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**Council Minutes - Regular Meeting of December 10, 2007**

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Minutes of the Regular Meeting of the Council of the Town of Fox Creek, scheduled for Monday December 10, 2007 at 6:30 P.M. in the Council Chambers with the following being present:

PRESENT:	Mayor:	Leora MacKinnon
	Councillors:	Mary Campbell Louis Beloin Paul Marinus Jim Ahn Brenda Burridge Kim Palmer
Town Manager:		Farrell O'Malley
Director of Operations:		Owen Farnel
Director of Finance:		Florrie MacLeod
Director of Community Services:		Catherine Cole
Assistant Development Officer		Cindy Nielson
Executive Secretary:		Leslie Thorn

ABSENT: Director of Parks & Recreation C. Dunnigan  
With Notice

**CALL TO ORDER**

Mayor Leora MacKinnon called the Regular Meeting of Council for Monday, December 10, 2007 to order at 6:33 P.M.

**1. ADOPTION OF AGENDA**

Mayor Leora MacKinnon asked if there were any amendments to the Agenda.

*Town Manager Farrell O'Malley requested three (3) additions and two (2) deletions from the Agenda;*

*Deletions from the Agenda:*

- 3.2 Fox Creek Curling Club (Gary Head)
- 4.2.4 Community Sponsorship Plan

*Additions to the Agenda:*

- 4.2.11 Presentation by Mayor Leora MacKinnon
- 4.3.6 Option to Purchase
- 4.4.8 Proposal to increase user fees at Town Recreation Facilities

**290-07** Councillor P. Marinus moved to adopt the amended agenda for the December 10, 2007 Regular Meeting of the Council of the Town of Fox Creek.

CARRIED UNANIMOUSLY

**2. ADOPTION OF MINUTES**

**291-07** Councillor M. Campbell moved to adopt the Minutes of the November 26, 2007 Regular Meeting of the Council of the Town of Fox Creek as presented.

CARRIED UNANIMOUSLY

**3. DELEGATES**

**3.1 Hwy 43 Victims Services**

Christine Hosker, coordinator for the Hwy 43 Victims Services Unit gave a brief explanation about the organization and what services they provide. She

explained that victims do not have to ask for the services anymore, the R.C.M.P. can call the advocates in. They support victims of crime. She gave a few examples, break and enters, homicide, and domestic violence. Council had asked for more clarification from Ms. Hosker regarding the funding. Ms. Hosker does not handle the financial side, she expressed that is all done through the board. She did explain that she handles three communities and one reserve, and the per capita funding they are requesting is for a full time assistant's salary. All the administration will be handled out of the Whitecourt office, however, they encourage Fox Creek to continue to have board members. Ms. Hosker discussed that Fox Creek does not have a trained Coordinator, the existing advocates need more training, and they will also need additional supplies. Some of the supplies would include each advocate having a cell phone, and possibly a VSU vehicle for Fox Creek. Mayor MacKinnon thanked Ms. Hosker for attending the meeting.

Gary Head arrived. Mayor MacKinnon asked Council if they would like to add the Fox Creek Curling Club delegation back onto the agenda.

### **3.2 Fox Creek Curling Club**

Gary Head apologized about his report not being submitted on Wednesday and discussed the repairs that are needed on the building. The building is heaving and a trench needs to be dug to fix the problem, presently, there are no eaves troughs and the furnace needs to be replaced. He did not have all of the estimates as of yet, Council asked if he could submit the estimates to the Town Office before the next council meeting. He agreed and added that he thought it would be approximately \$30,000 or so. Mr. Head has been working with C. Dunnigan, Parks & Recreation Director, and is requesting a letter of support from the Town to accompany a grant application. Mayor MacKinnon also explained that it has come to our attention that we do not have an agreement with the Curling Club as the old one had expired. Mayor MacKinnon thanked Mr. Head and added that administration will prepare a letter of support once the appropriate documents are received.

### **3.3 Chamber of Commerce**

President, Dorothy Church presented Council with their financial report from January 01, 2007 up to November 19, 2007. Due to the fact that the Tourist Information Center is not busy all the time with tourists there seems to be some staffing issues. However, Jodie Smith has come on board and will run the T.I.C. next year. Allison Sharpe spoke regarding the Highway signs and agreed that 10 signs would be too crowded. She agreed that only 8 be put up. Ms. Sharpe discussed that there must be different maintenance on the existing signs to prevent them blowing off in bad weather. The Chamber will be addressing this in the future. Mayor MacKinnon inquired about the Town sign being replaced and Ms. Sharpe explained that they do not own the Town sign. Mayor MacKinnon asked Assistant Development Officer Cindy Nielson to coordinate with Public Works on removing the sign. Mayor MacKinnon thanked Ms. Church and Ms. Sharpe for their presentation.

## **4. STANDING COMMITTEES**

### **4.1 Community Services**

Councillor J. Ahn and Councillor K. Palmer attended the portfolio meeting and reviewed the proposed budget for the Community Services Department. Councillor J. Ahn explained that there was a lot to absorb and did not realize that there was funding from so many different levels of government.

#### **4.1.2 Heart River Housing**

Councillor K. Palmer has been in contact with Pat Billings regarding the Provinces decision with no funding being allocated to Fox Creek for the Seniors/Disable Housing Project. Councillor K. Palmer would like some direction from Council on what needs to be addressed at the next Heart River

meeting on December 20, 2007. Council expressed the need to have a good partnership with Heart River, and to continue to have them on board with this project. Councillor K. Palmer will be discussing the management and duties for the Housing Project should the Town proceed to build the facility on its own.

#### **4.1.3 Municipal Library Board**

Councillor B. Burrige attended the Municipal Library Board meeting and expressed concerns on the shortage of Board members. They discussed the air conditioner which has not been installed. Town Manager F. O'Malley explained it is the schools responsibility to install the air conditioner. Councillor B. Burrige reported that the 2008 budget was ready.

#### **4.1.4 Peace Library Board**

Councillor B. Burrige attended the meeting in Grande Prairie, they have introduced a genealogy program that will be accessible online, language modules, and themed story books. The next meeting is in February.

#### **4.1.5 Director of Community Services Update**

Director of Community Services Catherine Cole presented her update which included her portfolio meeting with Councillor's K. Palmer and J. Ahn. Mayor MacKinnon requested Director of Community Services Catherine Cole be at the first council meeting of every month. Director of Community Services Catherine Cole mentioned that Santa's Anonymous had 27 families this year. Councillor B. Burrige mentioned that anyone could volunteer to help the Lions Club package the baskets.

#### **4.1.6 Hwy 43 Victim Services**

Mayor MacKinnon opened the discussion regarding the funding request from Highway 43 VSU. Council discussed that they would like more clarification on where the existing funds for Fox Creek VSU has gone or will be going. Mayor MacKinnon noted that she has a meeting tomorrow with Sgt. Koscielny and if Council agrees we can defer this item until the January 14, 2008 meeting.

292-07

Councillor P. Marinus moved to defer the decision regarding the funding request from the Hwy 43 Victim Services Unit until the January 14, 2008 council meeting.

CARRIED UNANIMOUSLY

### **4.2 Finance, Legislative & Intergovernmental Affairs**

#### **4.2.1 Portfolio Chair Report**

Councillor P. Marinus attended the portfolio meeting along with Councillor K. Palmer and Mayor MacKinnon to review the 2008 budget. As well, Director of Finance provided as over view of the proposed changes to the Town's personnel policy.

#### **4.2.2 Yellowhead East Community Futures**

Nothing to report, waiting for the next meeting date.

#### **4.2.3 Chamber of Commerce**

Mayor MacKinnon attended the meeting. Unfortunately it was cancelled as they did not have enough members for a quorum. The general meeting is December 17, 2007 at Suzy Cues if anyone would like to attend.

#### **4.2.4 Item Deleted**

#### **4.2.5 GAER**

Mayor MacKinnon and Councillor L. Beloin attended the meeting in Edson on

December 3, 2007. Some of the items discussed were, the pine beetle and the strategic planning session in January. Mayor MacKinnon informed Council that while attending the AUMA Conference in Calgary, Councillor Mary Olsen of Edson, passed away. Mayor MacKinnon passed on our condolences to the Town of Edson, and administration arranged to have flowers sent to the service.

#### **4.2.6 Bylaw 669-2007 Acting Town Manager**

Town Manager F. O'Malley asked that Council give Bylaw 669-2007 all three (3) readings.

**293-07** Councillor L. Beloin moved to give First (1<sup>st</sup>) Reading to Bylaw 669-2007.  
CARRIED UNANIMOUSLY

**294-07** Councillor P. Marinus moved to give Second (2<sup>nd</sup>) Reading to Bylaw 669-2007.  
CARRIED UNANIMOUSLY

**295-07** Councillor B. Burrige moved to hold Third (3<sup>rd</sup>) and Final reading to Bylaw 669-2007.  
CARRIED UNANIMOUSLY

**296-07** Councillor M. Campbell moved to give Third (3<sup>rd</sup>) Reading to Bylaw 669-2007.  
CARRIED UNANIMOUSLY

#### **4.2.7 Bylaw 670-2007 Acting Town Manager**

Town Manager F. O'Malley asked that Council give Bylaw 670-2007 all three (3) readings.

**297-07** Councillor B. Burrige moved to give First (1<sup>st</sup>) Reading to Bylaw 670-2007.  
CARRIED UNANIMOUSLY

**298-07** Councillor P. Marinus moved to give Second (2<sup>nd</sup>) Reading to Bylaw 670-2007.  
CARRIED UNANIMOUSLY

**299-07** Councillor M. Campbell moved to hold Third (3<sup>rd</sup>) and Final reading of Bylaw 670-2007.  
CARRIED UNANIMOUSLY

**300-07** Councillor L. Beloin moved to give Third (3<sup>rd</sup>) Reading to Bylaw 670-2007.  
CARRIED UNANIMOUSLY

#### **4.2.8 Council Remuneration**

Mayor MacKinnon explained to Council that there seemed to be some confusion for compensation regarding in town meetings.

**301-07** Councillor M. Campbell moved to accept as information and bring back to the next meeting.  
CARRIED UNANIMOUSLY

#### **4.2.9 Chamber of Commerce Business License Fees**

Town Manager F. O'Malley explained that the chamber receives 50% of the revenues from the Business License Fees, in May they receive two-thirds (2/3) of the amount and in November the balance. This year the Chamber did not submit their financial statement, therefore they have not received any monies thus far. Town Manager F. O'Malley requested that Council agree to pay the fees to the Chamber of Commerce for the entire year, 2007.

**302-07** Councillor B. Burrige moved that Council forward the full amount, as per the Town's agreement to the Chamber of Commerce for 2007.

#### **4.2.10 Personnel Policy**

Mayor MacKinnon requested Town Manager F. O'Malley to highlight the additions and changes that were made in the Town's Personnel Policy. F. O'Malley reviewed the new vacation schedule, tool and boot allowance, change of titles for managers, and clarification of misconduct procedures. There are a few minor changes to be made, and it was suggested that Council approve the new Personnel Policy with the changes.

**303-07** Councillor L. Beloin moved that Council accept the new Personnel Policy with the changes and a revised copy be brought to the next council meeting.

CARRIED UNANIMOUSLY

#### **4.2.11 Presentation**

Mayor MacKinnon presented Town Manager F. O'Malley with a framed print and thanked him for his 3 plus years as Town Manager and wished him the very best in his new endeavors.

### **4.3 Protective Services**

#### **4.3.1 Portfolio Chair Report**

Councillor L. Beloin attended the meeting in November, Councillor B. Burrige was unable to attend. Councillor Beloin discussed that they did a review of the new fire department bylaw. Another item discussed was the ambulance attendants are getting bright yellow jackets so they would be more visible. They discussed how busy the highways have been. The committee reviewed the proposed stop sign changes with Peace Officer A. Carroll. Mr. Carroll will go over the changes that were discussed and bring it back to the next meeting.

#### **4.3.2 Disaster Services Committee**

Town Manager F. O'Malley has appointed Assistant Development Officer C. Neilson Acting Disaster Services Director. He explained that until a new CAO is in position, Rick Reiger from the M.D. of Greenview will be there to assist Ms. Neilson. Town Manager F. O'Malley would like included in the 2008 budget, monies for table top exercises.

#### **4.3.3 Fire Smart Committee**

Director of Parks and Recreation C. Dunnigan will be taking over the next meeting in January 2008.

#### **4.3.4 R.C.M.P. Update**

Mayor MacKinnon provided Council with an update regarding the proposed location for the new RCMP detachment. Town Manager F. O'Malley has been working with ken Rankin from RCMP K Division and the main ball diamond seems to be an ideal location for the new facility. F. O'Malley and Councillor B. Burrige met with the Slow Pitch Association and Minor Sports to discuss the possibility of relocating the main diamond along side of Kin 1 & 2. Each group presented this proposal to their members and to date the Town has not heard any resistance. Mayor MacKinnon suggested that we update the residents of Fox Creek by putting an article in the paper.

#### **4.3.5 Bylaw 667-2007 Fire Protection Bylaw**

Fire Chief Tim Pratt would appreciate Council giving First (1<sup>st</sup>) reading on the proposed Bylaw 667-2007. He discussed the changes that he and Assistant Fire Chief Les Paul had made. Mr. Pratt will work with administration to amend the changes on the draft bylaw.

**304-07** Councillor P. Marinus moved to give First (1<sup>st</sup>) Reading to Bylaw 667-2007.

CARRIED UNANIMOUSLY

#### **4.3.6 Option to Purchase**

Town Manager, F. O'Malley reported to Council that in order to proceed with the RCMP K Division's request to purchase land to build the new detachment, Council must enter into an Option the Purchase agreement. This Option to Purchase will enable the RCMP to conduct the proper testing to the lands without binding the Town financially.

**305-07**

Councillor b. Burridge moved that the Town of Fox Creek enter into an Option to Purchase Agreement with the RCMP K Division, which would allow them access to the land for the required testing without financially impacting the Town of Fox Creek.

**Mayor L. MacKinnon called a short recess at 9:03 P.M.**

**Mayor L. MacKinnon called the meeting back to order at 9:16 P.M.**

#### **4.4 Property Services**

##### **4.4.1 Portfolio Chair Report**

Councillor M. Campbell attended the meeting on December 7, 2007 in Council Chambers, Councillor L. Beloin and Director of Parks and Recreation were unable to attend. Mayor MacKinnon also attended. They discussed the budget and the request for a new sweeper.

##### **4.4.2 Municipal Planning Commission**

There was nothing to report, the next meeting is Tuesday December 11, 2007.

##### **4.4.3 Subdivision and Development Appeal Board**

Nothing to report.

##### **4.4.4 Greenview Regional Waste Management Commission**

Councillor B. Burridge met with the Commission November 15, 2007 in Council Chambers. Councillor Burridge and the Director of Operations O. Farnel are going to tour the regional land fill site. Councillor Burridge also attended a paint recycling seminar in Grande Prairie, which will come into effect April 2008. The next Greenview Regional Waste Management meeting is January 3, 2008.

##### **4.4.5 Report from Director of Operations - Equipment**

Director of Operations Owen Farnel provided Council with a report describing the problems the Town has been having with our sweeper. Mr. Farnel recommended Council accept an offer provided by Challenger for a straight trade for a brand new 2008 fully warranted sweeper. In exchange for the Town's old sweeper, this company will provide the town with a new machine. It is a win-win for Fox Creek and Valleyview as the old sweeper was down more than it was used last summer.

**306-07**

Councillor M. Campbell moved to accept the offer provided by Challenger for a new sweeper.

CARRIED UNANIMOUSLY

##### **4.4.6 Chamber of Commerce Highway Signage**

Councillor M. Campbell recommended that the development permit be amended from 10 signs to 8 and that a condition be added to maintain the existing signs.

**307-07**

Councillor P. Marinus moved to accept the development permit from the Chamber of Commerce for 8 highway signs and that an additional condition be included to provide better maintenance to the existing signs.

CARRIED UNANIMOUSLY

Mayor L. MacKinnon inquired about waiving the development permit application fee of \$25.00 per sign.

- 308-07** Councillor B. Burridge moved that Council waive the development permit application fee of \$25.00 per sign.

CARRIED UNANIMOUSLY

#### **4.4.7 Letter from Larry Davidson – Whycott Holdings**

Assistant Development Officer C. Neilson presented Council with a report in regards to a letter from Larry Davidson regarding development conditions on Lot 16, Block 36, Plan 062-0098. Council discussed extending his permit for twelve (12) months as they had granted other permit extension requests. There was also a request from Mr. Davidson to use his vacant lot beside Winks for a temporary parking lot for large trucks. Council agreed that separate motions be made.

- 309-07** Councillor P. Marinus moved to approve a twelve (12) month extension for development of Lot 16, Block 36, Plan 062-0098.

CARRIED UNANIMOUSLY

- 310-07** Councillor M. Campbell moved to approve the request for temporary parking of large trucks on Lot 2A, Block 7, Plan 052-1272.

Motion was defeated.

#### **4.4.8 User Fees Report**

Due to an injury, Director of Parks and Recreation C. Dunnigan was unable to attend the meeting. Town Manager F. O'Malley presented Ms. Dunnigan's report regarding changes to the Campground fees. Council agreed to defer this report to the next council meeting where Ms. Dunnigan could attend and answer questions regarding the campgrounds.

- 311-07** Councillor B. Burridge move to defer to the next council meeting.

CARRIED UNANIMOUSLY

## **5. MAYOR'S CORNER**

### **5.1 Mayor's Report**

Mayor MacKinnon briefed Council on this years AUMA conference. Mayor MacKinnon suggested that it would be beneficial for each councillor to attend next year. The conference is set for October 2008 in Edmonton.

### **5.2 Correspondence for Council Information**

- Insight into Government; November 23, 26 and November 30, 2007 editions
- Fox Creek R.C.M.P. Detachment Occurrences; November 23-29, 2007
- Peace Country Health – Sustaining Efficient and Effective Health Services in a Unique Northern Environment
- Peace Country Health – Board Highlights December 5, 2007

## **6. IN CAMERA SESSION**

- 312-07** Councillor P. Marinus moved that Council go "In Camera" at 10:10 P.M.

CARRIED UNANIMOUSLY

- 313-07** Councillor M. Campbell moved that Council leave the "In Camera" session at 10:53 P.M.

CARRIED UNANIMOUSLY

- 314-07** Councillor J. Ahn moved that for the period of Acting CAO, as per Bylaw

669-2007 Acting CAO Florrie MacLeod, and Bylaw 670-2007, Acting CAO Owen Farnel, compensation is set at a Step 1 Level of the Town Managers remuneration schedule; commencing on December 11, 2007 and will remain in place until such time as a new CAO is in position or an interim replacement assumes the contractual obligation temporarily or full time. At which time, the Director of Operations and the Director of Finance shall return to their previous steps on the Town's remuneration schedule.

CARRIED UNANIMOUSLY

**7. ADJOURNMENT**

**315-07** Councillor P. Marinus moved to adjourn the meeting at 10:55 P.M.

CARRIED UNANIMOUSLY

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Leora Mackinnon  
Mayor

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Florrie MacLeod  
Acting CAO

