2025, through Resolution 286-25.

[Air Access Task Force - Inaugural Meeting Minutes - 10.08.2025 \(4\).docx](#) 

[Revised Terms of Reference for Council Consideration.docx](#)



309-25 THAT Council appoint Mayor Lambert to the Air Access Task Force, alongside the following members:

- Alok Sahai – Town of High Level
- Angie Mann – Alberta Health Services
- Deputy Mayor Liboiron – Town of High Level
- Crystal McAtee – Community Member
- Gord Burnell – Aeromedical
- xx – High Level & District Chamber of Commerce
- Luke Colatorti – Town of High Level

to support the Task Force's objectives related to airport development, route access, and regional air service advocacy.

*Moved by:* Josh Lambert

**Carried**

**6.11 Indigenous and Intergovernmental Relations Advisory Committee**

Strengthens partnerships and reconciliation initiatives.

310-25 THAT Council establish the Indigenous and Intergovernmental Relations Advisory Committee

AND THAT Council appoint Mayor Lambert and Councillor Zatko to the Indigenous and Intergovernmental Relations Advisory Committee to strengthen partnerships and advance reconciliation initiatives with Indigenous governments and regional partners.

*Moved by:* Nickoi Scott

**Carried**

311 - 25 THAT Council Dissolves the Dene Tha' Partnership Committee and Merges with the Indigenous and Intergovernmental Relations Advisory Committee

*Moved by:* Josh Lambert

**Carried**

**6.12 Boreal Housing Foundation**

Advises on housing needs, affordability, and community supports.

[Appendix - Ministerial Order H.001-2024.pdf](#) 

312-25 THAT Council appoint Councillor Forest and Crystal McAteer to the Boreal Housing Foundation to advise on housing needs, affordability, and community social support initiatives.

*Moved by:* Boyd Langford

**Carried**

**6.13 Recommended Committees to Dissolve or Merge**

- Youth Advisory Committee – Low engagement across municipalities; community input can be achieved through ad hoc events or surveys.
- Seniors Advisory Committee – Similar input can be gathered through FCSS and community engagement initiatives.

313-25 THAT Council approve the dissolutions of the Youth Advisory Committee.

FURTHER, that Administration update the Town of High Level's Committee Appointment List and Terms of Reference to reflect these changes and bring any required bylaw amendments forward for Council's consideration.

*Moved by: Jori Zatko*

**Carried**

314- 25 THAT Council approve the dissolution of the Seniors Advisory Committee

FURTHER, that Administration update the Town of High Level's Committee Appointment List and Terms of Reference to reflect these changes and bring any required bylaw amendments forward for Council's consideration.

*Moved by: Mark Liboiron*

**Carried**

**6.14 Mackenzie Regional Waste Management Commission**

The Mackenzie Regional Waste Management Commission is a regional partnership responsible for the collection, management, and disposal of solid waste for member municipalities in the Mackenzie region. It oversees landfill operations, recycling programs, and environmental compliance to ensure safe, efficient, and sustainable waste

management services.

315-25 THAT Council appoint Deputy Mayor Liboiron and Councillor Langford to the Mackenzie Regional Waste Management Commission to represent the Town on regional waste management and recycling matters

*Moved by:* Belinda Forest

**Carried**

**6.15 Regional Economic Development Initiative (REDI)**

The Regional Economic Development Initiative (REDI) is a partnership of municipalities and regional stakeholders in northwestern Alberta that collaborates to promote economic growth, investment, and diversification. It focuses on attracting new businesses, supporting local enterprises, and advancing regional development projects that strengthen the area's long-term economic sustainability.

316-25 THAT Council appoint Mayor Lambert and Councillor Langford to the Regional Economic Development Initiative (REDI) to participate in regional investment attraction and economic collaboration.

*Moved by:* Boyd Langford

**Carried**

**6.16 Water North Coalition (WNC)**

The Water North Coalition (WNC) is a collaborative network of northern Alberta municipalities, First Nations, and water operators that advocates for sustainable water and wastewater management. It works to address training, funding, and infrastructure challenges unique to northern communities while promoting safe, reliable, and affordable water services.

317-25 THAT Council appoint Councillor Mercredi and Mayor Lambert as alternate to the Water North Coalition (WNC) to advocate for sustainable water and wastewater management.

*Moved by:* Belinda Forest

**Carried**

**6.17 High Level and District Chamber of Commerce**

The High Level and District Chamber of Commerce is a local business organization that supports economic growth and community development by representing the interests of businesses in the region. It provides networking opportunities, advocacy, and resources to strengthen the local business environment and encourage investment in the community.

318-25 THAT Council appoint Mayor Lambert as the Town's liaison to the High Level and District Chamber of Commerce to strengthen communication and local business collaboration.

*Moved by: Jori Zatko*

**Carried**

**6.18 Northern Alberta Elected Leaders (NAEL)**

The Northern Alberta Elected Leaders (NAEL) committee is a coalition of mayors, reeves, and councillors from across northern Alberta who collaborate to advocate on regional priorities. It provides a unified voice to the provincial and federal governments on issues such as infrastructure, healthcare, transportation, and economic development that impact northern municipalities

319-25 THAT Council appoint Mayor Lambert and Deputy Mayor Liboiron to the Northern Alberta Elected Leaders group to represent the Town in regional municipal advocacy efforts.

*Moved by: Nickoi Scott*

**Carried**

**6.19 Mackenzie Frontier Tourist Association (MFTA)**

The Mackenzie Frontier Tourist Association (MFTA) is a regional tourism organization that promotes travel and recreation throughout the Mackenzie Frontier region of northwestern Alberta. It works with local communities,

businesses, and tourism operators to market the area's attractions, support visitor services, and enhance regional tourism development.

320-25 THAT Council appoint Councillor Mercredi and Councillor Forest to the Mackenzie Frontier Tourist Association to support tourism and destination marketing initiatives.

*Moved by:* Nickoi Scott

**Carried**

**6.20    Community Rail Advocacy Alliance**

The Community Rail Advocacy Alliance is a regional coalition that advocates for the maintenance and enhancement of rail infrastructure and services in northern Alberta. It works to ensure reliable rail access for communities and industries, supporting economic growth, transportation efficiency, and long-term regional connectivity.

321-25 THAT Council appoint Mayor Lambert to the Community Rail Advocacy Alliance to represent the Town of High Level's interests in advocating for reliable rail infrastructure, service improvements, and regional transportation connectivity in northern Alberta.

*Moved by:* Brielle Mercredi

**Carried**

**6.21    Golden Range Society**

The Golden Range Society is a local seniors' organization that provides programs, activities, and social opportunities for older adults in the community. It supports the well-being, engagement, and inclusion of seniors while serving as a community hub for gatherings, recreation, and outreach initiatives.

322-25 THAT Council appoint Councillor Mercredi as the Town of High Level representative to the Golden Range Society to strengthen the Town's connection with the local

senior community, support collaboration on programs and initiatives that enhance quality of life for older residents, and ensure ongoing communication between the Society and Council.

*Moved by: Jori Zatko*

**Carried**

**6.22    High Level Community Policing Society**

The High Level Community Policing Society is a community-based organization that works in partnership with the RCMP, the Town, and local residents to promote public safety and crime prevention. It supports community policing initiatives, educational programs, and engagement activities aimed at building trust, reducing crime, and improving overall safety within the community.

323-25 THAT Council appoint Councillor Zatko to the High Level Community Policing Society to represent the Town of High Level and support collaborative efforts with the RCMP and community partners in promoting public safety, crime prevention, and community engagement initiatives.

*Moved by: Belinda Forest*

**Carried**

**6.23    Northern Lakes College Community Education Committee (CEC)**

The Northern Lakes College Community Education Committee (CEC) is a local advisory group that works with Northern Lakes College to identify and support community education and training needs. The committee provides input on program delivery, promotes local learning opportunities, and strengthens partnerships between the college, the Town, and regional employers to enhance access to post-secondary and continuing education.

[Council of Community Education Committees ToR November 13 2018.pdf](#)

324-25 THAT Council appoint Deputy Mayor Liboiron as the

Town of High Level representative to the Northern Lakes College Community Education Committee (CEC) to collaborate with Northern Lakes College in identifying local education and training needs, supporting community learning opportunities, and strengthening partnerships that enhance access to post-secondary education in the region.

*Moved by:* Brielle Mercredi

**Carried**

**6.24 Upper Hay Regional Forests Public Advisory Group**

The Upper Hay Regional Forests Public Advisory Group is a stakeholder committee that provides input to forestry companies and government agencies on sustainable forest management practices in the Upper Hay region. It offers a forum for local governments, Indigenous communities, industry representatives, and the public to discuss forestry plans, environmental stewardship, and land-use impacts to ensure responsible resource management.

[HL Public Forest Advisory Committee.pdf](#) 

325-25 THAT Council appoint Councillor Langford and alternate as Mayor Lambert as the Town of High Level representative to the Upper Hay Regional Forests Public Advisory Group to participate in discussions on sustainable forest management, environmental stewardship, and regional land-use planning, ensuring the Town's interests are represented in forestry-related decision-making.

*Moved by:* Nickoi Scott

**Carried**

**6.25 Northwest Regional Fetal Alcohol Spectrum Disorder Society**

The Northwest Regional Fetal Alcohol Spectrum Disorder (FASD) Society is a non-profit organization that provides education, prevention, and support services to individuals, families, and communities affected by FASD across northwestern Alberta. It works collaboratively with local governments, healthcare providers, and community agencies

to increase awareness, coordinate resources, and promote inclusive practices for individuals living with FASD.

326-25 THAT Council appoint Councillor Scott and alternate as Councillor Forest as the Town of High Level representative to the Northwest Regional Fetal Alcohol Spectrum Disorder Society to support collaboration on community education, prevention, and advocacy initiatives that address the impacts of FASD and promote inclusive services for affected individuals and families across the region.

*Moved by: Brielle Mercredi*

**Carried**

**6.26 Northwest Species at Risk Committee**

Northwest Species at Risk Committee represents municipalities and stakeholders working together to balance environmental protection with sustainable economic growth. The committee advocates for fair and evidence-based implementation of federal and provincial conservation policies, such as the Caribou and Grizzly Bear recovery strategies, while supporting local industry, community well-being, and environmental stewardship through collaboration, transparency, and adaptive management.

[Lower Peace Regional Stewardship TOR.pdf](#) 

327 - 25 THAT Council appoint Councillor Langford and Councillor Scott as the Town of High Level representative to the Northwest Species at Risk Committee to participate in regional collaboration efforts that promote balanced environmental protection, sustainable economic development, and effective stakeholder engagement across the Lower Peace Region.

*Moved by: Brielle Mercredi*

**Carried**

**6.27 Land and Stewardship Committee**

To provide recommendations to Council regarding land stewardship practices. The Committee's primary role is to

learn and understand the issues and impacts of current, pending and proposed legislation as it relates to land use, deriving strategies on how to mitigate the negative impacts on the County, and provide recommendations to Council on how to best address the issues

[Pages from Committee Terms of Reference Document - Revised 2016-05-10.pdf](#) 

328-25 THAT Council withdraws from the Land and Stewardship committee on land use practices, review the impacts of current and proposed legislation, and develop strategies to mitigate potential negative effects on the municipality.

*Moved by: Nickoi Scott*

**Carried**

**6.28 Committees for Withdrawal or Administrative Liaison**

The following external committees are recommended for withdrawal of direct Council representation. These committees have limited decision-making authority, overlap with existing regional partnerships, or can be effectively supported through administrative liaison or written updates.

**Committees recommended for withdrawal:**

- Mackenzie Regional Charity Golf Committee (NW Health Foundation) – Fundraising initiative; no governance or policy role requiring Council participation.

329-25 THAT Council discontinue direct Council representation on the following external committees and direct Administration to maintain liaison or information-sharing relationships as appropriate:

- Mackenzie Regional Charity Golf Committee (NW Health Foundation)

AND THAT Administration provide written updates to Council

as necessary or when significant matters arise.

*Moved by:* Nickoi Scott

**Carried**

**6.29 Banners of Remembrance Committee**

To provide a forum for community members to assist and advice in the administration of a Banner of Remembrance program to honour local veterans.

[TOR Banners of Remembrance \(Jan 2023\).docx](#) 

330-25 THAT Council Appoint Deputy Mayor Liboiron to the Banners of Remembrance Committee.

*Moved by:* Belinda Forest

**Carried**

**6.30 Airport Beautification and Enhancement Task Force**

[Terms of Reference - Airport Beautification-Enhancement Task Force, approved.pdf](#) 

331-25 THAT Council continues with the Airport Beautification and Enhancement Task Force and appoints Mayor Lambert and Councillor Scott.

*Moved by:* Brielle Mercredi

**Carried**

**6.31 Intermunicipal Planning Committee**

332-25 THAT Council Appoint Mayor Lambert and Deputy Mayor Liboiron to the Intermunicipal Planning Committee

*Moved by:* Belinda Forest

**Carried**

**13.4 High Level Transportation Society**

[MOU High Level Transportation Society, Jan 2020 - Dec 2022.pdf](#) 

333-25 THAT Council Appoint Councillor Zatko to the High Level Transportation Society

*Moved by:* Brielle Mercredi

**Carried**

13.5 Bursary for High School Students Committee

[241-12 Bursary for High School Students Policy.pdf](#) 

334-25 THAT Council appoint Councillor Forest, Councillor Mercredi and Councillor Zatko to the Bursary for High School Students Committee

*Moved by:* Mark Liboiron

**Carried**

13.6 Intermunicipal Subdivision Development Committee

335-25 THAT Council appoint Deputy Mayor Liboiron and Councillor Langford to the Intermunicipal Subdivision Development Committee

*Moved by:* Brielle Mercredi

**Carried**

13.7 Intermunicipal Assessment Review Board

336-25 THAT Council appoint Deputy Mayor Liboiron and Councillor Langford to the Intermunicipal Assessment Review Board

*Moved by:* Nickoi Scott

**Carried**

13.8 Community Futures of Northwest Alberta

Community Futures Northwest Alberta assists and encourages this region's residents to enhance their Economic, Community Development and Industry Diversification efforts.

337-25 THAT Council Appoint Councillor Forest and Mayor

Lambert as alternate to the Community Futures of Northwest Alberta

*Moved by:* Mark Liboiron

**Carried**

**7. APPOINTMENT OF AUDITOR, LEGAL COUNSEL AND ASSESSOR**

In accordance with Sections 280–282 of the *Municipal Government Act*, Council is required to appoint an Auditor, Legal Counsel, and Assessor for the Town of High Level. These appointments ensure continued financial accountability, legal continuity, and accurate property assessment services for taxation purposes.

338-25 THAT Council confirms the appointment of the following for the Town of High Level for the 2025–2026 term:

- **Auditor:** Doyle & Company Chartered Professional Accountants
- **Legal Counsel:** BROWNLEE LLP
- **Assessor:** Accurate Assessment Group Ltd

AND THAT these appointments remain in effect until such time as Council makes new appointments or otherwise directs.

*Moved by:* Brielle Mercredi

**Carried**

**8. SETTING OF REGULAR COUNCIL AND COMMITTEE OF THE WHOLE MEETING DATES, TIMES AND LOCATION**

[Calendar 2026.pdf](#) 

339-25 THAT, in accordance with Section 193 of the MGA and as outlined in Procedural Bylaw, Council establish the following regular meeting schedules for the Town of High Level:

- **Regular Council Meetings:** To be held on the **second and fourth Monday of each month, except for July, August and December** at **7:00 p.m.** in the Town of High Level Council Chambers, unless otherwise rescheduled by Council resolution.
- **Committee of the Whole Meetings:** To be held on the **third**

**Monday of every month at 7:00 p.m.** in the Town of High Level Council Chambers.

- Organisational Meeting to be on October 13, 2026

FURTHER, that notice of any changes to the above meeting schedules be provided in accordance with the MGA and the Town's Procedural Bylaw.

*Moved by:* Boyd Langford

**Carried**

## **9. REVIEW OF COUNCIL GOVERNANCE DOCUMENTS**

As recommended by Alberta Municipal Affairs' *Procedure Bylaw & Agenda Guide* (2017), Council will review or reconfirm key governance documents, including the Procedure Bylaw and Council Remuneration, Travel, and Expense Policies, to ensure they remain current and reflect the expectations of the present Council.

[Procedural Bylaw.doc](#) 

[230-10 Council Remuneration, Per Diem, Expense and Benefits \(effective Jan 2022\).pdf](#) 

Council is advised that all related governance documents, including those affected by recent legislative changes, are currently under review by Administration and will be brought forward at upcoming meetings for discussion and updating.

340-25 THAT Council review and accepts the governance documents as presented.

*Moved by:* Nickoi Scott

**Carried**

## **10. APPOINTMENT OF CHAIR FOR COUNCIL MEETINGS**

Council confirms Mayor Lambert the Chair for all meetings of Council for the Town of High Level, in accordance with the *Municipal Government Act* and the Town's Procedural Bylaw, to provide procedural clarity and

consistency in meeting administration.

## **11. CONFIRMATION OF SIGNING AUTHORITIES**

The Financial Analyst, Romer Talampas, is recommended to serve as a temporary signing authority in place of the Director of Finance, who is currently away until further notice. This ensures continuity of financial operations, timely processing of transactions, and proper oversight of the Town's financial commitments during the Director's absence.

[246-13 Signing Authorities Policy.pdf](#) 

341-25 THAT Council confirm the following signing authorities for the Town of High Level for the purpose of financial transactions, banking, and contractual documents:

Mayor Lambert

Deputy Mayor Liboiron

Chief Administrative Officer, Viv Thoss

Financial Analyst, Romer Talampas (temporarily in place of the Director of Finance)

AND THAT any two of the above authorized signatories be required to execute all financial instruments and official documents on behalf of the Town during this temporary period.

*Moved by: Brielle Mercredi*

**Carried**

## **12. MANDATORY TRAINING**

In accordance with Section 201.1 of the *Municipal Government Act*, all elected officials are required to complete mandatory orientation training following a general election.

Council confirms the attendance for the following elected officials and administration at the EOEP Municipal 101 Training sessions, as part of mandatory orientation under Section 201.1 of the Municipal Government Act:

October 25 – Virtual

- Mayor Lambert
- Councillor Langford
- Deputy Mayor Liboiron
- Councillor Mercredi
- Councillor Scott

October 27 – Virtual

- Councillor Zatko

October 31 – In-person

- Chief Administrative Officer
- Councillor Forest

342-25 THAT Council approve attendance for the following elected officials and administration at the EOEP Municipal 101 Training sessions, as part of mandatory orientation under Section 201.1 of the Municipal Government Act:

October 25 – Virtual

- Mayor Lambert
- Councillor Langford
- Deputy Mayor Liboiron
- Councillor Mercredi
- Councillor Scott

October 27 – Virtual

- Councillor Zatko

October 31 – In-person

- Chief Administrative Officer
- Councillor Forest

*Moved by: Mark Liboiron*

**Carried**

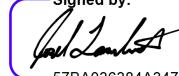
### 13. ADJOURNMENT

343-25 THAT there being no further business of the Regular Open Council meeting, it be adjourned at 8:35p.m.

*Moved by:* Brielle Mercredi

**Carried**

Signed by:



57DA036384A3479...

MAYOR

Signed by:



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CHIEF ADMINISTRATIVE  
OFFICER