

THE REGULAR MEETING OF THE COUNCIL OF THE TOWN OF OYEN WAS HELD IN THE COUNCIL CHAMBERS ON MARCH 1, 2011 AT 5:00PM

MEMBERS PRESENT Mayor Christianson, Councillors Lehman, Thomson, Schroeder, and Brockmann

Acting Municipal Administrator – Debbie Ross
Recording Secretary – Charmain Snell

MEMBERS ABSENT Deputy Mayor Bedwell and Councillor Hertz

GUESTS Interim Recreation Director, Paul Evans
Assistant Recreation Director, Lee Tucker
Public Works Foreman, Darcy Dobrosky
PEP Delegate Karen Smilar
PEP Delegate Alan Hyland
RCMP Delegate Constable James Gudjonson
TransCanada Keystone Pipeline Delegate Darren Paquin
Royal Lepage Delegate Kim Gilbertson

CALL TO ORDER Mayor Christianson called the meeting to order at 5:07 PM.

ADOPTION OF AGENDA It was moved by Councillor Schroeder to adopt the Agenda as amended:

Additions under Presentations/Delegations:

4. Kim Gilbertson, Royal Lepage

Additions under New Business

9. Review of Council Roles and Responsibilities
10. Diagnostic Imaging Feasibility Study
11. Mayor's Office and Budget
12. Draft Bylaw #802-11
13. Personnel Committee Motion

Additions under Council Committee Reports

2. Medical/Dental Report

CARRIED UNANIMOUSLY

PEP Representatives from Palliser Economic Planning were present to report and review with Council an update on the status of PEP and the new directions they are planning on taking given the new contract that has been signed with Alberta Finance and Enterprise.

Mayor Christianson expressed his appreciation for keeping Council informed.

RCMP Constable James Gudjonson was present to report and review with Council the 2010 Detailed RCMP Report for the Town of Oyen.

- Corporal Terry Link is on indefinite leave and his leave will be re-evaluated at the end of April as to his fitness to return to work.
- A fourth position has been made available to Oyen; however, housing must first be secured before a recruit can be hired.
- Constable Gudjonson requested Council to provide the RCMP detachment

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with a list of initiatives they would like to see implemented for the upcoming fiscal year.

- OLD HOTEL** Kim Gilbertson of Royal LePage was present to review with Council the status of the sale of the tax forfeiture property on Main Street.
- PREVIOUS MINUTES** It was moved by Councillor Schroeder that the Council of the Town of Oyen adopt the minutes of the Council meeting of February 1, 2011, as amended. **CARRIED UNANIMOUSLY**
- PUBLIC WORKS** Town of Oyen Public Works Foreman Darcy Dobrosky attended the Council meeting to report and answer questions from Council.
- Councillor Lehman commended the Public Works department for the terrific job they have done with the winter snow removal.
- RECREATION** Town of Oyen Interim Recreation Director, Paul Evans attended the Council meeting to report and answer questions from Council.
- Councillor Schroeder advised the Recreation Department that the Lion's Club has made a bid to host the 2011 Lion's Campout Weekend on August 13, 2011.
- BUSINESS ARISING FROM COUNCIL MINUTES** The date for Debbie Kovitch's retirement celebration will have to be changed from March 12, 2011 to sometime in April 2011. Debbie Kovitch will attend the Town Office to confirm a date on March 2, 2011.
- ADMINISTRATOR'S REPORT** Council reviewed the Municipal Administrator's Report submitted by Town of Oyen Acting Municipal Administrator, Debbie Ross.
- It was moved by Councillor Thomson to accept the report as information. **CARRIED UNANIMOUSLY.**
- RECESS 6:28 PM** It was moved by Mayor Christianson to recess at 6:28 PM for a dinner break. **CARRIED UNANIMOUSLY**
- RECONVENE 6:54 PM** It was moved by Mayor Christianson to reconvene the Council meeting at 6:54 PM. **CARRIED UNANIMOUSLY.**
- TRANSCANADA KEYSTONE PIPELINE** Delegate Darren Paquin was present to report and review with Council on the progress of the TransCanada Keystone Pipeline. The pace of the project has slowed due to a delay in approval from the US government. Construction contracts have not been awarded and future progress is not expected until sometime in 2012.
- PUBLIC AUCTION** The Acting Municipal Administrator, Debbie Ross, reported to Council that the property located on Lot 17-20, Block 2, Plan 4490AR was put up for public auction on February 15, 2011 at 2:00 pm in the Town of Oyen Council Chambers and that there was no attendance and no tender bids received.
- The Acting Municipal Administrator, Debbie Ross provided to Council with the options available to proceed under the Municipal Government Act.
- It was moved by Councillor Schroeder to become owner of the property under Section 424 of the Municipal Government Act. **CARRIED UNANIMOUSLY.**

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**HANNA
CENTENNIAL
COMMITTEE**

The Acting Municipal Administrator, Debbie Ross, reported to Council on a request that has been received from the Hanna Centennial Committee requesting assistance with developing a volunteer exchange.

It was moved by Councillor Thomson to direct the Acting Municipal Administrator to reply to this request with a list of service clubs that may be of assistance. **CARRIED UNANIMOUSLY.**

MOU

The Acting Municipal Administrator, Debbie Ross, presented and reviewed with Council the proposed Memorandum of Understanding from Palliser Economic Planning for the next fiscal year.

PRSD NO. 8

The Acting Municipal Administrator, Debbie Ross, presented and reviewed with Council a letter received from the Prairie Rose School Division requesting a donation for radio advertising for the graduation week celebrations.

It was moved by Mayor Christianson to direct the Acting Municipal Administrator to kindly refuse the request. **CARRIED UNANIMOUSLY.**

**BUSINESS
VITALITY
INITIATIVE**

The Acting Municipal Administrator, Debbie Ross, presented and reviewed with Council an e-mail received from John McGowan, CEO of the Business Vitality Initiative requesting an Expression of Interest from the Town of Oyen.

Council directed the Acting Municipal Administrator to kindly refuse the request.

**TRAIL OF THE
BUFFALO**

Council received a request from Councillor Schroeder to be appointed as a board member on the Destination Marketing Fund Society.

Council directed the Acting Municipal Administrator to review the original contract signed with the Trail of the Buffalo and tabled the issue to the next meeting.

**MATERNITY
LEAVE**

The Acting Municipal Administrator, Debbie Ross, presented to Council a letter of request from Charmain Snell in regards to benefit and pension plan coverage during her Maternity Leave.

Council directed the Acting Municipal Administrator to review the current Town of Oyen Personnel Policy with respect to the Town of Oyen's policy on Maternity Leaves and if necessary update the policy and present it at the next council meeting.

**MUNICIPAL
AFFAIRS**

The Acting Municipal Administrator, Debbie Ross, presented and reviewed with Council a request from Municipal Affairs to host a Workshop in the Town of Oyen.

It was moved by Mayor Christianson to approve the costs for hosting a workshop and to direct the Acting Municipal Administrator to contact Municipal Affairs and finalize the arrangements. **CARRIED.**

**COUNCIL
ROLES AND
RESPONSIBILITIES**

The Acting Municipal Administrator, Debbie Ross, presented to Council a Review of Council's Roles and Responsibilities.

In accordance with the Municipal Government Act Section 208(1), the Chief Administrative Officer must ensure the Council is advised in writing of its legislative responsibility under the Act.

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General Duties of Council MGA Section 153 (d) “to obtain information about the operation or administration of the municipality from the CAO or a person designated by the CAO.

Council meetings MGA Section 193, Committee Meetings MGA Section 195 and Special Meetings MGA Section 194 are public meetings MGA Section 197 and notice must be given MGA Section 196. All are to be held in a public place. All require Municipal Administrator to be present MGA 208 (2).

A Council may only act by resolution or bylaw, and it is not valid unless passed at a meeting held in public where there is a quorum present MGA Section 180. All decisions and directions come from a decision of Council as a whole.

MGA Section 201 (1) Council is responsible for developing and evaluating the policies and programs of the municipality and MGA Section 201 (2) a Council must not exercise power or function or perform a duty that is by this or another enactment or bylaw specifically assigned to the Chief Administrative Officer or a designated officer.

**RECESS
9:13 PM**

It was moved by Mayor Christianson to recess at 9:13 PM for a break.
CARRIED UNANIMOUSLY.

**RECONVENE
9:15 PM**

It was moved by Mayor Christianson to reconvene the Council meeting at 9:15 PM. **CARRIED UNANIMOUSLY.**

**FEASIBILITY
STUDY**

Council received a request from Mayor Christianson to approve the costs for a Diagnostic Imaging Feasibility Study.

It was moved by Councillor Thomson to direct the Acting Municipal Administrator to pursue options to obtain funding for a Feasibility Study.
CARRIED UNANIMOUSLY.

**MAYOR’S OFFICE
& BUDGET**

It was moved by Councillor Thomson for Council to approve the costs for setting up an office space and budget for the Mayor within the Town Office.
CARRIED UNANIMOUSLY.

**DRAFT
BYLAW NO.
802-11**

Draft Bylaw No. 802-11 was presented to Council for adoption. Being a By-Law of the Town of Oyen to establish the position for the Chief Administrative Officer and to outline the duties and responsibilities of the Chief Administrative Officer.

It was moved by Councillor Schroeder that Bylaw No. 802-11 be given first reading. **CARRIED UNANIMOUSLY.**

**COMMITTEE
REPORTS**

It was moved by Councillor Brockmann to accept the committee reports as presented. **CARRIED UNANIMOUSLY.**

**APPEAL
BOARD
TRAINING**

Councillor Brockmann informed Council that he is interested in attending a workshop for the Subdivision & Development Appeal Board to complete his training to sit on the Development Review Board.

It was moved by Councillor Lehman that the Council of the Town of Oyen approve of the costs for Councillor Brockmann to attend a workshop at a date of his choosing. **CARRIED UNANIMOUSLY**

**GROWING
RURAL**

Councillor Schroeder informed Council that he is interested in attending the Growing Rural Tourism Conference from April 4-6, 2011.

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**TOURISM
CONFERENCE**

It was moved by Councillor Thomson that the Council of the Town of Oyen approve of the costs for Councillor Schroeder to attend the conference. **CARRIED UNANIMOUSLY.**

**CBL TOURISM
DEVELOPMENT
CONFERENCE**

Councillor Thomson and Mayor Christianson informed Council that they would be interested in attending the Canadian Badlands Tourism Development Conference and Annual General Meeting on March 30-31, 2011.

It was moved by Councillor Lehman that the Council of the Town of Oyen approve of the costs for Councillor Thomson and Mayor Christianson to attend the conference and annual general meeting. **CARRIED UNANIMOUSLY.**

CAF GRANT

The Acting Municipal Administrator, Debbie Ross, presented and reviewed an accounting of the expenses to date for the Community Adaptation Fund Grant with Council.

CORRESPONDENCE

The Municipal Administrator and Council reviewed the balance of the Correspondence listed on the March 1, 2011 Council meeting agenda.

IN CAMERA

It was moved by Councillor Schroeder to go In Camera at 9:41 PM. **CARRIED UNANIMOUSLY**

OUT OF CAMERA

It was moved by Councillor Schroeder to go Out of Camera at 10:10 PM. **CARRIED UNANIMOUSLY**

**PERSONNEL
COMMITTEE**

It was moved by Councillor Thomson to have Council direct the Mayor to contact Dimitri Pojidaeff, partner with the HR Group Management Consultants, to request a list of possible candidates for the CAO position, conduct interviews, and hire within the wage range as discussed. **CARRIED UNANIMOUSLY.**

ADJOURNMENT

The meeting was adjourned at 10:12 PM.

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