

MINUTES OF THE FOURTEENTH REGULAR MEETING OF THE COUNCIL OF THE TOWN OF GIBBONS HELD ON WEDNESDAY, AUGUST 24, 2011

Council Present: Mayor Nimmo, Deputy Mayor Horner, Councillors Fraser, Parsons, Rollison, Sandahl and Wyatt

Staff Present: Henry Taylor, Town Manager, Eric Lowe, Superintendent of Public Works and Chris Sutherland, Recording Secretary

Guests: Bob Mann, Deputy Director and Roza Parlin, Executive Director - Edmonton Garrison Military Family Resource Centre and Ken Dobush, Longriders RV Park

As there was a quorum present, Mayor Nimmo called the meeting to order at 7:00 p.m.

ADDITIONS TO THE AGENDA

Mayor Nimmo requested "Enbridge" as Item 9.5 and Deputy Mayor Horner requested "Public Safety" as Item 9.6 and "Towing Trailers" as Item 9.7.

ADOPTION OF THE AGENDA

11/151 Councillor Rollison moved that the agenda be adopted as amended. CARRIED.

ADOPTION OF THE MINUTES

1. Subdivision Authority Meeting – July 27, 2011

Councillor Fraser requested that the wording in the resolution be changed to provide more clarity with respect to the sequence of the original resolution and amendment.

11/152 Councillor Fraser moved that the minutes of the Subdivision Authority Meeting held on July 27, 2011 be adopted as corrected. CARRIED.

2. Regular Meeting – July 27, 2011

11/153 Councillor Parsons moved that the minutes of the Regular Meeting held on July 27, 2011 be adopted as presented. CARRIED.

ACCOUNTS

1. Accounts

11/154 Mayor Nimmo moved that the total of the accounts in the amount of \$315,457.74 be ordered paid. CARRIED.

2. Monthly Statement – June 2011

11/155 Councillor Rollison moved to approve the monthly statement for June 2011 as presented. CARRIED.

3. Budget Summary

The Town Manager presented a budget summary for 2011 to Council and explained that the Town is in good shape and on target for the 2011 budget. The 2012 budget will be presented to Council at the November 23rd meeting.

11/156 Councillor Wyatt moved to approve the 2011 Budget Summary as presented. CARRIED.

APPOINTMENTS

1. Bob Mann, Deputy Director and Roza Parlin, Executive Director - Edmonton Garrison Military Family Resource Centre

Ms. Parlin and Mr. Mann attended to present to Council an overview of the programs and services that their resource centre provides to the military families. They explained that their funding comes from the Director of Military Family Support, the Base Commander, user fees and fundraising and donations. The services they provide are Personal Development and Community Integration, Child and Youth Development and Parenting Support, Prevention Support and Intervention, Family Liaison Coordinator and Family Separation and Reunions. They have a strict FOIP Policy. They are working on broadening their services and partnering with neighboring communities. At present, they are working with Kelly Taylor, Director of Community Services and the Sunflower Community Resource Centre.

Mr. Mann and Ms. Parlin left the meeting at 8:17 p.m.

3. Ken Dobush, Longriders RV Park – 1 Km Access to RV Park

Mr. Dobush attended to address Council in regards to the RV Park access. He explained that the access road to the park is in such poor shape that it is hurting his business and he is frustrated as he has put a lot of money into the park. The RV Park brings a lot of business to Gibbons and Sturgeon County. Graveling the road is no good.

After some discussion it was the consensus of Council that they are willing to work on a solution.

Mr. Dobush left the meeting at 8:59 p.m.

NEW BUSINESS

1. See Virtual 360 – July Report

This item was received for information.

2. Fort Saskatchewan Community Hospital Foundation – Harvest Ball

Councillor Fraser suggested that the Deputy Mayor attend this event, as the Mayor is unable to attend. It was the consensus of Council that the Deputy Mayor attend and if he is unable to go then no one would.

3. Sturgeon Regional Economic Development – Intermunicipal Cooperation Protocol

Deputy Mayor Horner advised that the Committee had not seen the Intermunicipal Cooperation Protocol yet. It was the consensus of Council that they would consider approving the Protocol once the Committee has ratified it.

4. Resolution – Appointment to the CARB

Mr. Taylor, acting as the Assessment Review Board Clerk, asked for a resolution from Council appointing two members and an alternative to the CARB. He advised that Mr. Rollison, Mr. Sandahl and Mr. Fraser have agreed to make themselves available to sit on the CARB.

11/157 Deputy Mayor Horner moved to appoint Mr. Rollison and Mr. Sandahl as members, with Mr. Fraser as the alternative to the CARB. CARRIED.

5. Enbridge

Mayor Nimmo had a meeting with representatives from Enbridge and they are looking for a letter of support.

11/158 Councillor Rollison moved to send a letter of support for Enbridge. CARRIED.

6. Public Safety Policy

Deputy Mayor Horner expressed concern about the water repairs and public safety. He recommended that a Public Safety Policy be drafted to make it fair for everyone. Councillor Wyatt also expressed concern about private contractors and public safety.

Mayor Nimmo suggested that the Town of Gibbons should have a bylaw with fines in regards to damage of barriers.

It was the consensus of Council that Administration continues drafting a Public Safety Policy for all contractors and builders to follow and a bylaw dealing with damage to barriers.

7. Towing of Trailers

Deputy Mayor Horner advised that he received a call at home in regards to an unattached trailer being towed while parked on the street. The owner's wife was loading the trailer for the weekend. He unhooked to go to work. The Deputy Mayor would like to be able to cut some slack; instead of towing perhaps a fine could be given.

Administration will review the bylaw.

BYLAWS

1. Bylaw No. PLU 2/11 – Being a bylaw of the Town of Gibbons in the Province of Alberta, to amend Bylaw No. PLU 8/06, being the Municipal Land Use Bylaw

11/159 Bylaw No. PLU 2/11 being a bylaw of the Town of Gibbons in the Province of Alberta, to amend Bylaw No. PLU 8/06, being the Municipal Land Use Bylaw was read a first time on a motion by Councillor Fraser. CARRIED.

2. Bylaw No. PLU 3/11 - a bylaw of the Town of Gibbons (hereinafter called “the Municipality”) in the Province of Alberta; authorizing Council to Close Roads within Subdivision Plan No. 832-1679 Register in Respect of Part of N.W. 3-56-23-W4 Located within the boundaries of the Town of Gibbons

11/160 Bylaw No. PLU 3/11 being a bylaw of the Town of Gibbons (hereinafter called “the Municipality”) in the Province of Alberta; authorizing Council to Close Roads within Subdivision Plan No. 832-1679 Register in Respect of Part of N.W. 3-56-23-W4 Located within the boundaries of the Town of Gibbons was read a first time on a motion by Councillor Rollison. CARRIED.

STAFF REPORTS

1. CAO’s Report

Unofficial Road to Longriders RV Park:

Appearing before Council this evening will be Ken Dobush representing the interests of the Longriders RV Park. Access to the campground is comprised of a legal road allowance 762-0326 which is a rural gravel road running parallel to the CN Rail line location in the North West corner of SW 14-56-23 W4 and runs in a northeasterly direction. In addition, the Longriders property is also accessed by an unofficial dirt road running north and south paralleling Highway 28A located on the highway right-of-way.

Last year the Legal road was dug up to install the sanitary force main. During the construction the road crown, the ditches and some of the gravel were lost in the process.

Mr. Dobush, some months ago, asked when the road was going to be repaired and further requested the Town place gravel on the dirt road to help with the mud and other issues the road experiences during wet weather.

As of the date of this report, the legal road has been re-crowned, the gravel replaced and the ditches re-established. During our inspection of the road a culvert on the east end of the road had been buried and partially crushed and needs to be replaced. To date the culvert has not been replaced.

As for the dirt road it is the opinion of both Public Works and our Town’s Engineer that adding more gravel would not address Mr. Dobush’s concerns. The dirt road has virtually no grade, there are no ditches and the road does not have a proper base to build on. To date the Town estimates that since this dirt road was created there have been about 75 loads of gravel placed on this dirt road with no visible improvements to the surfaces.

To properly engineer and construct a road to a standard that will meet the needs of the RV traffic on that area will cost approximately \$150,000. The Town did approach the Wastewater Commission and Longriders RV Park to investigate the possibility of a partnership in sharing the costs of upgrading the dirt road. The Commission indicated that they do not use the road enough to warrant such expenditure and declined to participate. Mr. Dobush to date has not declined participate but has indicated the he believes this is a Town responsibility.

Town also contacted Alberta Transportation to get their take on building this road on their right-of-way. Although they could not allow this road to have a legal designation because of future road construction plans for 28A, Dean Litke indicated that they would most likely approve access to the land for the purpose of building a temporary road.

If Council chooses to have the road upgraded it will be a temporary road as best, with a possible life of 5 to 20 years based on Alberta Transportation plans and timeframes. Our staff recommendation is that adding more gravel would be a waste of time and money. If the road is to be improved it should be done to a municipal standard that will not only serve the campground’s needs, but reduce the Town liability by continuing to service a sub-standard road. We further recommend that a cost sharing formula be considered between Longriders

and the Town based on usage. As it stands now based on the Town use (excluding grading) is about once a day.

West Gibbons Area Structure Plan (ASP):

As Council is aware, a great deal of time, money and effort has gone into bring this ASP to a standard which would be acceptable to the Town and its residents. Despite these efforts, Council, staff and our Planner were unable to reach an agreement prior to the expiration date of the bylaw. Although the West Gibbons ASP is currently dead all of us recognize the value of continuing our efforts to work with the Developer to obtain a successful conclusion to the outstanding issues with the ASP. With Administrative Members of the Capital Region Board returning from vacations and with the bylaw deadlines no longer an issue, I will be sending the latest version of this ASP to the Capital Region Board for an informal review. Although the Board will not be able to offer an opinion respecting its possible approval, it is my hope that they will be able to deal with the population and growth issues as they pertain to the Capital Region Growth Plan.

I will be sending the ASP to CRB Administration early in September. I suspect that it will take about a month based on their workloads to get back to us.

Composite Assessment Review Board:

As I act as both the Town Manager and the Assessment Review Board Clerk and that legislation clearing indicates that these two functions are to be distinct; at this time I wish to inform you that a CARB hearing has been scheduled for November 3rd at 10:00 AM sharp in the Council Chambers. As the Assessment Review Board Clerk, I will be asking Council to appoint two qualified members to set on the CARB and one alternate just in case one can't make it at the last minute.

Homestead Development – Stage 1A:

Based on informal discussions with the Town staff and Council, the Homestead Development bylaws will be presented to Council on August 24th the first will be a Road Closure Bylaw which is similar to the one presented to Council in 2008 that Council gave first reading to and the Minister signed but was never given 2nd or third reading as the developer decided to review their designs. The second bylaw is a redistricting (re-zoning) of a portion of the Homestead Development so that the developer can move forward with Stage 1A of the development which is scheduled to start in the spring on 2012. The Mayor and I also met with school officials to let them know of the tentative plans for the area and discuss traffic and bus parking issues.

Gibbons Cultural Centre:

Drawings and three renderings along with detailed costs estimates were scheduled to come before Council at the August 24th Council meeting. The designers requested an extension to September 14th as they need more time for the 3D virtual tour and the 3D composite of the site as it would look with the existing buildings

Annexation Plan Update for Sturgeon County:

Over the summer, the Mayor and I met with the Commissioner and Deputy Mayor of Sturgeon County to discuss the Annexation proposal presented in 2006. Although the meeting was very positive, the Sturgeon officials asked that the Town provide an update based on the presentation and based on the discussion at the meeting. This draft document is before our Council as an "in camera" item for the August 24th meeting and it is planned to go before the Sturgeon County Council in September.

2011 Water Main Improvements 2011:

Like most infrastructure project that deal with old water or sewer lines this has not been without its challenges. The details of what the contractor encountered are included in the Public Works Report. In addition, this project has also brought to light an opportunity to strengthen our communications and policies surrounding public safety and to clearing communicate the Town's expectations to contractors working within the Town not only with respect to project tendered by the Town, but also contractors and sub-contractors in our residential areas as well. As some members of Council have questions regarding the Town's liability, I have put together a verbal information summary which I will provide if Council wishes at the August 24th meeting. Town Staff are reviewing the current policies and will be bringing forward recommendations for amending and clarifying instructions to contractors in the next few weeks. For your convenience the Public Works Superintendent will also be available to answer any questions you may have regarding this project.

Review of EOC Documentation and Development of a 3 year Training Plan for Staff and Council:

At the suggestion of Ed Haines from Alberta Emergency Management the Town staff is in the process of developing a policy and a training plan which will encompass the participation of both Council and staff. The hope is that this policy will be approved and operational for the beginning of 2012. The training will provide direction for new members of Council as well as a refresher for seasoned members as to their roles and responsibilities during an emergency. The third year in the training process will see all town staff, emergency personnel and Council, as well as other community stakeholders participate in a full mock emergency. To this, 4 staff members have just completed training on the new early warning system for the province. We will be reviewing the adequacy of our ECO facilities and current documentation for possible reception area set-up. We are participating with the Sturgeon Region Partnership in standardizing all emergency management plans in our region.

Occupation Health and Safety Update and Review:

Town staff has just completed an informal audit of our OH&S requirements. Although our processes are in place, we know we need some work on documentation and hazard identification. This informal audit will help identify area that needs improvement. The biggest challenge we face, as well as most small communities, is finding the manpower from our existing human resources to maintain the system once up to standard.

Curling Rink Seasonal Agreement:

For some time I have been having discussions with the Gibbons Curling Club regarding the possibility of changing their lease agreement from an annual lease to a more seasonal lease in keeping with the nature of the sport and the utilization of the facility. Staff is reviewing the draft and the draft will be presented to the Curling Club President for his Board's comments. Once we have completed our discussion and assuming we can reach an agreement, the lease will be brought to Council for ratification. We are hoping to conclude this process quickly.

Status Update on Sanitary Sewer Forced Main Project:

As Council is aware the Primary Contractor has experience some difficulty with the control valve that was installed to control the volumes transferred to the Commission's lift station. A new aperture valve (which according to our engineer and the Commission's engineers should solve the problem) will be installed on August 24th or 25th.

Snow Removal Policy:

Last year Public Works submitted to Council a procedure for removing snow from our streets and sidewalks. That procedure has now been written in policy form along with maps and will be presented to Council at their September 14th meeting for consideration.

2. Public Works Report

Water

-Chlorine is at 0.84 mg/ltr average for 3 weeks. The minimum chlorine is 0.5 mg/ltr the high is 1.5 mg/ltr. This is at the reservoir; by the time it reaches the residence it is lower. We also do grab samples at various locations through the Town 5 days a week and send in a Bacterial Test to the lab once a week from various spots around Town.

Reservoir is at 86%.

-Valve checks are ongoing.

-The worked being done by A&A has been good but there has also been some problems, starting with the weather, they lost approximately 7 days due to weather, our as-builts, and 30 year old systems wasn't always where it was supposed to be and finding abandoned lines and tracing them slowed things down. Even though we exercise our valves regularly some still don't operate properly all the time. Complaints come in and when I go to the contactor they react to solve the complaints also a small loss or disruption in work. Overall A&A has been working hard at completing the task at hand as quickly and efficiently as possible. All lines and valves are being GPS by select and we will have accurate records of our underground for future Town Staff.

Sewer

-Industrial Park holding tanks are slowing down, we are emptying them once a week.

- The sewer backup down by the Lagoon is happening quite regularly now; we built a containment area and are repumping back into the sewer line. The orifice is built and should be installed next week. The ACRWWC does come out when called but takes about an hour.
- The fence around the little lift station will go in next as long the first call is not delayed.

Roads

- Street sweeping is ongoing. We are into the Friday routine now.
- 51 Street from 50 to 51 Ave will closed for water line installation.
- Potholes are ongoing.

Parks

- Sturgeon flooring is installing the floors in the Arena.
- The trails are back in service.
- West entrance sign is completed with light, looks great thanks to Denise.
- New front doors are installed on the Arena needs painting.

General

- Lift station is up and running. There are still some minor items to work out.
- Grass cutting is slowing down and we are caught up.
- Trees were removed from Center park and the Brumfit berm.
- Ice Cream doors are installed, needs painting.
- Peter built and International are due for their annual vehicle safety inspection.
- Rest of the equipment is working good.
- I would like to put some sort of gates across the easements; I will look into the type and discuss this with Kelly. The easements are being tore up by Dirt bikes and quads. I have not found the gates I am looking for yet. (I am still looking for this)

3. Fire Chief's Report

This Item was received for information.

4. July Permit Report

This Item was received for information.

8. Community Services Report

International Communities in Bloom Competition:

The judges were here on July 20th and it was an exceptional day! The weather cooperated and both the judges were impressed with the town, especially the community involvement they saw. Results of the competition will not be publicized until the National CIB Symposium in Quebec City, October 28th. I plan on submitting two of the homes from gibbons into the Scott's Miracle Grow Container competition also.

Summer Programs:

We have had record numbers of children in our programs this summer, with some new initiatives added. In particular, we opened the Youth Centre for youth ages 8-12. This has proved to be a very successful venture and we plan on continuing this in the fall/winter months. Collaboration with Redwater and Bon Accord to make bussing more affordable was also successful.

The FLY program has also been a huge success this year with 18 participants. We have returning youth from past years that become strong leaders in the program. We now have a very dedicated core of young people enthusiastic to volunteer. We are looking at maintaining this program, on a smaller scale, throughout the year as there are more volunteer opportunities during fall/winter, specifically with the senior's programs in town.

The summer staff, Veronica Haring, Dani Tighe and Tia McLean, have been exceptional and will be sorely missed in September!

A final report on summer programs will be available in late September.

Rain Barrel and Composter program:

We sold out of all rain barrels and composters this year. We will repeat this program next year.

Bon Accord/Gibbons Collaboration:

We are looking at ways to collaborate more in the future, and will have a proposal completed in the coming months.

Slave Lake:

I would like to thank Council for the opportunity to work in Slave Lake for two weeks in August. It was wonderful to be able to assist a fellow Alberta community after they had suffered such devastation.

Community Showcase 2011:

The community showcase will take place on Thursday, September 8th from 5:30 – 8:00 pm. This is an opportunity for all community organizations to showcase their programs and take registrations for the new year. This event is in collaboration with the Landing Trail “Meet the Teacher” night and we expect it to become an annual event. It is one way to support the community organizations with their efforts to provide recreation and support programs in Gibbons.

As first discussed during the Gibbons Council meeting in April, we would like any Councilors that are available that evening to attend and assist in Bar-B-Qing hamburgers for the community. This would be a great opportunity for the community to meet Town Council on a social level. *Please RSVP if you are available to assist that evening.*

Fall/Winter Programs:

The Fall/Winter tabloid has been delivered to all residents in Sturgeon County. This is the first time that Gibbons and Bon Accord have combined their programs and advertising, with a record number of programs offered this year (39).

The Landing Pad:

This program will begin on September 1. Our minimum number of participants was met, and we expect more registrations once the program is up and running.

Youth Centre:

The Youth Centre was kept open for July this year. The number of participants started to dwindle, so we chose to close for August, except for the Shack Pack (ages 8-12). We are looking forward to opening again early in September, with our first dance of the school year in October.

11/161

Councillor Wyatt moved to receive the staff reports as presented. CARRIED.

COMMITTEE REPORTS

1. Redwater Discovery Day Parade

Councillor Rollison represented the Town of Gibbons in this parade.

2. Roseridge Landfill

Councillor Parsons attended but unfortunately there was no quorum.

3. Heartland Meeting

Deputy Mayor Horner attended and really enjoyed it. Lamont County, Strathcona County, Gibbons and Neil Shelly were present. He advised that Neil Shelly did an excellent job.

4. Policy Appointments

Deputy Mayor Horner asked that business people and groups from our own community be allowed to first go first when we have more than one appointment.

5. Sturgeon Foundation

Councillor Wyatt advised that he attended three meetings. One regular meeting and two meetings for hiring the new CAO. He also advised that the lien on Phase 1 has been taken care of.

6. Victim Services Golf Tournament

Councillor Sandahl will be attending.

7. Library Conference

Councillor Sandahl will be attending this conference in September.

8. Engineering Meeting

Councillor Fraser and Henry Taylor met with Eric and Patrick from Steward Weir Engineering this afternoon and got some information to look at in the future.

9. Enbridge

Mayor Nimmo met with representatives of Enbridge as mentioned earlier.

10. Technical Review Committee

Mayor Nimmo attended the Technical Review Committees first meeting regarding the Ring Road and reported that our area may be Stage 2. Mayor Nimmo asked Deputy Mayor Horner to attend the September 9th meeting and the October CRB Meeting.

11. Communities In Bloom

Mayor Nimmo along with Kelly Taylor, Director of Community Services met with Edmonton and Strathcona County regarding Communities in Bloom as this region will be hosting the 2012 Communities in Bloom.

11/162 Deputy Mayor Horner moved to go in camera to discuss land issues and landuse issues. CARRIED. Council went in-camera at 9:36 p.m.

11/163 Councillor Wyatt moved to revert to normal sitting. CARRIED. Council reverted to normal sitting at 9:58 p.m.

There being no further business, Mayor Nimmo adjourned the meeting at 9:58 p.m.

Mayor

Manager

**APPROVED SEPTEMBER 14, 2011