



COUNCIL MINUTES
Regular Meeting of Council
Monday, November 24, 2025
Fox Creek Administration Office - Council Chambers / Teams

PRESENT:

Mayor
Deputy Mayor
Councillors

Sheila Gilmour
Eric Doran
Kris George
Kerri Hudson
Chace Lamb (via Teams)
Kim Norman
Kevin Thesen

Chief Administrative Officer
Director of Operations
Municipal Clerk III
Recording Secretary

Kristen Milne
Jaden Marshall
Crystal Huether
Denise Baranowski

1. CALL TO ORDER

Mayor Sheila Gilmour called the Regular Meeting of Council for November 24, 2025 to order at 6:30 p.m.

2. ADOPTION OF AGENDA

Moved by: Councillor Doran	
288-25	That the agenda for the Regular Meeting of Council held on November 24, 2025 be approved, as presented.
CARRIED UNANIMOUSLY	

3. MINUTES

3.1 Minutes from the Organizational Meeting of Council held October 27, 2025

Moved by: Councillor Hudson	
289-25	That the minutes from the Organizational Meeting of Council held on October 27, 2025 be approved, as presented.
CARRIED UNANIMOUSLY	

3.2 Minutes from the Regular Meeting of Council held October 27, 2025

Moved by: Councillor Thesen	
290-25	That the minutes from the Regular Meeting of Council held on October 27, 2025 be approved, as presented.
CARRIED UNANIMOUSLY	

3.1 Minutes from the Special Meeting of Council held November 18, 2025

Moved by: Councillor Doran	
291-25	That the minutes from the Special Meeting of Council held on November 18, 2025 be approved, as presented.
CARRIED UNANIMOUSLY	

4. DELEGATIONS

NIL

5. STAFF REPORTS

5.1 Chief Administrative Officer – Motion Action List

Moved by: Councillor Norman	
292-25	That Council accepts the Staff Report as information.
CARRIED UNANIMOUSLY	

6. FINANCIAL REPORTS

6.1 Statement of Operating Revenues and Expenditures (Unaudited) as of November 21, 2025

6.2 Statement of Capital Acquired and Applied (Unaudited) as of November 21, 2025

6.3 Payables Ending November 20, 2025 – Cheque Register 055150 – 055248

6.4 Council Remuneration for the Period Ending October 31, 2025 2025

Moved by: Councillor George	
293-25	That Council accepts the Financial Reports, as presented.
CARRIED UNANIMOUSLY	

7. BUSINESS

7.1 Request for Decision – 2025-2026 Council Meeting Schedule

Moved by: Councillor Hudson

294-25 That Council approves the 2025/2026 Regular Meetings of Council and Committee of the Whole Meetings, as presented in Option 2, and reschedules Budget Meetings from November 26 & 27 to January 5 & 6, 2026.

CARRIED UNANIMOUSLY

7.2 Request for Decision – Northern Alberta Elected Leaders Membership Fees 2026

Moved by: Councillor Doran

295-25 That Council approves the 2026 Northern Alberta Elected Leaders Membership fees.

CARRIED UNANIMOUSLY

7.3 Request for Decision – Request for Letter of Support – Heart River Housing

Moved by: Councillor Doran

296-25 That Council directs Administration to provide a letter of support to Heart River Housing for the support of the construction of Red Willow Lodge and the development of affordable housing in the region.

CARRIED UNANIMOUSLY

7.4 Request for Decision – Donation of Community Hall Rental - Filipino Community Annual Christmas Party 2025

Moved by: Councillor Norman

297-25 That Council direct administration to waive the cost of the Community Hall rental for the Filipino Community Annual Christmas Party 2025. Furthermore, that Council directs administration to obtain a \$500.00 refundable damage deposit for the use of the facility.

DEFEATED

7.5 Request for Decision – 2025-2026 Council Appointment to Community Futures Yellowhead East

Moved by: Councillor Doran

298-25 That Council approves the appointment of Councillor Hudson to the Community Futures Yellowhead East board.

CARRIED UNANIMOUSLY

7.6 Request for Decision – Support for Northwestern Polytechnic Fairview Campus

Moved by: Councillor Thesen

299-25 That Council directs administration to send a formal letter of support to the Minister of Advanced Education and other key stakeholders to request a moratorium on the decision to close the Northwestern Polytechnic Fairview Campus.

CARRIED UNANIMOUSLY

7.7 Request for Decision – Seasonal Closure of Fox Creek Airport Runway for Winter Operations; Continued Operation of Helipad

Moved by: Councillor Hudson

300-25 That Council directs administration to close the Fox Creek Airport runway to fixed-wing operations for the remainder of the 2025–2026 winter season, while maintaining the helipad open and cleared for use by STARS and other emergency helicopter operations.

CARRIED UNANIMOUSLY

7.8 Request for Decision – NAEL Electoral Boundaries

Moved by: Councillor Norman

301-25 That Council directs administration to send a letter in opposition regarding the change of electoral boundaries to the Alberta Electoral Boundaries Commission and key stakeholders.

CARRIED UNANIMOUSLY

8. BYLAWS AND POLICIES

8.1 Review and Adoption of Updated Snow Removal Policy PO89-2025 – *Snow Removal Policy*

Moved by: Councillor Thesen

302-25 That Council approve P089-2025 Snow Removal Policy as presented.

CARRIED UNANIMOUSLY

9. COUNCIL BUSINESS REPORTS

- 9.1 Mayor Gilmour
- 9.2 Councillor Doran
- 9.3 Councillor George
- 9.4 Councillor Hudson

Moved by: Councillor Doran	
303-25	That Council accepts Council Business Reports, as information. CARRIED UNANIMOUSLY

10. CORRESPONDENCE

- 10.1 Regional Employer Supports – October 2025
- 10.2 Heart River Housing Approved Meeting Minutes September 18, 2025
- 10.3 Northwestern Polytechnic Announcement October 29, 2025
- 10.4 Police Review Commission Status Update October 28, 2025
- 10.5 Community Future Yellowhead East Meeting Minutes June 18, 2025
- 10.6 Letter from Alberta Court of Justice RE Alberta Court Calendar Changes
- 10.7 Congratulations Letter from Minister Williams, Minister of Municipal Affairs RE Election
- 10.8 Community Futures Yellowhead East Meeting Minutes October 16, 2025
- 10.9 Food Banks Canada Overall Findings 2025
- 10.10 Northern Alberta Elected Leaders Meeting Minutes September 27, 2025
- 10.11 Transfer of Additional AHS Positions Across the Health Care System Update

Moved by: Councillor Norman	
304-25	That Council accepts the Correspondence, as information. CARRIED UNANIMOUSLY

Mayor Gilmour called a brief recess at 7:31 p.m.

Director of Operations left the meeting at 7:31 p.m.

Municipal Clerk III left the meeting at 7:31 p.m.

Mayor Gilmour called the meeting back to order at 7:44 p.m.

11. CLOSED SESSION

Moved by: Councillor Doran	
305-25	That Council moves to go into “Closed Session” at 7:44 p.m. pursuant to Section 197 of the Municipal Government Act, 2000 M-26 and amendments thereto, and Division 2 of the Access to Information Act and amendments thereto. CARRIED UNANIMOUSLY

Additional Attendant’s	Reason for Attendance
Chief Administrative Officer	Legislative Advice and Information
Recording Secretary	Administrative Duties

11.1 Disclosure harmful to business interests of a third party (AITA; Section 19) – Land

Moved by: Councillor Norman	
306-25	That, in compliance with Section 197(5) of the Municipal Government Act, Council moves to come out of “Closed Session” at 8:18 p.m. CARRIED UNANIMOUSLY

12. MOTIONS ARISING FROM CLOSED SESSION

12.1 Disclosure harmful to business interests of a third party (AITA; Section 19) - Land

Moved by: Councillor Doran	
307-25	That Council direct administration go ahead with the sale of the land at \$6.50 per sq foot, plus the purchaser is responsible for the subdivision costs. CARRIED UNANIMOUSLY

13. ADJOURNMENT

Mayor Gilmour adjourned the Regular Meeting of Council held on November 24, 2025 at 8:22 p.m.


Sheila Gilmour
Mayor


Kristen Milne
Chief Administrative Officer

December 15, 2025
Date Approved