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

**In Attendance:**

**Council:** Mayor Crystal McAteer  
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-Raye 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 McAteer called the meeting to order at 7:00 p.m.

**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 24<sup>th</sup>, 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 10<sup>th</sup>, 2025, for adoption.**

Moved by Councillor Lambert

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

Carried

**5. MAYOR'S REPORT**

**5.1. Mayor McAteer's Report March 11<sup>th</sup>, 2025 - March 24<sup>th</sup>, 2025**

Moved by Councillor Welke

**071-25 THAT Council RECEIVE Mayor McAteer's report for the period of March 11<sup>th</sup>, 2025, to March 24<sup>th</sup>, 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 11<sup>th</sup>, 2025, to March 24<sup>th</sup>, 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 11<sup>th</sup>, 2025, to March 24<sup>th</sup>, 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

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 28<sup>th</sup>, 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 Mclver - Budget 2025
- NAEL - Nuclear Power Plant Information
- Honourable Minister Ric Mclver - 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