



CITY OF BROOKS

Council Committee

April 25, 2023

NOTES

MEMBERS OF COUNCIL

Present:

- Mayor John Petrie
- Councillor Joel Goodnough
- Councillor Mohammed Idriss
- Councillor Ray Juska
- Councillor Jon Nesbitt
- Councillor Bill Prentice
- Councillor Marissa Wardrop

CITY STAFF

Present:

- Alan Martens, CAO
- Amanda Peterson, Deputy CAO
- Amy Rommens, Manager, Administration
- Don Saari, Manager, Works & Utilities
- Shelley Thomas, Manager, Finance
- Randi McPhillips, Manager, Recreation Services
- Alicia Bartlette, Manager, Planning and Engineering
- Lisa Tiffin, Manager, Community Development
- Mitchell Iwaasa, Economic Development Officer
- Jourdan Jones, Communications Officer
- Jenny Wallace, Executive Assistant/Recording Secretary

Other:

- Eugene Foisy, Smith Group
- Sandra Stanway, Brooks Bulletin

Mayor Petrie called the meeting to order at 4:30 p.m.

Additions to the Agenda:

8. SAEWA Update
9. Alberta Municipalities – Resolution

1. LOW COST HOUSING AND DEVELOPMENT INCENTIVES

- ✚ E. Foisy advised that he has been with Smith Group for just over 19 years, and that he is the person that has been basically managing the modular home park located on the east side of the City by Medicine Hat College Brooks Campus. He provided background information on the modular home park, which was once a low cost housing initiative. He noted that things have been slow, and that he has always tried to market the park.

CITY OF BROOKS

Council Committee

April 25, 2023

NOTES

- ✚ E. Foisy advised that he reached out to L. Tiffin and she put in in contact with K. Johnson of JBS Foods, who told him they want to bring in 300 temporary foreign workers. He added that he was advised that JBS Foods is willing to guarantee the rent for four people per three bedroom home. He explained that they do not have the resources to house 300 people or to build the homes.
- ✚ E. Foisy advised that they have been approached by an employment lawyer in Toronto, who would like to work with JBS Foods to address the housing need. He added that the proposed developer has been talking to CMHC and the City about bringing in 300 bedroom units, both in residential and in modular homes. They are basically talking about filling the modular home park and may also be interested in the multiplexes on 17th Street East. He added that they have also talked about possibilities of some apartment complexes to help meet those needs.
- ✚ E. Foisy explained that the reason he is here today is to see if there are things Council can do in the way of Off-Site Levies, Development/Building Permits, and tax incentives to help out. Based on his projections, it would probably be a 15 to 20 year payout for this investment group. He noted that these projects would result in phenomenal growth for Brooks.
- ✚ There was discussion on the proposed projects, infrastructure needs, off-site levies, and the existing Development/Building Permit fees. Mayor Petrie explained that Council recently discussed development incentives, and that Administration is bringing back a report to Council on options. A. Peterson advised that the report will be going to the May 9th Council Committee meeting.
- ✚ Council Committee discussed whether they consider development incentives on a case by case basis or whether a policy should be developed to provide consistency. Council concurred that a policy be developed.

Mayor Petrie thanked E. Foisy for attending.

E. Foisy left at 4:52 p.m. M. Iwaasa left at 4:56 p.m.

2. MCKAY PARK REVITALIZATION

- ✚ A. Bartlette advised that on March 2, 2023, a Request for Proposal (RFP) was posted on the Alberta Purchasing Connection and City's website. The RFP closed on March 31 and the City received one proposal from BDI Play Designs. Since the proposed project cost exceeded the budget amount, the Proposal was split into two phases. She explained the work that would be done in each phase, and that Phase 1 is \$470,664.35 and Phase II is \$150,611.20.

CITY OF BROOKS

Council Committee

April 25, 2023

NOTES

- ✚ A. Bartlette recommended that the McKay Park Revitalization Project be awarded to BDI Play Designs in the amount of \$621,275.55 to be funded by the JBS Foods' Hometown Strong Program and the additional \$146,275.55 to be funded from the City's Linear Trails and Beautification Program.
- ✚ Council Committee discussed the project being over budget and the condition of the parking area. As a point of clarification, D. Saari noted that JBS Foods did not ask for trails, the City added the trails as they thought it would be nice to connect the playground to the soccer field and basketball courts. He also noted that the City did not have a trails and beautification plan this year, because they decided it would be best to wait for the Master Plan to be completed. Mayor Petrie advised that the projects coming out of the Master Plan will be phased in over time; and that the City budgets \$100,000 per year for linear trails and beautification. Council Committee also discussed whether the City could hold off on the parking lot or trails to sometime in the future.

Council Committee directed Administration to bring forward the recommendation to the May 1, 2023 Regular Council meeting to award the McKay Park Revitalization Project to BDI Play Designs in the amount of \$621,275.55 to be funded by the JBS Foods' Hometown Strong Program and the additional \$146,275.55 to be funded from the City's Linear Trails and Beautification Program.

3. ICE-RESUFACER REPLACEMENT

- ✚ R. McPhillips advised that the 2023 budget includes \$190,000 for the purchase of a new ice-resurfacer, and that staff obtained quotes for a variety of ice-resurfacer models, including electric and propane. Staff learned that the City was successful in obtaining a grant of up to \$50,000 to purchase an electric ice-resurfacer on March 9, 2023; and as a result updated quotes were received.
- ✚ R. McPhillips spoke to each of the quotes, and how the different models compare to one another. She noted that the Zamboni 650 model would ensure Recreation Operators are able to take more ice off during floods, ensuing a smoother ice surface for user groups and patrons.

Council Committee directed Administration to bring forward the recommendation to the May 1, 2023 Regular Council meeting to approve the purchase of the electric Zamboni model 650 in the amount of \$196,150.00, with 50% of the \$6,150.00 overage to be funded out of the Equipment Replacement Reserve and the other 50% to be absorbed through the Operations budget.

CITY OF BROOKS

Council Committee

April 25, 2023

NOTES

4. PUBLIC WORKS SHOP PROPOSALS AND COMMITTEE

- ✚ D. Saari advised that on March 9, 2023, staff posted a Request for Proposal on Alberta Purchasing Connection for the design, tender and contract administration for the construction of the new public works shop and administration building. The request closed April 11, and eleven proposals were received.
- ✚ D. Saari noted that the construction of the building is a significant addition to the City of Brooks assets. For this reason, Staff feel it would be important to form a Committee consisting of three Councillors, the Manager of Works and Utilities, and the Manager of Planning and Engineering. The purpose of the Committee would be to work as a team to evaluate proposals, choose the companies to be interviewed based on the proposals, interview the companies and form a recommendation as to which company would be best suited to do the work for the City of Brooks.
- ✚ Mayor Petrie suggested that Councillors Prentice, Nesbitt and Goodnough sit on the new Public Works Building Committee and report back to Council. Councillor Goodnough recommended that Councillor Juska take his place on the Committee, and Councillor Juska agreed to do so.

5. 2024 STREET SWEEPER TENDER

- ✚ D. Saari advised that in the City's 10-year Capital Plan, the Public Works Department has a street sweeper budgeted for replacement in year 2024. If a Request for Tender was facilitated in 2023 for the new sweeper, the sweeper would more than likely be delivered to the City in time to replace the aging sweeper. Therefore, avoiding costly repairs and downtime in 2023, and in time for the 2024 spring street sweeping program.

Council Committee approved the recommendation to proceed with the 2024 Sweeper Tender facilitation in 2023.

6. 2023 TAX RATE BYLAW CONSIDERATIONS

- ✚ S. Thomas advised that Administration is preparing the annual Tax Rate Bylaw as required pursuant to section 353 of the *Municipal Government Act* (MGA). The Bylaw is prepared to reflect the municipal revenues required in the 2023 budget, as well as the property tax requisition received from the Alberta School Foundation Fund (ASFF), Newell Housing Foundation and the Alberta Municipal Affairs for the Designated Industrial (DI) property assessment.
- ✚ S. Thomas noted that the 2023 budget requires \$13,545,902 of tax revenues collected through the Municipal portion of property taxes. Using the same revenue splitting approach as the previous year, which is 30.46% to non-residential properties and 69.54% to residential properties. She went over the impacts to each property classification with Council Committee.

CITY OF BROOKS

Council Committee

April 25, 2023

NOTES

Council Committee discussed the revenue splitting approach; and asked how the City compares to other communities. A. Martens advised that it all depends on the amount of industrial and commercial properties other municipalities have versus residential; and that the revenue splitting approach is the method that the City has been using.

Council Committee directed Administration to bring forward the Tax Rate Bylaw to the May 1, 2023 Regular Council meeting for consideration based on the property tax revenues collected in the 2023 budget with 30.46% of the required revenue to be collected from non-residential properties and 69.54% of the required revenues to be collected from residential properties.

7. 2024 INTERNATIONAL DAY FOR THE ELIMINATION OF RACIAL DISCRIMINATION

- ✚ M. Wardrop advised that she thinks there is an opportunity for the City to make this a priority as our community is extremely diverse and is part of our daily experience as residents. This is the City's identity, and there are more steps that can be taken in terms of cultivating the most positive, inclusive community.
- ✚ M. Wardrop advised that she did speak to Councillor Idriss, and they talked about forming a committee that could move this forward. Instead of having a staff member to do this, we could have a Committee. A. Martens noted that the City has a Welcoming and Inclusive Committee that takes care of this. L. Tiffin spoke about the composition of the existing Committee, and the type of events that have been hosted.
- ✚ M. Idriss spoke about having an external Committee that has a few leaders and representation from other groups; and what their role would be in the community (i.e. events, inclusion audit). There was discussion about having a Committee like this. A. Martens noted that you would have to create a new full time position, as typically with committees the work falls back on the staff member who is involved from the City.
- ✚ There was discussion on how to move this forward, and Council Committee concurred that Administration look at ideas on how to establish this Committee.

Council Committee directed Administration to bring back ideas on how to establish the Committee.

8. SAEWA INTERMUNICIPAL COLLABORATION APPLICATION

- ✚ R. Juska spoke about SAEWA and where they are at with the proposed Energy from Waste Facility; noting that the grant application submittal to the Provincial Government for \$200,000 to develop a MOU with the preferred proponent of the project was declined.

CITY OF BROOKS

Council Committee

April 25, 2023

NOTES

- ✚ R. Juska advised that the County of Newell met on this, and there is another 50/50 matching grant that SAEWA can apply for. The County has agreed to fund \$50,000 to cover half of the matching portion. If the grant application is unsuccessful, or if another funding partner is not found, the County is willing to fund the total \$200,000 for the MOU. He inquired if the City of Brooks would contribute financially to the MOU.
- ✚ Council Committee discussed whether the City should contribute any funds towards this, and if so, where would the City fund it from. They also discussed that some of the other communities may contribute funding towards the MOU. A. Martens noted that Administration would need to look at what funding options are available.
- ✚ Council Committee agreed that the City fund up to \$50,000 towards the MOU.

Council Committee directed Administration to bring this back to the May 1, 2023 Regular Council meeting for approval and its funding source.

9. ALBERTA MUNICIPALITIES - RESOLUTION

- ✚ M. Idriss advised that although there is nothing official from the Provincial Government, there has been discussions about bringing political parties into municipal elections. He spoke about submitting a resolution for consideration at the Alberta Municipalities 2023 Annual Convention to refrain from introducing political parties in municipal elections; and asked Council Committee if they support submitting a resolution.
- ✚ Council Committee discussion submitting a resolution, and supported it.

Council Committee directed Administration to bring forward a draft resolution to the May 1, 2023 Regular Council meeting for consideration.

10. CLOSED SESSION

MOVED BY COUNCILLOR JUSKA that Council close the meeting to the public for agenda item 9. Land Matter as per Section 16, FOIP, at 6:20 p.m.

MOTION CARRIED

MOVED BY COUNCILLOR WARDROP that the meeting move out of Closed Session at 6:27 p.m.

MOTION CARRIED

11. ADJOURNMENT

MOVED BY COUNCILLOR NESBITT that “the meeting adjourn at 6:27 p.m.”.

MOTION CARRIED