



Minutes of the Regular Open Council Meeting held **March 24th, 2025**, at 7:00 p.m.
in the Council Chambers, Town Hall, 10203-105th Avenue, High Level, AB

In Attendance:

Council: Mayor Crystal McAtee
Deputy Mayor Boyd Langford
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-Rayé Clarke, Director of Community Services
Rodney Schmidt, Director of Emergency Services
Keith Straub, Director of Operations
Bill Schnarr, Communications Coordinator
Debbie McCann, Returning Officer

Regrets: Councillor Brent Anderson

1. CALL TO ORDER

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

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2. ADOPTION OF MEETING AGENDA

2.1. Adoption of Meeting Agenda

Mayor McAteer requested an in-camera session to discuss matters outlined in Part 1, Division 2, Section 25(1)(c) of the *Freedom of Information and Protection of Privacy Act*.

Moved by Councillor Liboiron

069-25 THAT the Regular Open Council meeting agenda for March 24th, 2025, BE ADOPTED as amended with additional item;

- In-Camera Session

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 March 10th, 2025, for adoption.

Moved by Councillor Lambert

070-25 THAT the Minutes of Regular Open Council meeting held March 10th, 2025, BE ADOPTED.

Carried

5. MAYOR'S REPORT

5.1. Mayor McAteer's Report March 11th, 2025 - March 24th, 2025

Moved by Councillor Welke

071-25 THAT Council RECEIVE Mayor McAteer's report for the period of March 11th, 2025, to March 24th, 2025, for information.

Carried

6. COUNCIL COMMITTEE REPORTS

6.1. Council Reports

Moved by Deputy Mayor Langford

072-25 THAT Council RECEIVE the Council Reports from Deputy Mayor Langford, Councillor Anderson, Councillor Jessiman, Councillor Lambert, Councillor Liboiron, and Councillor Welke for the period of March 11th, 2025, to March 24th, 2025, for information.

Deputy Mayor Langford:

Feb. 26 - Regional Economic Development Initiative

Mar. 17-19 - 2025 Rural Municipalities of Alberta Spring Convention

Councillor Anderson:

Not in attendance

Councillor Jessiman:

Nothing to Report

Councillor Lambert:

Mar. 17-19 - 2025 Rural Municipalities of Alberta Spring Convention

Councillor Liboiron:

Mar. 19 - High Level Library Board

Councillor Welke:

Mar. 17-19 - 2025 Rural Municipalities of Alberta Spring Convention

Carried

7. ADMINISTRATIVE REPORTS

7.1. CAO Report - Verbal

Moved by Councillor Liboiron

073-25 THAT Council RECEIVE CAO Thoss' report for the period of March 11th, 2025, to March 24th, 2025, for information.

Carried

8. ADMINISTRATIVE ENQUIRIES

8.1. Making Housing Easier to Build - ToHL Land Use Bylaw Project

Moved by Councillor Lambert

074-25 That Council RECEIVE the report titled "*Making Housing Easier to Build – ToHL Land Use Bylaw Project*," submitted by Logan Bartholow, Director of Planning and Development, for information.

Carried

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8.2. Town of High Level Branding Options

Moved by Councillor Lambert

075-25 THAT Council DIRECT Administration to proceed with design #2 of the branding options presented and return to Council for approval of the finalized design.

Carried

8.3. Preparations for the 2025 Municipal Election

Moved by Deputy Mayor Langford

076-25 THAT Council DIRECT the Returning Officer to draft a proposed Elections Procedure Bylaw, reflecting current legislative requirements and best practices, for consideration at the regular open council meeting scheduled for April 28th, 2025.

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

- 2025 Apex Utilities - Renewal of Natural Gas Distribution System Franchise Agreement

11.2. 2025 Apex Utilities - Renewal of Natural Gas Distribution System Franchise Agreement

Moved by Deputy Mayor Langford

077-25 THAT Council DIRECT Administration to investigate the costs of acquisition of the Apex gas distribution system.

Carried

11.3. 2025 Apex Utilities - Renewal of Natural Gas Distribution System Franchise Agreement

Moved by Councillor Jessiman

078-25 THAT Council DIRECT Administration to table the 2025 Apex Utilities - Renewal of Natural Gas Distribution System Franchise Agreement to the next council meeting.

Carried

12. CORRESPONDENCE FOR INFORMATION

12.1. Correspondence for Information

Moved by Councillor Liboiron

079-25 THAT the items of correspondence for information BE RECEIVED.

- Honourable Minister Ric McIver - Budget 2025
- NAEI - Nuclear Power Plant Information
- Honourable Minister Ric McIver - 2025 Education Property Tax Requisitions

Carried

12.2. Internal Correspondence

Moved by Councillor Lambert

080-25 THAT the items of internal correspondence BE RECEIVED.

- Community Services Departmental Monthly Report - February 2025
- Planning & Dev. - Dept. Monthly Report - February 2025
- Protective Services - Dept. Monthly Report - February 2025

Carried

12.3. Outgoing Correspondence

Moved by Deputy Mayor Langford

081-25 THAT the item of outgoing correspondence BE ACKNOWLEDGED.

- Town of High Level's Letter to Premier Smith: Requesting Support for Alberta's Forest Industry Amid Trade Barriers

Carried

13. NOTICES OF MOTION

There were no notices of motion brought forward.

14. QUESTION PERIOD

There was no one in gallery attendance that wished to speak.

15. RECESS TO IN-CAMERA MEETING

15.1. Recess to In-Camera Meeting

Moved by Councillor Liboiron

082-25 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 8:20 p.m.

Carried

16. RECOVENE OPEN MEETING

16.1. Reconvene Open Meeting

Moved by Councillor Liboiron

083-25 THAT the Regular Open Council meeting BE RECONVENED.

The Regular Open Council Meeting reconvened at 8:46 p.m.

Carried

17. IN-CAMERA ITEMS

There were no in-camera items brought forward.

18. ADJOURNMENT

Moved by Councillor Welke

084-25 THAT there being no further business of the Regular Open Council meeting, it BE ADJOURNED.

Carried

THE REGULAR OPEN COUNCIL MEETING ADJOURNED AT 8:47 P.M.



MAYOR


CHIEF ADMINISTRATIVE OFFICER