

**VILLAGE OF FORESTBURG**

**Minutes of the Regular Meeting of Council  
held Thursday, May 20, 2010 @ 6:30 p.m. in the  
Village of Forestburg Council Chambers:**

Present Mayor: Bob Coutts  
Councillors: Robert Frizzell  
Peter Miller  
Dayna Oberg  
Tim Swaren  
Staff: Monica Northey, Chief Administrative Officer  
Delegation: Lisa Gallon and Judith Klapak  
- Forestburg Learn and Play Society

Call to Order Mayor Coutts called the meeting to order at 6:30 p.m.

A. **AGENDA**

10-05-170 Moved by Deputy Mayor Frizzell to accept the agenda with additions:

Agenda

- F. 14 Utility Servicing 41 Avenue
- F. 15 Forestburg Swimming Pool
- F. 16 Parking

Carried

B. **PRESENTATIONS**

Council welcomed Lisa Gallon and Judith Klapak of the Forestburg Learn and Playschool Society at 6:50 p.m. who presented information in regards to a proposed daycare service. They are requesting permission to fence the playground at 5106-50 Avenue and remove some equipment in order to meet safety requirements and allow the daycare to use it. They are in need of financial assistance in order to retain their equipment grant and offset operating expenses until client numbers increase.

Council thanked them for their presentation and they left the meeting at 7:25 p.m.

C. **MINUTES**

10-05-171 1. Moved by Councillor Swaren to approve the Minutes of the Regular Meeting of Council held May 6, 2010 as presented.

Regular Meeting  
Approval

Carried

D. **QUESTION AND ANSWER PERIOD**

Several members of the public attended to inform Council of their concerns with the Bylaw Officer enforcing the parking rules regarding holiday trailers and camping in residential areas. Several residents have arranged for shut down crews to park their trailers in their back yards and provide them with power and water service. There were approximately 11 members of the public in attendance and they left the meeting at 6:48 p.m.

E. **COMMITTEE REPORTS**

1. The **Administration Report** included: attendance of a Minute Recording Session in Nisku on May 7, and Municipal Administration Leadership Workshop in Kananaskis May 11-13. Both sessions were very informative.

2. **Mayor Coutts** provided information on:
  - **Athletics Association** – will be reconvening their AGM on May 20 due to lack of quorum. 6 ball teams and 3 soccer teams registered.
  - **Multipurpose Recreation Facility** – Construction Committee met to review kitchen design and cabinetry, foundation RFQ's, and insulation change order.
  
3. **Deputy Mayor Frizzell** presented updates on:
  - **Flagstaff Regional Solid Waste Management** – have conducted 2 interviews for manager- and are considering a proposal from an established waste management company.
  - **Forestburg Swim Pool Association-** pool scheduled to open May 22, they anticipate funding issues in 2011, repairs and improvements made prior to opening look good.
  
4. **Councillor Miller** reported on:
  - **FFCS** – hired a new councillor, funding raised from Red Serge Ball was distributed to the Flagstaff Food Bank and Victim Services.
  - **Regional Housing** – all lodges are occupied, dealing with heating issues at Sedgewick Lodge.
  - **Forestburg Library** – childrens programs have been well attended.
  
5. **Councillor Oberg** provided information on:
  - **Emergency Services Committee** – a recommendation was made to hire George Roddick to complete the exploration of fire and emergency services.
  
6. **Councillor Swaren** read:
  - Highlights from the **Forestburg Fitness Institute** annual general meeting.

10-05-172  
Committee  
Reports

Moved by Councillor Miller to accept Committee Reports E.1 – E.6 as presented.

Carried

**F. BUSINESS**

10-05-173  
Accounts Payable  
Approval  
Chq #s 313-315/ 318-355/  
357-377

1. Moved by Deputy Mayor Frizzell to approve the accounts as listed on the cheque register as cheques #313 to 315 and #318 to 355 and #357 to 377 in the amount of \$304,558.98 as presented.

Carried

Mayor Coutts declared his conflict in cheques # 296, 317, & 356, Coutts Hardware Ltd. and left the meeting at 7:50 p.m.  
Deputy Mayor Frizzell continues as meeting chair.

10-05-174  
Chq # 296,317,356  
Approval

Moved by Councillor Oberg to approve the payment of cheques # 296, 317, & 356, Coutts Hardware Ltd. in the amount of \$1,826.01.

Carried

10-05-175  
Monthly Statement  
To April 30, 2010

2. Moved by Councillor Swaren to approve the monthly statement to April 30, 2010 as presented.

Carried

Councillor Miller declared his conflict with agenda item F 3- Daycare and abstained from voting.

10-05-176  
FLAP – Daycare  
Table funding  
request

3. Moved by Councillor Oberg to table a decision regarding the Forestburg Learn and Playschool Society requests to allow administration to prepare more information for a meeting in the future.

Carried

10-05-177  
Policy E3.3  
Cap/Rec Policy  
& Multipurpose  
Project tracking

4. Moved by Deputy Mayor Frizzell not to revise Capital Recreational & Cultural Policy E.3.3 in regards to setting budget item threshold approvals and that the committee provides a Gantt Chart on the project that includes tasks and deadlines for issuing and receiving request for quotes, and that this information be updated weekly and provided to administration: and Council requests a list of items & costs that will not be subject to the request for quote process.

Carried

10-05-178  
Bylaw 4:2010  
Road Closure

5. Moved by Councillor Oberg to give first reading to Bylaw 4:2010, a Road Closure bylaw to close the laneway southeast of Plan 2434HW, Block 18, Lot 5 as the laneway is no longer utilized as a service road and the municipality wishes to sell the land contained therein.

Carried

10-05-179  
FIP Terms of  
Reference Revision

6. Moved by Councillor Miller to accept the Flagstaff Intermunicipal Partnership Committee terms of reference to include the Flagstaff CAO's Group Terms of Reference as presented.

Carried

10-05-180  
Golf Social  
June 24, 2010

7. Moved by Councillor Swaren to host the annual staff and council golf social on Thursday June 24, 2010 at 4:30 p.m. at the Forestburg Golf Course.

Carried

10-05-181  
ARPA Energize  
Workshop

8. Moved by Councillor Oberg to accept the information on the Alberta Recreation and Parks Association 2010 Energize Workshop as information.

Carried

10-05-182  
Vitalize 2010  
Conference

9. Moved by Councillor Oberg that Councillor Miller attend the Vitalize 2010 Training and Development Conference on June 10 -12 in Edmonton.

Carried

10-05-183  
2010 Municipal  
Election

10. Moved by Councillor Miller to table the information regarding the 2010 Municipal Election and ideas to encourage people to run for Council to a meeting in the future.

Carried

10-05-184  
Kids Help Line

11. Moved by Councillor Oberg to accept the information from the Kids Help Line as information.

Carried

- 10-05-185  
Grain Train Event  
June 18, 2010
12. Moved by Deputy Mayor Frizzell to request the Community Development Committee discuss ideas for special events for June 18, 2010, when the Battle River Railway hosts a “Grain Train” event in Forestburg.

Carried

- 10-05-186  
Small Comm  
Conference  
Silent Auction  
Donation
13. Moved by Councillor Swaren that Council approves the purchase of a gift certificate for a round of golf for four people, including 2 golf cart rentals from the Forestburg Golf Course, and a Village of Forestburg men’s golf shirt at a cost not to exceed \$125.00 for a silent auction item donation to the 2010 Small Communities Conference in Mannville on May 28, 2010.

Carried

- 10-05-187  
Utility Service  
Installations 41Ave
14. Moved by Councillor Miller to install utility service mains on 41 Avenue for servicing of the Multipurpose Recreation Facility and future commercial development, including water mains, valves, and fire hydrant; sewer main and manhole, and natural gas main, from 49<sup>th</sup> Street to the eastern boundary of 41 Avenue as proposed for development in 2010, and that Forestburg Transit Mix Ltd. install the water and service mains and Phoenix Gas Co-op installs the gas main at a total cost of \$81,100 plus GST; and this cost be funded by \$50,000 from the Land Development Reserve, and \$31,000 from Gas Reserves.

Carried

- 10-05-188  
Swim Pool  
Security Issue
15. Moved by Councillor Oberg that due to trespassing incidents that administration investigate options to secure the Forestburg Swimming Pool and that these options be brought forward to a meeting in the future.

Carried

- 10-05-189  
RV Parking  
Residential  
Districts
16. Moved by Councillor Swaren to uphold the Land Use Bylaw and Traffic Bylaw as it applies to camping in residential districts, and encourage visitors with recreational camping units to utilize the camp sites at the arena, golf course, and ball diamonds.

Carried

**G. INFORMATION**

1. Flagstaff County Correspondence  
- Revised Recreation Review Report Financial Data
2. Village of New Norway Centennial Parade July 31
3. Minutes and Reports Listing

- 10-05-190  
Information  
Items Approval
- Moved by Deputy Mayor Frizzell to accept information item G1- G3 as presented.

Carried

**H. IN CAMERA**

- 10-05-191  
In Camera
- Moved by Councillor Miller to proceed in camera at 9:15 p.m.

Carried

1. Multipurpose Recreation Facility
  - i) RFQ – Foundation
  - ii) Insulation revision recommendation
  - iii) Kitchen cabinet and countertop recommendation

10-05-192  
Reconvene

Moved by Deputy Mayor Frizzell to reconvene at 9:23 p.m.

Carried

10-05-193  
Multipurpose  
Rec Fac - RFQ  
Foundation

Moved by Councillor Miller to accept the Request for Quote for the foundation work for the Multipurpose recreation facility as presented by Forestburg Transit Mix Ltd. in the amount of \$412,209.

Carried

10-05-194  
Insulation  
change order  
Multipurpose  
Rec Facility

Moved by Councillor Oberg that a change order be issued to Custom Ice Inc. to remove the “low-e” ceiling and building insulation from their supply contract and to prepare a new purchase order with Triple R Insulation Solutions for \$48,272 plus GST.

Carried

10-05-195  
Kitchen cabinets  
Approval  
Multipurpose  
Rec Facility

Moved by Councillor Swaren to accept Proposal #3079 for kitchen cabinetry as designed on May 14, 2010 by Shelcraft Woodwork (1997) Ltd. at a cost of \$17,240 plus GST, which includes \$500 cabinet finish upgrade, and \$1,175 plus GST for an accessory cabinet for condiments.

Carried

**I. ADJOURN**

10-05-196  
Adjourn

Moved by Councillor Miller that the meeting be adjourned at 9:25 p.m.

Carried

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**Mayor**

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**Chief Administrative Officer**