



Minutes of the Regular Open Council Meeting held **January 13th, 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
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
Keith Straub, Director of Operations
Bill Schnarr, Communications Coordinator
Aya Balmores, Relief Legislative & Executive Assistant
Michael Trabysh, Finance Consultant

Regrets: Rodney Schmidt, Director of Emergency Services

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

001-25 THAT the Regular Open Council meeting agenda for January 13th, 2025 be adopted.

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 November 25th, 2024, for adoption

Deputy Mayor Langford noted that there was no mover for the in-camera resolution and directed staff to make the appropriate corrections and bring the minutes back for adoption at the next council meeting.

4.2. Minutes of the Regular Open Council Meeting held December 9th, 2024, for adoption

Moved by Deputy Mayor Langford

002-25 THAT the Minutes of Regular Open Council meeting held December 9th, 2024, BE ADOPTED, as amended with following correction;

- Correction of Item 11.1 - Name Correction for Hon. Minister Todd Loewen

Carried

5. MAYOR'S REPORT

5.1. Mayor McAteer's Report December 9th, 2024 - January 13th, 2025

Mayor McAteer stated that she didn't do much over the Christmas holidays and would provide an update on Boreal Housing at the in-camera meeting.

6. COUNCIL COMMITTEE REPORTS

6.1. Council Committee Reports

Moved by Councillor Lambert

- 003-25 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 December 9th, 2024, to January 13th, 2025, for information.**

Carried

Deputy Mayor Langford:

Dec. 19th - Christmas Light Contest

Jan. 13th - Northwest Species at Risk Committee

Councillor Anderson:

Jan. 7th - Special Council Meeting

Jan. 8th - Golden Range Society

Councillor Jessiman:

Jan. 7th - Special Council Meeting

Councillor Lambert:

Jan. 7th - High Level Chamber of Commerce Meeting

Jan. 7th - Special Council Meeting

Councillor Liboiron:

Jan. 7th - Special Council Meeting

Councillor Welke:

Dec. 10th - Interview with Alberta Health Advisory Council

Dec. 11th - Northwest Regional FASD Society

Dec. 13th - Town Christmas Party

Dec. 16th - Northwest Regional FASD Building Grant Meeting

Jan. 7th - Special Council Meeting

7. ADMINISTRATIVE REPORTS

7.1. CAO Report - Verbal

CAO Thoss provided a verbal report for the period of December 9th, 2024, to January 13th, 2025.

8. ADMINISTRATIVE ENQUIRIES

8.1. 2025 Development fees

Moved by Deputy Mayor Langford

004-25 THAT Council GIVE 1st reading to Bylaw 1049-25.

Carried

Moved by Councillor Anderson

005-25 THAT Council GIVE 2nd reading to Bylaw 1049-25.

Carried

Moved by Councillor Lambert

006-25 THAT Council GIVE unanimous consent 3rd reading to Bylaw 1049-25.

Carried Unanimously

Moved by Councillor Liboiron

007-25 THAT Council GIVE 3rd reading to Bylaw 1049-25.

Carried

8.2. Water Treatment Plant Pre-Treatment Upgrading Project Funding

Moved by Deputy Mayor Langford

**008-25 THAT Council APPROVES the Water Treatment Pre-Treatment Upgrading Project;
AND THAT Council DIRECT Administration to Fund unbudgeted project costs
by a 10-year Debenture.**

Carried

8.3. Echo-Pioneer 2-year Advertising and Readership Agreement

Moved by Councillor Liboiron

**009-25 THAT Council AUTHORIZE Administration to sign the Town of High Level Advertising
& Readership Agreement as presented by Mackenzie Report Inc.**

Carried

9. OLD BUSINESS

There were no old business items brought forward.

10. NEW BUSINESS

There were no old business items brought forward.

11. CORRESPONDENCE FOR ACTION

11.1. Correspondence for Action

The Council RECEIVE the item of correspondence for action.

- Municipal Affairs - Meeting Request with Minister McIver

Moved by Councillor Lambert

010-25 THAT Council DIRECT Administration to request a meeting with Honourable Ric McIver during the 2025 Spring Municipal Leaders' Caucus to be held March 6-7, 2025.

Carried

Moved by Deputy Mayor Langford

011-25 THAT Council SEND three (3) Councillors and the CAO to the 2025 Spring Municipal Leaders' Caucus in Edmonton, AB to be held March 6-7, 2025.

Carried

13. CORRESPONDENCE FOR INFORMATION

13.1. Correspondence for Information

Moved by Councillor Anderson

012-25 THAT the items of correspondence for information BE RECEIVED.

Carried

- Minister of Public Safety and Emergency Services letter to Mayor Crystal McAteer
- Alberta Municipal Affairs Letter to Mayor Crystal McAteer
- Royal Canadian Mounted Police Letter to Mayor Crystal McAteer
- Alberta Forest Products Association Letter to Mayor Crystal McAteer and
- Council

13.2. Outgoing Correspondence

Moved by Councillor Liboiron

013-25 THAT the items of outgoing correspondence BE RECEIVED.

Carried

- CAO Viv Thoss, 2023 Financial Information Return Letter to Honourable Brandy Cox, Deputy Minister, Alberta Municipal Affairs

14. NOTICES OF MOTION

There were no notices of motion brought forward.

15. QUESTION PERIOD

There was no one in gallery attendance that wished to speak

16. RECESS TO IN-CAMERA MEETING

16.1. Recess to In-Camera Meeting

Moved by Councillor Welke

- 014-25 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 25(1)(c) information the disclosure of which could reasonably be expected to interfere with contractual or other negotiations of the Government of Alberta or a public body.**

Council recessed into an In-Camera meeting at 7:45 p.m.

Carried

17. RECONVENE OPEN MEETING

17.1. Reconvene Open Meeting

Moved by Councillor Welke

- 015-25 THAT the Regular Open Council meeting BE RECONVENED.**

The Regular Open Council Meeting reconvened at 8:40 p.m.

Carried

18. IN-CAMERA ITEMS

18.1. Item Brought Forward from In-Camera

Moved by Councillor Welke

- 016-25 THAT Council AUTHORIZE the Chief Administrative Officer to enter into an agreement for federal funding for housing;
AND THAT Council AUTHORIZE the Chief Administrative Officer or their designate to directly award related projects under \$75,000 to minimize procurement timelines.**

Carried

19. ADJOURNMENT

Moved by Councillor Welke

**017-25 THAT the being no further business of the Regular Open Council meeting,
it BE ADJOURNED.**

Carried

THE REGULAR OPEN COUNCIL MEETING ADJOURNED AT 8:41 P.M.



MAYOR



CHIEF ADMINISTRATIVE OFFICER