

**MINUTES OF THE SEVENTH REGULAR MEETING OF THE COUNCIL OF THE TOWN OF GIBBONS HELD ON WEDNESDAY, APRIL 13, 2011**

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

Council Absent: Councillor Wyatt

Staff Present: Henry Taylor, Town Manager, Lanny Boutin, Manager of Sustainable Development, Debbie Turner, Assistant Manager, Eric Lowe, Superintendent of Public Works and Chris Sutherland, Recording Secretary

Guests: Dean Litke, Bob Rebus and Mike Botros, Alberta Transportation and Jeff Johnson, MLA

As there was a quorum present, Mayor Nimmo called the meeting to order at 6:00 p.m.

Henry Taylor, CAO advised that Alberta Transportation has requested an in-camera session.

11/061 Councillor Horner moved to go in camera to discuss land issues. CARRIED. Council went in-camera at 6:06 p.m.

11/062 Deputy Mayor Fraser moved to revert to normal sitting. CARRIED. Council reverted to normal sitting at 7:31 p.m.

Mr. Litke, Mr. Rebus, Mr. Botros and Mr. Johnson left the meeting at 7:36 p.m.

**ADOPTION OF THE AGENDA**

11/063 Councillor Sandahl moved that the agenda be adopted as presented. CARRIED.

**ADOPTION OF THE MINUTES**

1. Regular Meeting – March 23, 2011

11/064 Councillor Fraser moved that the minutes of the Regular Meeting held on March 23, 2011 be adopted as presented. CARRIED.

**ACCOUNTS**

1. Accounts

11/065 Mayor Nimmo moved that the total accounts payable in the amount of \$173,867.89 be ordered paid. CARRIED.

**APPOINTMENTS**

1. Community Center/Year in Review, Economic Development – Lanny Boutin

Mrs. Boutin attended to give Council a Year in Review for the Economic Development department. Topics discussed were: the proposed community centre, marketing and education. Council was asked to take the community groups' ideas for the community centre and prioritize the wants and needs while adding their own ideas, keeping in mind that a multi-functional centre is what we are after. Once this is done it will go back to the architect for drawings and pricing.

**NEW BUSINESS**

1. Appointment of Deputy Mayor

Mayor Nimmo recommended that the Deputy Mayor continue on a 6 month rotating basis alphabetically slotted by the surnames of the Councillors in accordance with the Procedural Bylaw.

Doug Horner was appointed as Deputy Mayor for the period April 1, 2011 to September 30, 2011. CARRIED.

2. CRNWSC - Request for Support – Deputy Mayor Horner

Deputy Mayor Horner advised that CRNWSC has requested a support letter from all councils supporting the application to Water for Life for funding of the Redwater Line Twinning Project.

11/066 Councillor Fraser moved to support the application to Water for Life. CARRIED.

3. Sturgeon Foundation – 2011 Requisitions

This item was received as information.

4. AB Municipal Affairs – City of Leduc – 2010/11 Regional Collaboration Program – Regional Joint Orthographic Initiative

This item was received as information.

5. AB Municipal Affairs – Town of Redwater – 2010/11 Regional Collaboration Program – Sturgeon Regional Partnership

This item was received as information.

6. Clean Up Week Proposal

11/067 Councillor Fraser moved concurrence with administrative recommendations to change the date of the Annual Clean Up week to September 15-17, 2011. CARRIED.

**BYLAWS**

1. Bylaw No. PI 1/11 – A Bylaw of the Town of Gibbons in the Province of Alberta Pursuant to the Municipal Government Act, R.S.A., 2000 and Amendments Thereto to Regulate and Control the Removal of Snow, Ice, Dirt or Other Foreign Matter from the Sidewalks in the Town of Gibbons.

Bylaw No. PI 1/11 being a Bylaw of the Town of Gibbons in the Province of Alberta Pursuant to the Municipal Government Act, R.S.A., 2000 and amendments thereto to regulate and control the removal of snow, ice, dirt or other foreign matter from the sidewalks in the Town of Gibbons was read a second time on a motion by Councillor Fraser. CARRIED.

11/068

Bylaw No. PI 1/11 being a Bylaw of the Town of Gibbons in the Province of Alberta Pursuant to the Municipal Government Act, R.S.A., 2000 and amendments thereto to regulate and control the removal of snow, ice, dirt or other foreign matter from the sidewalks in the Town of Gibbons was read a third and final time on a motion by Councillor Fraser. CARRIED.

11/069

2. Bylaw No. TBE 1/11 – Being a Bylaw of the Town of Gibbons to Establish a Community Services Advisory Board for the Town of Gibbons and to Set Forth the Duties and Responsibilities Thereof

Bylaw No. TBE 1/11 – Being a Bylaw of the Town of Gibbons to Establish a Community Services Advisory Board for the Town of Gibbons and to Set Forth the Duties and Responsibilities Thereof was read a first time on a motion by Councillor Parsons. CARRIED.

11/070

Bylaw No. TBE 1/11 – Being a Bylaw of the Town of Gibbons to Establish a Community Services Advisory Board for the Town of Gibbons and to Set Forth the Duties and Responsibilities Thereof was read a second time on a motion by Deputy Mayor Horner. CARRIED.

11/071

11/072 Councillor Rollison moved to hold third and final reading. CARRIED UNANIMOUSLY.

Bylaw No. TBE 1/11 – Being a Bylaw of the Town of Gibbons to Establish a Community Services Advisory Board for the Town of Gibbons and to Set Forth the Duties and Responsibilities Thereof was read a third and final time on a motion by Councillor Parsons. CARRIED.

11/073

**STAFF REPORTS**

1. CAO's Report

Muni-Ware Upgrade:

MuniWare which is the provider of our financial software is undergoing some major software changes and upgrades. Of these changes, they will be shifting their program from an MS Access background to a SQL based program. Our staff has been asked to assist in the testing of this new product. MuniWare has agreed to provide our office with a free upgrade

of the product when the test and product roll is ready for distribution. In addition we will be the recipients of some very intense training as the program evolves.

#### Sanitary Lift Station:

The commissioning of the lift station has been delay as the control valve at the processing station was leaking. The electric meter at the small lift station is now installed and our public works staff will receive instruction on how to operate the station within the next week. No date has been set at the time of this report for the full commissioning of the large lift station and the forced main. The Town is once again withholding payment until this project can move forward with the commissioning.

Mr. Taylor updated council that there has been some progress. The small lift station will be checked on Tuesday by ITT and commissioned. The large lift station is ready for commissioning. Arrangements are being made to complete the testing. Mark Penny will let us know what date they can be on site.

#### Year –In –Review Process

At the last Council meeting Council directed the Town staff to provide what was referred to as a year-in-review. The purpose was to highlight not only the success we experienced, but also the challenges we have faced and how we as a Town can improve and mitigate some of these challenges. A number of ideas were suggested as to how best to provide Council with this information. To this end, we have decided to provide these reports by department over the next few weeks. Allowing department heads to make about a 30 minute presentation to Council on their area and to allow Council to ask questions directly to the person responsible for the department. We are proposing the following schedule:

Sustainable Development	April 13, 2011
Financial	April 27, 2011 (Auditor's Report to Council)
Community Services	May 11, 2011
Public Works	June 8, 2011
General Administration	September 14, 2011

We have placed general administration at the end because of deadlines surrounding Budgets and Property Tax deadlines and summer vacations of both Council and Staff.

#### Sturgeon County CAO's Meeting:

The Sturgeon Regional CAO's met on April 5, 2011 to plan the upcoming all-Council meeting on May 7<sup>th</sup>. The agenda along with background information will be sent to each community in the near future. The plan at this point is to hold the event at the Goose Hummock Golf Course and for those of you that missed last year's tour of the Jurassic Forest we have organized another tour of the park on May 7<sup>th</sup>.

#### Incident Command Training:

Sturgeon County hosted a training session on Incident Command Operation for Executives. I attend this with members of Council. After the training session the Gibbons Fire Chief and I began plans to provide another table top emergency exercise. This exercise will again utilize the expertise of the Alberta Emergency Management Organization. Once the details of the exercise are firmed up we will seek Council's input on possible dates for the exercise.

#### Sturgeon County Grant Presentation – ERU:

I had the pleasure along with members of Council to attend the Sturgeon County Council meeting at which time the Town was presented with a cheque for \$60,000 to aid in the purchase of a new Emergency Response Unit. With Council's approval, a letter will be drafted thanking them for their very generous contribution.

#### Associate Engineering – AssetNav program:

At the behest of Councillor Rollison, I invited Associated Engineer to demonstrate a product call AssetNav. This product provides the tracking of Infrastructure and uses a GIS system to display the information. The system aids in tracking the useful life of a Town facility, water, sewer and roads and has the ability to assist in financial planning for impending replacement of these assets. The Town currently has a GIS system called ArcView. The ArcView system has been relatively unused and staff needs training on this system before a recommendation of AssetNav could be considered.

#### Tax Recovery for 2010:

At the last Council Meeting, Council was asked to establish a reserve bid on a property within the Town of Gibbons in preparation for sale of the property through the Tax Recovery process. Please be advised that this process has been halted as the taxes were brought to a current status by the owner. In addition, many of those placed on the 2011 "Arrears list" have also come forward with payment.

#### Property Rights Legislative Briefing:

On April 12<sup>th</sup> I will attend the meeting with MLA's Jeff Johnson and Evan Berger as they review the Provinces new Property Rights Legislation Bill 36. At the time of this report details of the meeting were not available and will be included in the next COA's report to Council on April 27<sup>th</sup>.

#### Development Applications:

The Town has issued a development permit for the construction of a Dental Office to be located at the corner of 50<sup>th</sup> street and 51<sup>st</sup> Avenue. The existing structure is slated for demolition. An amendment to the development permit was issued for the planned family restaurant on the corner of 50<sup>th</sup> Street and 50<sup>th</sup> Avenue. The adjusted plan reduces the overall footprint on the building to the west lot and off-street parking will comprise the east lot, which will reduce the on-street parking that was originally planned. The application for a condominium complex located on 51<sup>st</sup> Street and 48<sup>th</sup> Avenue is at the point where a development permit can be issued. The plans for this complex have been redrawn so that a parking variance will not be required.

No Construction dates have been set for these projects.

#### New Doctor in Town:

The total number of physicians serving the Town is now at three with the introduction of Dr. Ekanem who is working out of the Gibbons Medical Clinic.

#### General Items:

Please be advised that on April 13<sup>th</sup> the Town office will be closed from 11:00 AM to 12:30 PM in order for Town staff to receive training on the new benefits program.

I will be attending the Business Breakfast in Bon Accord the morning of April 13<sup>th</sup>.

#### 2. Public Works Report

##### a) Water

- Chlorine is at 1.56 mg/ltr average for two 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 80% it has been maintaining this level steady.

##### b) Sewer

- Industrial Park holding tanks were pumped out 3 days in a row last week as they were filling up from surface water, once we got the culverts opened and the ditches emptied the flow into them slowed down. We will be doing another entry into the tanks to determine where the leak is and possibly fix it this year. It seems the leak is more along the inlet line than in the tank.
- No backups this reporting period.
- We had a few culvert issues with storm water but got everything flowing last week.

##### c) Roads.

- We are doing clean up on most streets.
- We are going to open 51 Street between 50 and 48 Ave hopefully today if not tomorrow, we will grade it and keep it as smooth as possible, the area by 50 Ave is a challenge and we may end up putting a bit of a bump there to assist us where the asphalt is cut.
- We started pot holes, this will be ongoing.

##### d) Parks

- Nothing until all snow is gone.

- Outdoor arena is closed there are new outdoor lights up, a man gate has been installed and we have a change shelter in the Public works yard that we will place out next season.
  - The arena is shut down. With Matt Yeo leaving we will ensure the place is up to standard, this will be done in the slow times over the summer.
- e) General.
- Lift station is still very close.
  - We are starting to get our equipment ready for the summer season.
  - We have been trialing wheeled loaders.

### 3. Sustainable Development Report

March 7<sup>th</sup> - I sat in on the meeting with Alberta Highways and a Budget Meeting

March 10, 24 and April 12 – Canada Day committee met to start working on this year's events

March 16 – Attended the Edmonton Regional Travel Groups meeting and workshop. They did a very interesting workshop on the need for social media marketing.

March 21 – Community of the whole meeting regarding their vision for the community centre.

At the retreat it was obvious that the next step in our journey was to get a better idea of what was needed within the facility. To facilitate this I sent out personal letters to each group who would use the centre asking them to send a representative to our meeting on Monday March 21, 2011. Eight groups contacted me ahead of time; representatives of fourteen other groups came to the meeting.

Groups in Attendance	Groups who contacted me Prior to meeting	Groups who I contracted after
Curling Club	Gibbons Arts & Crafts Society	Gibbons Regional Business Group
Pooh Bear Playschool	Coronado United Church	Sturgeon River Agriculture Society
Gibbons Diabetic Support	Sunflower Community Resources	
Step by Step	Military Family Resources Centre	
Community Services	Gibbons 4-H Sew & Sos	
Sturgeon River Pottery Guild	Gibbons Skating Club	
Anglican Church	Royal Canadian Legion Ladies Axillary	
Gibbons Museum	Gibbons Fire Department	
Sturgeon Unity Singers		
Gibbons Library		
Town of Bon Accord		
Gibbons Crafters		
Gibbons Walkers		
524 Sturgeon Cadets		

The first concern was with the fact that they thought the community centre was going to be built in the industrial park. Once I was able to assure them that was not the case they were happy to look at the presentation.

We set up three tables with all the information we have to date, including models, diagrams, photos, wall samples, etcetera; I also put out a Google map to show them exactly where we are planning to build the Community Centre. We spent the first 15 minutes, as people filed in, discussing the displays and answering questions. Everyone seemed to be really enthralled by the Sprung Design, no one used the 'T' word, and I did not hear any negative comments about the Sprung design. The only comment made was that a stick built building would be better as we can then put the heating and ventilation units on the roof. The gentleman thought they would be safer on the roof. Two other people then commented on the sensibility of building another town building with a flat roof.

Once everyone had gone through the displays we split into small groups to make lists of wishes. From that list we built, without evaluation, a master list of all the needs and wishes. This list also included suggestions called in by the other groups prior to the meeting.

Once the list was compiled we gave each participant nine stickers, 3 red, 3 yellow and 3 green. Red was for their highest, yellow for their second highest and green for their third

highest priorities. We told them to ignore anything that was an obvious need, like internet for the library or anything that fell under building or fire code, like wheelchair accessibility. This process turned out to be a difficult process for some people, some asked for more stickers, but I believe limiting the choices made them stop and think about their priorities.

Everyone agreed that 450 was a good number for a banquet room for the town and that it was extremely important that the room have a fully stocked professional kitchen with plenty of counter space and oversized electrical capacity. It was also very important that there be adequate parking for the facility and an easily accessible loading area for the kitchen.

There was a lot of excitement about having a walking track in the banquet room, as well as an exercise room with ample storage for exercise equipment. They really liked the idea of the overhead walk way, but it has some draw backs. One of the advantages they saw was having a track available even when the room was in use for other things, but I do not believe it is feasible for reasons of noise and privacy to have people walking around the track while a function is happening. I also wonder if in such a small room the elevated track would make the room a bit claustrophobic. The cost of the elevated track is also quite prohibitive. If decided we wanted the track we could have the footings poured during the building stage and put the track in later.

Another amenity that was important to the group was a child care area. This room could be used by the playschool as well as rented out to groups so they can offer child care during large functions. We could also rent it out for birthday parties.

For meeting rooms the group seemed to feel we need rooms that would hold 12, 30 and 80 people. The 80 capacity room could be dividable into two rooms.

They also felt it was very important to move the pottery guild into the new centre. When talking about getting the most use out of the building possible, the pottery guild suggested that their potting room could be used for any type of arts. This room could be designed with extra storage and amenities so multiple groups can use it.

Another interesting idea that came up was an outdoor barbecue area. This would just mean having a gas line put to the outside of building for a future hook up when we could get financing.

Appendix I

RED	YELLOW	GREEN	NEED/WISH
6			Banquet hall - 450 people with professional kitchen
4	1		Adequate Parking
3			Exercise room with storage
2	2		Room for child care & playschool
2	2		Sound system & good acoustics
2	1	2	Bowling Alley
2			Break out rooms hold 30
2			Upper level running track
1	2	2	Ability to close off hallways
1	2		Arts/pottery studio
1		1	WI-FI
1			Outside access to banquet hall
1			Smart boards in all the rooms
	2	1	Exterior access to rooms
	2	1	Barbecue area
	2	1	Cork flooring for library
	2		High rise toilets
	2		Washrooms in each meeting room
	1	2	Secure rooms/lockers
	1	1	Extra electric outlets
	1	1	Meeting room 12 people
	1	1	Bigger youth centre 1000 sq. feet
	1	1	Divider in banquet hall
	1		Sunflower Community Resource Centre office
	1		Meeting room 80 people
	1		Second level with elevator
	1		Community kitchen
	1		Reasonable rent non-profits
		3	Theater room for movies

*Handwritten signature*

		3	Botanical garden
		3	Storage area local groups
		3	Racquetball court
		3	Climbing wall
		2	Full time restaurant
		1	Plenty of bulletin board space
		1	Stage for performing groups
		1	Lounge
			Meeting room 40 people
			A place to display resource material
			Sports equipment exchange room
			Tim Horton's
			Floor Curling
			Prefer stick build
			Storage in back of building
			Prefer Sprung
			Wider Hallways
			No stairs
			Washroom – showers for overnight stays
			Screens in all rooms
			Sink counter for library
			Swimming pool

22<sup>nd</sup> – Toured Riverside Point – it is a very nice complex.

24 Capital Budget Meeting

29 Business Association Executive Meeting

- The association is looking at ways to make themselves more relevant and bring more people to the meeting. They would like to work with the town to create a “business in Gibbons” web page, which would be a page on the town’s site. They would be willing to support it finically.

30 Business Association Luncheon

- Kelly Taylor gave the association a run down on Communities in Bloom in Gibbons.
- Cpl Zazulak gave a very interesting talk about how to robbery proof your business and how to train and support your employees if it happens. Regretfully only 7 people showed up for this important discussion.

5<sup>th</sup> to 8<sup>th</sup> Economic Developers Association Convention

Workshops on

- Branding
- Fostering community safety
- Assessing economic development impact
- Productivity
- Lots of networking

12.4 Permit Report – March 2011

This item was received as information.

12.5 Significant Events Report – March 2011

This item was received as information.

12.6 Sturgeon County – Incident Report – March 2011

This item was received as information.



11/074

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

**COMMITTEE REPORTS**

1. Curling Club

Councillor Rollison attended this meeting and advised that elections were held. Rod Ozirney is now President, Blaine Shaw is Vice President, Angela Schlesiger, Secretary and Wanda Roskewich is Treasurer. Diane Sandahl will be taking over the bookkeeping for the curling club and they elected three one-year term directors and a two-year term director.

2. Mar 23<sup>rd</sup> – Council Meeting – Gibbons School

Councillor Parsons was impressed with the student's knowledge of politics.

3. CRNWSC

Deputy Mayor Horner attended and advised that Water for Life might help fund the Twinning Project. An application was made.

4. Subdivision & Development Appeal Board Workshop

Councillor Sandahl attended.

5. Incident Command Training

Mayor Nimmo and Councillor Sandahl attended. Mayor Nimmo advised that it was a good refresher.

6. Sturgeon County Cheque Presentation

Mayor Nimmo and Councillor Sandahl attended the cheque presentation of \$60,000 for the Gibbons Fire Department's new Emergency Response Unit.

7. ACRWC

Councillor Fraser did not attend but advised that the commission will collaborate on a research project. This project will be a Bio-gas Pilot project that will be an alternative to diesel.

8. Industrial Heartland

Councillor Fraser attended. They received an update on the Northwest Upgrader. They will complete their financing this year and should start in 2012 and be operational by 2014. They discussed market growth around the world. The cost of natural gas is going down. They are encouraging municipal fleets to go to natural gas. In the future it will be required to have 3% bio-diesel in diesel. They are looking at trying to make this bio diesel out of a plant called Pennycress or what we call stink weed. There is a small upgrader going in by Bruderheim. Justin Riemer, Assistant Deputy Minister for Alberta Finance and Enterprise is working with a number of people on a project called Alberta's Competitive Edge, which should be out by June. Councillor Fraser strongly suggests that the CAO attend these meetings.

9. Community Futures Tawatinaw Region

Mayor Nimmo attended this meeting. They are dealing with loans and WD.

10. CRB

Mayor Nimmo attended and advised there were several reports from the different committees. The new Interim Chair is Jim Edwards. There was a couple of notice of motions. They discussed the policy for allocating funds and who should be contacting the ministers.

11. Hockey Tournament - Alzheimer Fundraiser


Mayor Nimmo attended this fundraiser. His son's hockey team had to raise \$25,000 to play in this tournament. In total the fundraiser raised 1.2 million dollars.

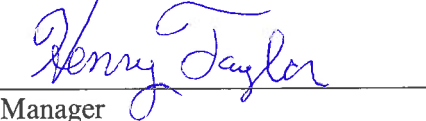
  
In-Camera

11/075 Deputy Mayor Horner moved to go in camera to discuss budget issues. CARRIED. Council went in-camera at 9:02 p.m.

11/076 Councillor Parsons moved to revert to normal sitting. CARRIED. Council reverted to normal sitting at 9:43 p.m.

There being no further business, Mayor Nimmo adjourned the meeting at 9:43 p.m.

  
Mayor

  
Manager