

TOWN OF LACOMBE
MINUTES OF COUNCIL MEETING 06-18

Minutes of the Regular Meeting of Council held on **October 16, 2006** in the Council Chambers of the Town Administration Office.

Present: Mayor Gordon
Councillor Christie
Councillor Dixon
Councillor Foster
Councillor Koberstein
Councillor Parent
Councillor Olsen

Regrets:

Staff Present: Robert Jenkins, Chief Administrative Officer
Ken Kendall, Assistant Chief Administrative Officer
Paul Deleske, Communications Officer
Kristin Teskey, Administrative Assistant
Jodi Drozda, Municipal Intern
Diane Piché, Computer and Information Systems Coordinator
Tracy Dietz, Computer and Information Systems Technologist
Fred Millar, Lacombe Regional Fire Chief
Tom Fisher, Lacombe District Fire Chief

Others Present: Lisa Joy, Editor, Lacombe Globe
Troy Gillard, CJUV FM Radio

CALL TO ORDER

Mayor Gordon called the meeting to order at 5:10 PM.

ADOPTION OF AGENDA

11/178.23 06MO
Agenda adopted
06-297

MOVED BY Councillor Foster:

THAT the agenda be adopted as circulated.

CARRIED UNANIMOUSLY

11/177.53 06MO
Move *in camera*
06-298

MOVED BY Councillor Dixon:

THAT Council move *in camera* 5:11 PM to discuss the following items:

11.1 Intermunicipal Issues

- Report on Joint Intermunicipal Committee Meeting - Oct. 11, 2006

41.1 Canadian University College Water Supply

- Terms for Supply of Water to Campus

69.1 Purchase and Sale of Development Lands

- Review of Exchange Proposal

53.1 Housing

- Consideration of Town's Role

53.2 Physician Supply for Community

- Review of Preparations for Community Stakeholder Meeting

14.1 Administrative Structure

- Status of Recruitment
- Changes to Structure

CARRIED UNANIMOUSLY

11/177.54 06MO
Open Meeting
06-299

MOVED BY Councillor Christie:

THAT Council return to Open Meeting at 6:55 PM.

CARRIED UNANIMOUSLY

Mayor Gordon left the meeting at 7 PM. Councillor Dixon assumed the chair.

CONFIRMATION OF MINUTES

11/179.17 06MO
Minutes confirmed
06-300

MOVED BY Councillor Parent:

THAT the minutes of the September 25, 2006 Regular Meeting and October 2, 2006 Special Meeting be confirmed as circulated.

CARRIED UNANIMOUSLY

INFORMATION

11/173.48 06MO
52 information
items received
06-301

MOVED BY Councillor Christie:

THAT the following information items be received:

1. Council Calendar
2. Legislative Timetables
3. AUMA: Notice re convention update on sustainability education sessions
4. WCPS: "Ask a Public School Trustee" news item for October, 2006
5. AUMA: Notice re 2006 convention supplementary workshop - AUMA discussion paper on a provincial land use framework
6. AUMA: Notice re Municipal Government Board decision on intermunicipal disputes
7. AUMA: Notice re annual general meeting agenda for 2006 Convention
8. PCPS: Invitation to the 9th annual development tour in Edmonton
9. Municipal Suppliers: Municipal News for September 20, 2006
10. Municipal Suppliers: Municipal News for September 21, 2006
11. Municipal Suppliers: Municipal News for September 22, 2006
12. Municipal Suppliers: Municipal News for September 25, 2006
13. AAMD&C: September 22, 2006 "Contact" newsletter
14. Brownlee LLP: Invitation to "Emerging Trends in Public Utilities and Environmental Risk Management" seminar
15. Municipal Suppliers: Municipal News for September 26, 2006
16. Municipal Suppliers: Municipal News for September 27, 2006
17. WCPS: 'Board Happenings' newsletter for September 22, 2006
18. DTHR: 'Health Facts' newsletter for September, 2006
19. Municipal Suppliers: Municipal News for September 28, 2006
20. Municipal Suppliers: Municipal News for September 29, 2006
21. Municipal Suppliers: Municipal News for October 2, 2006
22. AAMD&C: September 29, 2006 "Contact" newsletter
23. AUMA: Notice re 2005 Annual Report now available
24. AUMA: Notice re off-site levies
25. FCSS: September 26, 2006 Board Meeting minutes
26. Town of Drayton Valley: Notice re Mayor Diana McQueen running for AUMA board directorship
27. AAMD&C: October 6, 2006 "Contact" newsletter
28. Ed Stelmach: Invitation to meet PC leadership candidate
29. Red Deer River Watershed Alliance: Invitation and agenda for general meeting
30. CAEP: October, 2006 "Quicknotes" newsletter
31. AUMA: 2006 annual business satisfaction survey
32. WCPS: Media release re "What does 'quality teachers for quality education' mean to you?"

33. WCPS: October 10, 2006 Board Meeting agenda
34. FCM: Notice re 2007 FCM-CH2M Hill sustainable community awards
35. Municipal Suppliers: Municipal News for October 3, 2006
36. Municipal Suppliers: Municipal News for October 4, 2006
37. Municipal Suppliers: Municipal News for October 5, 2006
38. Municipal Suppliers: Municipal News for October 6, 2006
39. Municipal Suppliers: Municipal News for October 10, 2006
40. AUMA: Notice re summary of results from off-site levies survey
41. AMSC: Notice re Court of Appeal of Alberta decision on Subdivision and Development Appeal Board practice
42. Lacombe and District Chamber of Commerce: media release re 2006 Awards Night nominees
43. Lacombe FCSS: Notice re board member workshop
44. Central Alberta Child and Family Services Authority: Letter re annual report for 2005-2006
45. WCPS: 'Board Happenings' newsletter for October 10, 2006
46. Municipal Suppliers: Municipal News for October 11, 2006
47. Municipal Suppliers: Municipal News for October 12, 2006
48. Municipal Suppliers: Municipal News for October 13, 2006
49. AUMA: Notice re election of 2006/2007 Board of Directors
50. AUMA: Survey on the 2006 Convention
51. AMSC: Notice re operational liability
52. Alberta Municipal Affairs: Letter and brochure re municipal dispute resolution initiative workshops

CARRIED UNANIMOUSLY

REPORTS

Councillor Olsen

- Attended Coffee with Council event on Oct. 12; noted great turnout
- Advised Council of Red Deer Advocate article on the TransCanada Trail; article mentioned Town of Lacombe's resolution to AUMA Convention
- Attended 2006 AUMA Convention
- Attended Blacksmith Shop Museum mortgage burning ceremony; advised Council that Alan Calkins family paid off the outstanding mortgage and donated an additional \$3,000 for landscaping
- Attended Communities in Bloom meeting; designing new banners for downtown

Councillor Foster

- Attended Lacombe County Municipal Development Plan / Land Use Bylaw Review meeting
- Attended farewell event for former Recreation Community Coordinator Chris Lust
- Attended Canadian Pacific Railway – Community Advisory Panel meeting
- Attended "Exercise Positive Energy" mock disaster exercise
- Attended 2006 AUMA Convention
- Attended Coffee with Council event on Oct. 12
- Attended Lacombe Firemen's Breakfast event

Councillor Christie

- Attended Lacombe Regional Centennial Centre (LRCC) fundraising committee meeting
- Attended "Exercise Positive Energy" mock disaster exercise
- Attended 2006 AUMA Convention
- Attended Coffee with Council event on Oct. 12
- Community Design Seminar with Dr. Avi Friedman (Sundre)

Councillor Koberstein

- Attended David Thompson Health Region (DTHR) health symposium
- Attended Police Commission meeting
- Attended 2006 AUMA Convention
- Attended Coffee with Council event on Oct. 12

Councillor Parent

- Attended Lacombe Regional Fire Services meeting
- Attended DTHR health symposium
- Attended 2006 AUMA Convention; sustainable communities session

- Attended Economic Development Board meeting
- Attended joint Intermunicipal Development Plan (IDP) meeting

Deputy Mayor Dixon

- Attended Coffee with Council event on Oct. 12
- Attended 2006 AUMA Convention; need revisions to format and sessions
- Attended Municipal Planning Commission meeting

CAO

- In process of preparing 2007 business plans

ACAO

- No report

11/173.49 06MO
Council and CAO
reports received
06-302

MOVED BY Councillor Olsen:

THAT the Council and CAO reports be received as information.

CARRIED UNANIMOUSLY

BUSINESS

15 Website Development Project

15.1 Website Development Project

The Computer and Information Services Coordinator (ISC) provided Council with a preview of the new website. Advised of new features the site contains. The CAO advised the new web address will be www.lacombe.ca and that e-commerce capabilities should be available in 2007.

15.2 2007 Information Services Plan

The CAO presented a memorandum advising Council that amendments to the Corporate Plan will be presented in parallel with the more detailed plans.

The ISC outlined the major changes proposed for 2007 including:

- the addition of e-commerce capabilities through a secure website in 2007
- wireless internet connection to be provided in the LRCC
- ensuring security of electronic documents
- additional software for Lacombe Police Service and infrastructure management

The CAO added the infrastructure management software is needed as municipalities will be required to value and depreciate assets in the future.

Councillor Foster inquired whether the Library currently offers internet service. The ISC responded that computers with internet service are available but wireless networks are not currently available for user connection via their own electronic devices.

The CAO advised that the e-mail server will revert to Microsoft Outlook, with an estimated cost of \$80,000 to 90,000 to update to the complete Microsoft Office software suite.

11/173.50 06MO
Item 15.2 tabled to
November 27, 2006
06-303

MOVED BY Councillor Christie:

THAT the 2007 Computer and Information Services Plan be tabled to November 27, 2006.

CARRIED UNANIMOUSLY

23 Fire

23.1 2007 Fire Services Plan

The ACAO reviewed the plan summary, advising there is continued strong support from both Town of Lacombe and Lacombe County councils for the fire department. The District Fire Chief noted the fire department is looking to increase personnel from 34 to 40 members. The ACAO advised of upcoming needs for the department, specifically replacing overhead doors and the furnace for the main office area, noting that it will partner with Lacombe County to share the costs of upgrading or replacing capital equipment.

Councillor Foster asked what is done with outdated equipment. The Regional Fire Chief replied that it can be traded in or donated.

The ACAO reviewed the 2007 budget, noting that insurance coverage for volunteers will be added.

23.2 2007 Regional Fire Service Plan

The Regional Fire Chief reviewed the plan summary, noting current service levels will be maintained. Advised that \$5,000 will be budgeted for contracting some training activities. He advised that the main priorities for 2007 include:

- continue to enhance the working relationships between the member departments
- complete the development and revision of comprehensive policies for all members
- replace pickup truck through sale to other department or trade-in

The ACAO noted no major changes to the proposed budget other than \$5,000 allocated for volunteer appreciation.

Councillor Koberstein inquired if Blackfalds is the only municipality in Lacombe County that is not part of the regional fire system. The Regional Fire Chief replied that a presentation will be made to Blackfalds in early 2007 asking for their membership.

11/173.51 06MO
Item 23.1 tabled to
November 27, 2006
06-304

MOVED BY Councillor Koberstein:

THAT the 2007 Lacombe Fire Services Plan be tabled to November 27, 2006.

CARRIED UNANIMOUSLY

11/173.52 06MO
Item 23.2 tabled to
November 27, 2006
06-305

MOVED BY Councillor Koberstein:

THAT the 2007 Lacombe Regional Fire Services Plan be tabled to November 27, 2006.

CARRIED UNANIMOUSLY

23.3 Fire Inspection Service

The ACAO summarized a memorandum noting the duties of the proposed additional paid position with the Lacombe Regional Fire Service. He also noted that the Board chose not to hire additional personnel in 2006. The Regional Fire Chief advised that inspections are conducted on a request or complaint basis for a fee, and that this service should remain status quo for 2007.

23.4 Membership in Regional Service

The ACAO summarized a memorandum noting that the allocation of costs from the original Regional Fire Service Partnership agreement have been amended from number of calls to a per capita formula.

23/353.01 06MO
Amend Lacombe
Regional Fire
Service Partnership
Agreement
06-306

MOVED BY Councillor Koberstein:

THAT the amendments to the Lacombe Regional Fire Service Partnership Agreement be adopted as presented.

CARRIED UNANIMOUSLY

70 Recreation, Parks and Culture Services

70.1 Lease of Curling Facilities – Lacombe Sports and Leisure Complex

The ACAO summarized a memorandum outlining changes to the terms of the lease, rental fee and payment and operation of the lounge.

74/541.01 06MO
Approve lease
agreement:
Lacombe Curling
Rink
06-307

MOVED BY Councillor Olsen:

THAT the draft lease agreement between the Town and the Lacombe Curling Association be approved as presented.

CARRIED UNANIMOUSLY

70.2 Canada Alberta Municipal Rural Infrastructure Fund

The ACAO reviewed a memorandum requesting that Council pass a resolution supporting the grant application.

72/481 06MO
CAMRIF grant
application
06-308

MOVED BY Councillor Foster:

THAT Council support the application by the Town for funding under the 2006 Canada Alberta Municipal Rural Infrastructure Fund Program, and

THAT all such funds received by the Town be allocated for the Lacombe Regional Centennial Centre project.

CARRIED UNANIMOUSLY

11 Council and Legislative (Cont.)

11.2 Integrated Community Sustainability Plan

The ACAO presented a memorandum requesting participation by a minimum of one Council Member on the Municipal Sustainability Plan development committee.

11/913.01 06MO
Appoint Council
Members to
Municipal
Sustainability Plan
06-309

MOVED BY Councillor Foster:

THAT Council approve in principle the development of a Municipal Sustainability Plan for the Town of Lacombe and direct Administration to proceed with the initial preparation required to launch such a process, and

THAT the following Member(s) of Council be appointed to serve on the Municipal Sustainability Plan development committee: Councillors Koberstein and Parent.

CARRIED UNANIMOUSLY

11.3 Communications Plan

The Communications Officer (CO) presented the 2007 Communication Plan noting the increased media coverage the Town has received in 2006 with the launch of CJUV FM in June. Advised the radio station offers an effective communications tool for timely news coverage. Noted he is looking into an alternate method of distributing TownTalk newsletter as the weight restriction has been lowered for bulk mailings. In process of creating an image bank for digital photos.

The CO advised there is potential for a census in 2007 to update population numbers and demographic information.

11/173.53 06MO
Item 11.3 tabled to
November 27, 2006
06-310

MOVED BY Councillor Olsen:

THAT the 2007 Communications Plan be tabled to November 27, 2006.

CARRIED UNANIMOUSLY

11.4 Citizen Engagement

The Communications Officer (CO) summarized the issues raised at the "Coffee With Council" event held on October 12, 2006, noting differences in age demographics of attendees versus the May, 2006 event. The CAO noted that some of the items brought up by the public have been dealt with already, others are Administrative matters and some require Policy or Bylaw amendments.

Councillor Koberstein thanked the CO for presenting a detailed summary.

Councillor Parent noted she received numerous comments on sports facilities, such as a need for additional facilities like a tennis court or water spray park. She also heard many complaints regarding increasing problems in Big Dipper Park. The CAO responded that the Lacombe Police Service has submitted a grant application to fund the installation of motion sensor cameras to monitor the park. He also indicated the possibility of amending a Bylaw which would limit hours of access to parks and green spaces could be used.

11/173.54 06MO
Citizen
engagement event
report received
06-311

MOVED BY Councillor Olsen:

THAT the follow-up report on the October 12, 2006 "Coffee with Council" citizen engagement session be received as information.

CARRIED UNANIMOUSLY

11.5 Alberta Urban Municipalities Association

Council expressed their disappointment in the quality of sessions presented at the 2006 Convention, and that due to their content late resolutions were presented ahead of those that were submitted ontime.

11.6 Municipal Election

The Communications Officer (CO) summarized a memorandum advising Council of two amendments to the Local Authorities Election Act:

- Municipalities are allowed to pass a Bylaw requiring voters to display a form of identification before voting
- Municipalities are allowed to provide for special ballots for electors unable to attend either on election day or at an advance poll.

Councillor Dixon suggested using the Provincial or Federal voters list instead of an affidavit. The CO responded that the list may be out of date and would not include new residents to Lacombe. Councillor Koberstein agreed that the voters lists could be inaccurate and that there is no form of identification that would prove residency on a particular date.

The CAO presented Council with options relating to the structure of Council and selection of the Mayor that could be changed in advance of the election including:

- Number of Councillors to be elected
- Divide the municipality into electoral wards
- Method of selecting Chief Elected Officer

The CAO presented a memorandum offering electronic options for voting and counting such as electronic tabulation of paper ballots, or electronic touch screen systems. He asked Council if there was any interest in these types of systems. Councillor Parent felt there is no need at this time. Councillor Koberstein expressed his interest in the systems, noting that as

the rest of the municipal organization is very technological advanced it would be worth while looking into such a system.

ADJOURNMENT

11/177.55 06MO
Adjournment
06-312

MOVED BY Councillor Foster:

THAT the meeting adjourn at 9:46 PM.

CARRIED UNANIMOUSLY

Mayor

Chief Administrative Officer