



# **CITY OF BROOKS**

## **Council Committee**

### **September 14, 2021**

# **NOTES**

## **MEMBERS OF COUNCIL**

Present:

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

## **CITY STAFF**

Present:

- Alan Martens, CAO
- Amanda Peterson, Deputy CAO
- Amy Rommens, Manager, Administration
- Don Saari, Manager, Public Works and Utilities
- Shelley Thomas, Manager, Finance
- Alicia Bartlette, Manager, Planning and Engineering
- Phil Lunn, Parks Supervisor
- Jenny Wallace, Executive Assistant/Recording Secretary
- Bruce Thiessen, IT Supervisor

Other:

- Madeleine Baldwin, ORRSC Planner

**Mayor Barry Morishita called the meeting to order at 9:00 a.m. There were two additions to the agenda: 8. County of Newell Land Use Bylaw and 9. Cardboard Collection. Council concurred that Item 8. be dealt with first to accommodate Madeleine Baldwin's attendance via Zoom.**

### **1. COUNTY OF NEWELL LAND USE BYLAW UPDATE**

- M. Baldwin provided an update to Council on the County of Newell Land Use Bylaw (LUB), which included the following information:
  - Background and Timeline – The key dates and steps that took place so far in reviewing the County of Newell LUB.
  - Stated Concerns and Changes to the County Land Use Bylaw – The concerns the City noted in the letter to the County prior to the Public Hearing; and the table that has been updated to reflect the new version of the LUB (compares the uses in the old Fringe district versus the new A-GEN district).

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- Removal of the Fringe District from the County LUB – The Fringe Land Use District in the existing County of Newell LUB has been functioning well. It was noted that the County’s response to removing the Fringe District was that it does not serve any purpose.
  - Changes to Proposed Permitted Uses within the IMDP Plan Area – She noted the permitted uses that were of concern to the City since applications for these uses would not be referred to the City and that the County is duty bound to issue a permit. The County responded by moving Agriculture (Processing), Agriculture (Regulated) and Small Wind Energy System to discretionary uses. She asked Council if they are comfortable with the uses “Utilities” and “Agriculture” being permitted (no notification or referral to the City).
  - Changes to Proposed Discretionary Uses within the IMDP Plan Area – She noted the uses that were of concern to the City as they could require different servicing than typical agricultural developments (potentially requiring urban services from the City). It was noted that the County responded by removing Animal Health (Inclusive), Care Facility (Child), Hotel/Motel, Industrial (Light), and School from the A-GEN land use district completely. With regards to the recent IMDP meeting where the proximity of a kennel to the City boundary should be 1000 metres; the County LUB now reflects this. She asked if Council is comfortable with the uses Kennel, Pits and Quarries and Solar Panels remaining as discretionary uses and/or if there are suggested requirements for regulating these uses.
  - Next Steps – Noted the options for moving forward:
    - Accept the County Land Use Bylaw as presented at the County Public Hearing and provide a comment to this affect;
    - Request additional changes to the County Land Use Bylaw. The County closed the Public Hearing so this may require the City to request more time to review, request a return to first reading or request that a new Public hearing be held prior to 2<sup>nd</sup> and 3<sup>rd</sup> reading; or,
    - Pursue dispute resolution through the IMDP policies or Section 690 of the MGA.
- ✚ Council noted their concerns with the County removing the Fringe District from the County Land Use Bylaw, and adding uses such as “Pit or Quarry” or “Solar Panels” that were not allowed in the Fringe District to the new Agricultural General District as discretionary uses, and the potential requests for City services. There was also discussion that a solution may be to add a Fringe Overlay in the County LUB.
- ✚ Council then discussed the next steps moving forward such as pursuing dispute resolution through the IMDP policies or Section 690 of the MGA.

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**Council asked Administration to proceed with the following:**

- **City staff meet with the County of Newell to advise of Council's concerns/position on the new LUB; and,**
- **Initiate the IMDP Dispute Resolution Process.**

*M. Baldwin left the meeting at 9:49 a.m.*

### **2. 2021 BEAUTIFICATION AND TRAILS PROGRAM**

- ✚ A. Bartlette advised that this year staff presented Council with a five-year Beautification and Trails Program demonstrating options of what direction to proceed over the next five years.
- ✚ Recently staff was notified by Alberta Environment that work in and immediately around the shoreline of Meadowbrook pond is not possible due to environmental restrictions. This year's section of trail along Cassils Road North of the museum from Duke of Sutherland to the Kiwanis campground has an abundance of shallow utilities that must be hydro excavated at an hourly rate. The trail was to continue through to a rest area and new rv-sani dump. With the different options for use of the old rodeo grounds the rv-sani dump may stay in the same location and the rest area may not move ahead.
- ✚ As a result of what has arisen, staff would like to carry forward the 2021 budget and revise the five-year plan to be brought forward to Council in 2022.

**Council provided direction that the Beautification and Trails Program 2021 budget be carried forward to 2022.**

### **3. UTILITY CONCERNS – ALKA INVESTMENTS**

- ✚ S. Thomas advised that on August 24, 2021, Vasil Piponski addressed Council Committee regarding a few issues he felt negatively affected the 11-unit residential complex, which his company "Alka Investments" owns. She noted that although Administration had responded to the original complaints, the additional information on the following areas is being provided for further clarification:
  - Water Meter Changes;
  - Utility Base Rates;
  - Garbage bin Concerns;
  - Bylaw Legitimacy;
  - Sidewalk Concerns; and,
  - Follow Up Letter.
- ✚ Council concurred that the City followed the Bylaws and Policies, and that a letter of explanation be sent to the property owner. Mayor Morishita noted that it may be a good idea for the future Council to review the base rates.

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Administration to send a letter of explanation to Alka Investments.

4. **MEDIA RELEASES POLICY L-001-028(A)**

- ✚ A. Rommens advised that Administration has recently undertaken a review of all City Policies to ensure they reflect current practice.
- ✚ A. Rommens went through the minor updates that were made to the policy, and recommended that Policy L-001-028(A) be forwarded to Council for formal approval.

**MOVED BY COUNCILLOR KLEIN that Policy L-001-028(A) be forwarded to Council for formal approval.**

MOTION CARRIED

5. **CITY CREST AND LOGO POLICY L-001-013(C)**

- ✚ A. Rommens advised that Administration has recently undertaken a review of all City Policies to ensure they reflect current practice.
- ✚ A. Rommens went through the minor updates that were made to the policy, and recommended that Policy L-001-013(C) be forwarded to Council for formal approval.

**MOVED BY COUNCILLOR GERESTEIN that Policy L-001-013(C) be forwarded to Council for formal approval.**

MOTION CARRIED

6. **CREDIT CARD POLICY L-001-024(A)**

- ✚ A. Rommens advised that Administration has recently undertaken a review of all City Policies to ensure they reflect current practice.
- ✚ A. Rommens noted that this Policy has been updated to reflect current practice of City staff and the use of City credit cards. The current policy discusses expenses of Council and the CAO; however, that is addressed in the reimbursement of Expenses Policy.

**MOVED BY COUNCILLOR PRENTICE that Policy L-001-024(A) be forwarded to Council for formal approval.**

MOTION CARRIED

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### 7. RECREATION AND PARKS BOARD BYLAW 21/15

- ✚ A. Rommens advised that Administration recently updated the Recreation and Parks Board Bylaw to state that the youth member must be at least 14 years of age, as recommended by the Board at their April 2021 meeting. She also noted some other changes made to the Bylaw including provisions to permit virtual meetings and virtual voting (email voting).
- ✚ A. Rommens recommended that Bylaw 21/15 be forwarded to Council for formal approval.
- ✚ Council discussed that the provisions in the Bylaw on holding special meetings needs to be reconsidered to ensure that a special meeting could not be called by a simple majority, and that proper notice of meeting is given to all Board Members.

**MOVED BY COUNCILLOR GOODNOUGH that Bylaw 21/15 be forwarded to Council for formal approval with the required changes.**

MOTION CARRIED

### 8. COMMUNITY STANDARDS BYLAW 21/16

- ✚ A. Rommens advised that Administration recently made changes to the Community Standards Bylaw.
- ✚ A. Rommens went over the proposed changes with Council.
- ✚ A. Rommens provided clarification that the existing Bylaw already has provisions to address issues with vacant buildings.

**MOVED BY COUNCILLOR NESBITT that Bylaw 21/16 be forwarded to Council for formal approval.**

MOTION CARRIED

### 9. CARDBOARD COLLECTION

- ✚ Councillor Klein advised that he was contacted on the weekend about what is happening with cardboard collection, and that he thinks there is confusion out there with the businesses on what the City is doing. He added that there are other companies that are going around trying to get businesses to sign up for collection. He added that he feels the City needs to have good communication with all the businesses that are trying to put a plan in place for cardboard collection.
- ✚ A. Martens advised that Administration is planning to bring the item to the next Council meeting. On the point of communication, he added that the City can send out something to these businesses noting what is occurring with cardboard collection.

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**Administration to send information out to the businesses to update them on what is occurring with cardboard collection.**

12. **ADJOURNMENT**

Mayor Morishita declared the meeting adjourned at 10:36 a.m.