



CITY OF BROOKS
Council Committee
April 13, 2021
NOTES

MEMBERS OF COUNCIL

Present:

- Mayor Barry Morishita
- Councillor Dan Klein
- Councillor John Petrie
- Councillor Jon Nesbitt
- Councillor Norm Gerestein
- Councillor Joel Goodnough

CITY STAFF

Present:

- Alan Martens, CAO
- Amy Rommens, Manager, Administration
- Alicia Bartlette, Manager, Planning and Engineering
- Natasha Laviolette, Supervisor, Recreation Services
- Jenny Wallace, Executive Assistant/Recording Secretary
- Bruce Thiessen, IT Supervisor

Other:

- S. Stanway, Brooks Bulletin

Mayor Barry Morishita called the meeting to order at 9:00 a.m.

1. CANADA DAY DELEBRATION 2021 – EVENT UPDATE

- ✚ N. Laviolette noted that the City of Brooks has a proud tradition of providing an excellent Canada Day event for all members of the community to celebrate our Nation's rich heritage.
- ✚ N. Laviolette stated that due to unknowns of COVID-19, staff are taking a phased approach regarding the 2021 event. Plan A is to host a drive-in movie and fireworks at the CRA, and Plan B (if restrictions allow) is to host a modified event at Duke of Sutherland Park and plan for entertainment and activities that are permitted. It was noted that Plan A is pending grant approval.
- ✚ Local partners from previous years have been approached to see if they are able to provide donations or volunteers should restrictions permit an event to go forward.

Committee accepted the report as information.

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2. PUBLIC NOTIFICATION BYLAW REVIEW

- ✚ A. Rommens noted that as part of Council's Strategic Focus Area, Administration was to review the Public Notification Bylaw three years after implementation. Administration has reviewed the Bylaw with Development and Communication staff, and Administration is recommending that no changes be made to Bylaw 18/08.
- ✚ Discussion was held on the other methods allowed for advertising under the Bylaw, and when time permits that Administration look into whether a review cycle should be considered for all Bylaws/Policies.

3. PORTABLE SIGN BYLAW

- ✚ A. Rommens noted that Administration was directed to make changes to the Portable Sign Bylaw to try to stop the time consumed on portable sign complaints, to allow third party advertising and to give additional discretion to the Development Officer when responding to complaints. A. Rommens went over the changes in the Bylaw, and recommended that the draft Bylaw be forwarded to Council.
- ✚ Discussion was held on the draft Bylaw with respect to how variances would apply, utilizing vacant lots for community event signs versus having two signs per parcel (one business or third party sign, and a community event sign), and the appeal process.

MOVED BY COUNCILLOR NESBITT that the draft Portable Sign Bylaw 21/09 be forwarded to Council for approval.

MOTION CARRIED

4. WHISTLE CESSATION – PUBLIC CONSULTATION

- ✚ A. Bartlette noted that staff was directed to look at the process involved to stop the train whistle in the City of Brooks due to public interest, and that one of the requirements was to review the City's rail corridor and crossings to ensure they met the requirements of the Grade Crossing Regulations and the Grade Crossing Standards. The City proceeded with a Whistle Cessation Assessment, and the assessment determined the need for several upgrades.
- ✚ The next step in the Whistle Cessation process was to notify the public, and staff were directed to survey the public to determine the citizens of Brooks interest in having the whistle stopped.
- ✚ A. Bartlette went over the survey results/comments, and recommended that the City not proceed with Whistle Cessation due to the survey results as 52.57% of City of Brooks residents do not wish to have the train whistle stopped.

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- Discussion was held on the survey results, and the upgrades to the rail crossings. A. Barlette noted that the cost of \$145,000 is for upgrades required for whistle cessation, and that she is waiting for costs from CP for the additional upgrades to rail crossings unrelated to whistle cessation. The grant application was unsuccessful and the rail crossing upgrades are not in this year's budget.

MOVED BY COUNCILLOR KLEIN that the City not proceed with Whistle Cessation, due to the survey results.

MOTION CARRIED

5. **OFFSITE LEVY REPORT AND BYLAW RFP**

- A. Bartlette noted that in February, staff issued a Request for Proposal (RFP) to have the City's Offsite Levy Report and Bylaw updated. The current Bylaw (06/21) was established in 2006 and defines offsite levy charges for water sanitary sewer, stormsewer and transportation infrastructure across the municipality.
- Three proposals were received: ISL Engineering and Land Services - \$44,699 excluding GST, Corvus Business Advisors - \$60,102 excluding GST, and Application Management Consulting Ltd. - \$83,985 excluding GST.
- A. Barlette recommended that Council award the Offsite Levy Report and Bylaw Project in the amount of \$60,102 excluding GST to Corvus Business Advisors as their proposal included financial, engineering, legal review. The City will also receive Corvus' offsite levy rate calculation and management tool.
- Discussion was held on whether to include other areas as per the changes in legislation (police, fire, recreation) in the review and update, and that the City should get some general advice on this from the firm Council awards the project to.

MOVED BY COUNCILLOR KLEIN that Council recommend the Offsite Levy Report and Bylaw be awarded to Corvus Business Advisors in the amount of \$60,102 excluding GST, and that the item be forwarded to Council for approval.

MOTION CARRIED

6. **ADJOURNMENT**

MOVED BY COUNCILLOR PETRIE that the meeting adjourn at 9:56 a.m.

MOTION CARRIED