

Regular Open Council Meeting Agenda

Monday, May 12th, 2025, at 7:00 p.m.

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

Electronic Participation via YouTube. The YouTube link for this meeting is:

<https://youtube.com/live/x-thYX74p14?feature=share>

The Town of High Level Mayor and Council acknowledge Treaty 8 Territory - the traditional and ancestral territory of the Cree and Dene. We acknowledge that this territory is home to the Métis Settlements and the Métis Nation of Alberta, Regions 1, 4, 5 and 6 within the historical Northwest Métis Homeland.

We acknowledge the many First Nations, Métis and Inuit who have lived in and cared for these lands for generations. We are grateful for the traditional Knowledge Keepers and Elders who are still with us today and those who have gone before us. We make this acknowledgement as an act of reconciliation and gratitude to those whose territory we reside on or are visiting.

1. **CALL TO ORDER**
2. **ADOPTION OF MEETING AGENDA**
 - 2.1. Adoption of Meeting Agenda

THAT the Regular Open Council meeting agenda for May 12th, 2025, be adopted.

3. DELEGATIONS

4. ADOPTION OF MINUTES

- 4.1. Minutes of the Regular Open Council Meeting held April 28th, 2025, for adoption.

THAT the Minutes of Regular Open Council meeting held April 28th, 2025, be adopted.

5. MAYOR'S REPORT

- 5.1. Mayor McAteer's Report April 29th, 2025 - May 12th, 2025

THAT Council receive Mayor McAteer's report for the period of April 29th, 2025, to May 12th, 2025, for information.

6. COUNCIL COMMITTEE REPORTS

- 6.1. Council Committee Reports

THAT Council receive the Council Committee Reports from Deputy Mayor Langford, Councillor Anderson, Councillor Jessiman, Councillor Lambert, Councillor Liboiron, and Councillor Welke for the period of April 29th, 2025, to May 12th, 2025, for information.

Deputy Mayor Langford:

Councillor Anderson:

Councillor Lambert:

Councillor Liboiron:

Councillor Welke

7. ADMINISTRATIVE REPORTS

- 7.1. CAO Report – Verbal

THAT Council receive CAO Thoss' report for the period of April 29th, 2025, to April 12th, 2025, for information.

8. **ADMINISTRATIVE ENQUIRIES**

9. **OLD BUSINESS**

10. **NEW BUSINESS**

11. **CORRESPONDENCE FOR ACTION**

11.1 Correspondence for Action

THAT the items of correspondence for information be action.

- Alberta Forest Products Association 83rd AGM & Conference
- AB Munis – Summer 2025 Municipal Leaders' Caucus

12. **CORRESPONDENCE FOR INFORMATION**

There were no items for correspondence for information.

13. **NOTICES OF MOTION**

14. **QUESTION PERIOD**

18. **ADJOURNMENT**

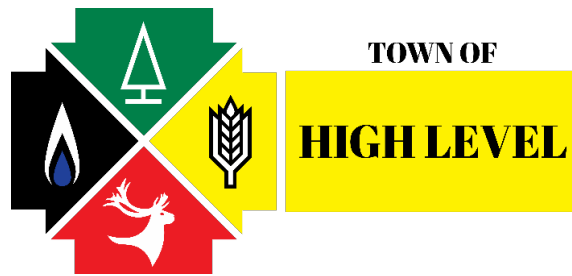
**THAT there being no further business of the Regular Open Council meeting,
it be adjourned.**

CALL TO ORDER

ADOPTION OF AGENDA

DELEGATIONS

APPROVAL OF MINUTES



Minutes of the Regular Open Council Meeting held **April 28th, 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 Boyd Langford Councillor Brent Anderson Councillor Terry Jessiman (via video conference) Councillor Josh Lambert Councillor Mark Liboiron Councillor Jan Welke
Staff:	Viv Thoss, Chief Administrative Officer Logan Bartholow, Director of Planning & Development Jena-Raye Clarke, Director of Community Services Rodney Schmidt, Director of Emergency Services Bill Schnarr, Communications Coordinator Aya Balmores, Relief Legislative & Executive Assistant
Regrets:	Keith Straub, Director of Operations

1. **CALL TO ORDER**

Mayor McAteer called the meeting to order at 7:01 p.m.

2. ADOPTION OF MEETING AGENDA

2.1. Adoption of Meeting Agenda

Moved by Councillor Liboiron

101-25 THAT the Regular Open Council meeting agenda for April 28th, 2025, BE ADOPTED as amended with the following addition and revisions:

- Item 8.6 Municipal Development Plan Amendment Bylaw 1052-23 be considered after Item 8.3
- Addition of Regional Cadet Support Unit correspondence under Item 11.1
- Addition of In-Camera Items under Item 15.1 - Land Purchase Application and HR Update

Carried

3. DELEGATIONS

There were no delegations scheduled for this meeting.

4. ADOPTION OF MINUTES

4.1. Minutes of the Regular Open Council Meeting held April 14th, 2025, for adoption.

Moved by Councillor Anderson

102-25 THAT the Minutes of Regular Open Council meeting held April 14th, 2025, BE ADOPTED as amended.

Carried

5. MAYOR'S REPORT

5.1 Mayor McAteer's Report April 15th, 2025 - April 28th, 2025

Moved by Councillor Welke

103-25 THAT Council RECEIVE Mayor McAteer's report for the period of April 15th, 2025, to April 28th, 2025, for information.

Carried

6. COUNCIL COMMITTEE REPORTS

6.1. Council Reports

Moved by Councillor Liboiron

- 104-25 THAT Council RECEIVE the Council Committee Reports from Deputy Mayor Langford, Councillor Anderson, Councillor Jessiman, Councillor Lambert, Councillor Liboiron, and Councillor Welke for the period of April 15th, 2025, to April 28th, 2025, for information.**

Deputy Mayor Langford:

April 16th – Mackenzie Regional Waste Management Commission

April 16th – Regional Economic Development Initiative

Councillor Anderson:

April 16th – Northern Lakes College

April 24th – High Level Municipal Library

Councillor Jessiman:

April 16th – High Level Community Policing Society

Councillor Jessiman announced that he had tendered his resignation after serving two terms.

Councillor Lambert:

April 16th – Regional Economic Development Initiative

April 24th – High Level Chamber of Commerce

Councillor Liboiron:

April 16th – Mackenzie Regional Waste Management Commission

April 24th – High Level Municipal Library

Councillor Welke:

Nothing to Report

Carried

7. ADMINISTRATIVE REPORTS

7.1. CAO Report - Verbal

Moved by Councillor Anderson

- 105-25 THAT Council RECEIVE CAO Thoss' report for the period of April 15th, 2025, to April 28th, 2025, for information.**

Carried

8. ADMINISTRATIVE ENQUIRIES

8.1. Town of High Level Branding Options - Update 4

Moved by Deputy Mayor Langford

- 106-25 THAT Council APPROVE the adoption of a new Town of High Level logo to replace its current version, as presented in Attachment 1;**

AND THAT Council DIRECT Administration to officially launch the Town's new logo on August 1st, 2025.

Carried

8.2. Intermunicipal Development Plan Renewal

Moved by Councillor Anderson

- 107-25 THAT Council DIRECT Administration to enter into an agreement with Mackenzie County to update the Intermunicipal Development Plan, as presented in Attachment 1;**

AND THAT Council APPOINT Deputy Mayor Langford and Councillor Welke to the associated Joint Steering Committee.

Carried

8.3. Moose Meadows Phase 1 Outline Plan

Moved by Mayor McAteer

- 108-25 THAT Council DIRECT Administration to refer the Moose Meadows Phase 1 Outline Plan to the next Committee of the Whole meeting, scheduled for May 20th, 2025, and extend an invitation to N'DEH Limited Partnership and the Dene Tha' First Nation to attend and provide additional information, as well as address any questions from Council.**

Carried

8.4. Bylaw 1053-25 – A Bylaw to Establish a Direct Control District

Moved by Deputy Mayor Langford

- 109-25 THAT Council GIVE 1st reading to Bylaw 1053-25**

Carried

8.5. Making Housing Easier to Build – Land Use Bylaw Replace and Repeal

Moved by Deputy Mayor Langford

- 110-25 THAT Council GIVE 1st reading to Bylaw 1051-25**

Carried

8.6. Municipal Development Plan Amendment

Moved by Councillor Welke

111-25 THAT Council GIVE 1st reading to Bylaw 1052-25

Carried

8.7. Town of High Level 2025 Property Tax Rate Bylaw

Moved by Councillor Anderson

112-25 THAT Council GIVE 1st reading to Bylaw 1054-25

Carried

Moved by Councillor Welke

113-25 THAT Council GIVE 2nd reading to Bylaw 1054-25

Carried

Moved by Deputy Mayor Langford

114-25 THAT Council GIVE unanimous consent 3rd reading to Bylaw 1054-25

Carried

Moved by Councillor Liboiron

115-25 THAT Council GIVE 3rd reading to Bylaw 1054-25

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 Liboiron

116-25 THAT the items of correspondence for action BE RECEIVED.

- Letter High Level Library Board - Billings 2025
- Invoice from Peace Library System
- Annual Ceremonial Review of the 2979 EME Royal Canadian Army Cadet Corps

Carried

11.2. Annual Ceremonial Review of 2979 EME Royal Canadian Army Cadet Corps

Moved by Councillor Anderson

117-25 THAT Council SEND Mayor McAteer to the Annual Ceremonial Review of the 2979 EME Royal Canadian Army Cadet Corps to be held May 28th, 2025.

Carried

12. CORRESPONDENCE FOR INFORMATION

12.1. Correspondence for Information

Moved by Councillor Welke

118-25 THAT the items of correspondence for information BE RECEIVED.

- Northern Alberta Elected Leaders - March 14, 2025, Minutes
- Letter Peace Library System - Billings & Invoice 2025

Carried

12.2. Internal Correspondence for Information

Moved by Councillor Liboiron

119-25 THAT the items of internal correspondence for information BE RECEIVED.

- Emergency Services - Departmental Monthly Report / March 2025
- Community Services - Departmental Monthly Report / March 2025

Carried

13. NOTICES OF MOTION

There were no notices of motion brought forward.

14. QUESTION PERIOD

One member in gallery attendance spoke on issues of importance to him.

15. RECESS TO IN-CAMERA MEETING

15.1. Recess to In-Camera Meeting

Moved by Councillor Liboiron

- 120-25 THAT pursuant to the *Freedom of Information and Protection of Privacy 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 Part 1, Division 2, sections 24(1)(b)(i), and (c) The head of a public body may refuse to disclose information to an applicant if the disclosure could reasonably be expected to reveal consultations or deliberations involving officers or employees of a public body, positions, plans, procedures, criteria or instructions developed for the purpose of contractual or other negotiations by or on behalf of the Government of Alberta or a public body, or considerations that relate to those negotiations.**

- Land Purchase Application
- HR Update

Council recessed into an In-Camera meeting at 8:20 p.m.

Carried

16. RECOVENE OPEN MEETING

16.1. Reconvene Open Meeting

Moved by Councillor Anderson

- 121-25 THAT the Regular Open Council meeting BE RECONVENED.**

The Regular Open Council Meeting reconvened at 9:13 p.m.

Carried

17. IN-CAMERA ITEMS

17.1 Land Purchase Application (LPP25-01)

Moved by Councillor Anderson

- 122-25 THAT Council DIRECT Administration to advertise the property through An Expression of Interest process, with an opening date of June 1, 2025, and a closing date of July 15, 2025.**

Carried

18. ADJOURNMENT

Moved by Councillor Welke

- 123-25 THAT there being no further business of the Regular Open Council meeting, it BE ADJOURNED.**

Carried

THE REGULAR OPEN COUNCIL MEETING ADJOURNED AT 9:14 P.M.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

DRAFT

MAYOR'S REPORT

COUNCIL COMMITTEE REPORTS

ADMINISTRATIVE REPORTS

ADMINISTRATIVE ENQUIRIES

OLD BUSINESS

NEW BUSINESS

CORRESPONDENCE FOR ACTION

We welcome you to our 83rd Annual General Meeting and Conference taking place on September 24th – 26th





AFPA 83rd AGM & Conference

Event Host Inc.

September 24, 2025 – September 26, 2025

Jasper Park Lodge, 1 Old Lodge Rd, JASPER AB T0E 1E0

[Register Now](#)

140 : 19 : 10 : 24
Days Hours Minutes Seconds

AFPA 83rd AGM & Conference

 September 24 – September 26

Jasper Park Lodge, 1 Old Lodge Rd, JASPER AB T0E 1E0

[View Location](#)

Early Bird Registration is now open!

Please purchase your registration in advance, as there will be no on-site registration available.

The Alberta Forest Products Association is excited to announce its 83rd Annual General Meeting and Conference

Join forest industry leaders, government officials, and invited speakers at the picturesque Fairmont Jasper Park Lodge.

Register by June 30th to be entered into the Early Bird draw!

Advance Conference registration only, **on-site registrations will not be available.**

Jasper Park Lodge (JPL)

Conference Accommodations – see here: [Jasper Park Lodge – rooms](#)

- Remember to book your hotel rooms directly with the Jasper Park Lodge at: [Jasper Park Lodge Room Block](#)
- Please confirm all reservation policies with JPL and verify the cancellation / refund policy for your room(s) direct with Jasper Park Lodge.
- Some other policies include, but are not limited, to the following:
- Fairmont Hotels & Resorts requires guests to reserve rooms 30 days prior to the conference date in order to qualify for the AFPA conference rate.
- Reservations and deposits received after August 22, 2025 will be confirmed based on availability.
- Fairmont Hotels & Resorts currently charges an Early Departure Fee (based on 50% of the negotiated conference rate) for guests who depart prior to their confirmed departure date.
- Cancellation Policy: **Cancellations must be made by September 8, 2025 to avoid a 100% reservation full stay cancel penalty.**
- Check-out time is 11:00 a.m. and guests leaving later than the check-out time may be subject to applicable fees.

General Policies:

- Our conference is dedicated to providing a harassment-free conference experience to all attendees, regardless of gender, gender identity and expression, sexual orientation, disability, body size, race, ethnicity, religion (or lack thereof) or technology choices. We will not tolerate harassment of any conference participants in any form. Attendees violating policies will be asked to leave without a refund.

- Please contact us in advance if you have a disability and require accommodations in order to fully participate. We will do our best to meet your needs.
- Photos and/or video will be taken at the conference. Photos and videos may also be published electronically, in print, or in other media and may appear in websites, social media, and/or promotional materials. By attending the AFPA AGM & Conference you agree to appear in published photos and/or videos.
- Through the registration process, the AFPA collects personal data required for the management of the conference, contacting attendees, and statistical data. Your information will not be used for any other purpose, including the selling of this information to a third party. Registrations are hosted through Pheedloop. [Click here](#) to view Pheedloop's privacy policy.

We look forward to seeing you in Jasper!

Home

(780) 452-2841

Register

info@albertaforestproducts.ca

albertaforestproducts.ca/



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Viv Thoss

From: Tyler Gandam <president@abmunis.ca>
Sent: Monday, May 5, 2025 9:51 AM
To: Viv Thoss
Subject: Registration now open for Summer MLC
Attachments: Draft agenda for Summer 2025 MLC.pdf

Good morning,

Registration is open for the 2025 Alberta Municipalities Summer Municipal Leaders' Caucuses, taking place between June 11 and June 26. This year, Alberta Municipalities is visiting the following four communities:

June 11 - Picture Butte (Picture Butte Community Hall)
June 12 - Drumheller (Canalta Jurassic Hotel)
June 25 - Peace River (Peace Valley Inn)
June 26 - Devon (Devon Community Hall)

The registration link and further details are located on our [events page](#).

Each Caucus will consist of a one-day program, and the agenda will be the same at all locations. The agenda will run from 10:00 a.m. to 3:00 p.m. each day and is attached here for your review. Registration is \$115 for the day and includes a light breakfast, refreshments and lunch.

If you have any other questions, please email events@abmunis.ca. We look forward to seeing you there.

Sincerely,

Tyler Gandam | President

E: president@abmunis.ca
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6644 | www.abmunis.ca



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We respectfully acknowledge that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples. We acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 4, 6, 7, 8 and 10 and Six Regions of the Métis Nation of Alberta.

Draft Agenda for Summer 2025 Municipal Leaders' Caucus

subject to change

Wednesday, June 11	Town of Picture Butte
Thursday, June 12	Town of Drumheller
Wednesday, June 25	Town of Peace River
Thursday, June 26	Town of Devon

10:00 a.m.	Opening Remarks
10:05 a.m.	Welcome from the Mayor of the Host Municipality
10:10 a.m.	Welcome from MLA of the Host Constituency
10:15 a.m.	Icebreaker Activity
10:45 a.m.	Municipal Election Resources
11:00 a.m.	Municipal Financial Research Project
12:00 p.m.	Lunch
1:00 p.m.	Police Governance and Funding
1:45 p.m.	President's Report
2:00 p.m.	Changes to the Municipal Government and Local Authorities Election Acts
2:55 p.m.	Closing Remarks

CORRESPONDENCE FOR INFORMATION

NOTICE OF MOTIONS

QUESTION PERIOD

CLOSED SESSION