



Municipality of Crowsnest Pass
Governance and Priorities Committee Meeting Minutes
Tuesday, January 30, 2018

A meeting of the Governance and Priorities Committee of the Municipality of Crowsnest Pass was held in Council Chambers on Tuesday, January 30, 2018.

Council Present:

Mayor Blair Painter, Councillors Marlene Anctil, Dave Filipuzzi, Doreen Glavin, Gordon Lundy, Lisa Sygutek, Dean Ward

Administration Present:

Patrick Thomas, Acting Chief Administrative Officer and Director of Development Engineering and Operations
Ola Oladele, Director of Finance – Departed at 5:10 pm
Deb Welsh, Manager of Corporate Services – Departed at 5:10 pm
Joey O’Brien, Director of Community Services – Departed at 5:10 pm
Jesse Fox, Manager of Protective Services – Departed at 5:10 pm
Lisa Kinnear, Development Officer – Departed at 3:13 pm
Bonnie Kawasaki, Recording Secretary – Departed at 5:10 pm

CALL TO ORDER

Mayor Painter called the meeting to order at 1:00 pm.

ADOPTION OF AGENDA

Additions:

Confidential — In Camera

- a) Advice from Officials – *FOIP Act Section 24*
- b) Advice from Officials – *FOIP Act Section 24*
- c) Personal Privacy – *FOIP Act Section 17* – (CAO & Council only)

Changes:

Topics for Discussion

- h) Move CAO Hiring Process to In Camera – *FOIP Act Section 17*

G01-2018-01-30: Councilor Filipuzzi moved to adopt the agenda as amended.
Carried

DELEGATIONS

Glenda Farnden, STARS Air Ambulance Presentation

Glenda Farnden, Sr. Municipal Relations Liaison, STARS, was in attendance to present an update on the Shock Trauma Air Rescue Society (STARS). Ms. Farnden presented a PowerPoint presentation – *We Are All Stars*.

- Statistics and information were presented including:
 - Missions flown
 - 6 bases in Western Canada
 - 11 Helicopters in fleet
 - 2,775 medical personnel trained
 - Outreach to 161 communities in 2016
- Critical care is provided as soon as the patient is reached
- Leading edge medical technology on board
- Types of missions flown
- Statistics were provided for the Municipality of Crowsnest Pass Area from 2013-2017
- Stars flies to Southwest Alberta averaging 1 plus times per week
- 15 Missions a year costs \$100,000
- STARS Lottery is the primary source of funding
- Many municipalities have included STARS funding as part of Protective Services budgeting
- Municipality was thanked for supporting STARS

Discussion:

- Council thanked Ms. Farnden for her presentation
- Mayor Painter presented Ms. Farnden with a cheque from the Municipality in the amount of \$4955.00. Photos were taken by the Media and Administration for inclusion on the Municipal Website.

Teck Social Responsibility Team – Update on Coal Mountain Operations Closure Program

Warn Franklin, Manager, Biodiversity and Closure, Stuart Hall, Coal Mountain Operations, and Rebecca Edwards, Communications Coordinator of the Teck Social Responsibility Team, were in attendance to present an update on the Coal Mountain Operations Closure Program. Mr. Franklin presented a PowerPoint presentation – *Coal Mountain Operations Closure Program Update – January 2018*.

- Mining at Coal Mountain Operations will be complete by the 2nd quarter of 2018
- Coal production statistics were provided
- Teck committed to provide uninterrupted employment to Coal Mountain employees
 - As of January 2018, 127 Employees transitioned to other Elk Valley operations
 - Most remaining employees will transition by the end of the 3rd quarter of 2018
- Overview of employee home communities, most from Crowsnest Pass
- Planned 2018 activities as follows:
 - Full operations January to March of 2018
 - Coal processing and reduced operations April to July of 2018
 - Care and maintenance from August to December of 2018

- Small crew will remain during care and maintenance to maintain remaining infrastructure and equipment
- Processing plant is put into dormancy
- Reclamation begins
- Train activities cease
- Mobile assets may be transferred to other sites as needed
- Environmental monitoring will continue
- Biodiversity Program – net positive impact on biodiversity in areas affected by activities
- Potential future land use objectives including cultural and recreational uses were outlined
- A reclamation overview to the end of 2027 was provided
- Community Engagement events were reviewed, most recently with a booth at the Christmas in the Mountain Market on December 1, 2017
- The closure task group made up of representative from different areas of the community meets quarterly. Councillor Ward represents the Municipality of Crowsnest Pass.
- Discussion:

Council thanked Teck representatives for the update

- Council inquired about the number of vendors affected by the closure and whether they would have the opportunity to work with the other sites
- Council requested further details on staffing levels after reclamation is complete
- Council was impressed with Teck's commitment to information sharing and commitment to employees
- Council requested clarification on plans for existing infrastructure
- Council asked about the Martin Wheeler project

Mr. Franklin provided the following information regarding Council's inquiries:

- Vendor information was not readily available but would be provided
- A crew would remain on site to provide site security, maintenance of buildings and ongoing inspection of infrastructure
- The maintenance facility would be retained and dismantling of infrastructure would not take place until full closure is decided
- If the Martin Wheeler project were to be activated, Teck would continue with the current plan

The Crowsnest Pass Creative Minds Group – Update on Public Art Installation

Lynette Jessop and Joni MacFarlane representing The Creative Minds public art project, were in attendance to present an update on the public art installation at the Crowsnest Pass Community Pool.

- Project team consists of Kari Lehr, Nichole Yanota, Karen Paton, and Joni MacFarlane and Lynette Jessop
- A review of the proposal and history of the project to date was provided
- Requesting to receive formal approval at the February 6, 2018 Council Meeting
- Provided a production schedule
- Advised of a price increase and loss of a production slot
- Will need two months to create artwork, get approvals done, and get signed off and into production
- Design incorporates a barrier to provide privacy for swimmers, but will allow for side view where bleachers are located

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- Design mockup was presented to Council with an explanation of size and placement
- Discussion:
 - Council requested clarification and provided comments on the following:
 - Explanation of the design regarding the blue wave as to whether it would impede vision of spectators
 - The concerns of the pool board were brought forward
 - Council agreed that a recommendation for design approval should come from the pool board
 - Council inquired if any sponsorship dollars had been secured
 - Council noted that spectators should be utilizing the grassed area with picnic tables
 - Concern regarding the sidewalk possibly being congested with spectators
 - Council thought it may be appropriate to meet with all groups involved

Recess

Mayor Painter called a recess at 2:13 pm.

Reconvene

Mayor Painter reconvened the meeting at 2:21 pm.

POLICIES

Restaurant Patio Policy – Lisa Kinnear Development Officer

Lisa Kinnear, Development Officer presented a report regarding Restaurant Patio Policies. The report included information on:

- Comparisons of other communities' patio policies
- Review of the draft Sidewalk and Street Patio Policy
- Discussion:
 - Council requested clarification and provided comments on the following:
 - Inquired about regulating occupancy to subtract from internal occupancy as opposed to increasing occupancy to include the patio space, it was noted that there was no advantage to the business to subtract from the total occupancy.
 - Concerns were raised regarding pedestrian traffic.
 - Council expressed the need for a simple application process to facilitate quick turn-around time for permitting to accommodate the short patio season.
 - Administration provided the following information:
 - Advised that space for pedestrian traffic must be maintained
 - Installation of a patio may require utilizing private or public property which could mean giving up parking spaces, and restrictions can be placed in different areas
 - The building code dictates or has an influence on the feasibility of installing a patio
 - Provided there is no development process, applicants with good planning could be approved within a weeks' time

TOPICS FOR DISCUSSION

Land Use Bylaw Amendment – Cannabis Dispensaries – Lisa Kinnear, Development Officer

Lisa Kinnear, Development Officer presented a report regarding Cannabis Dispensaries. The report included information on:

- Cannabis production facilities are regulated by Health Canada
- Currently not listed in the land use bylaw and are technically prohibited
- Recommended that production facilities would be located in industrial areas
- Has received an application for a business licence, prompting initial response
- Province has not finalized framework for retail service and is prohibited until this happens
- The Municipality can retain control over proposed locations
- Recommended that retail should be limited to certain districts such as the Sentinel Industrial Park

Discussion:

- Council felt that we need to be proactive and ready for July 1, 2018 legalization date
- Acknowledged that the land use bylaw will be subject to provincial and federal regulations
- Recommended the usage to be classed as a discretionary use
- Council agreed that the Cannabis industry has to be recognized
- Production facilities would be high use users of water supply – be cognizant of usage
- Concern with odors therefore production facilities must be located away from residential areas
- Retail sites also need to be regulated with respect to locations

Business License Bylaw 842, 2012 – Food Trucks – Lisa Kinnear, Development Officer

Lisa Kinnear, Development Officer presented a report regarding Business Bylaw 842, 2012 – Food Trucks. The report included information on:

- Increase in applications to operate food trucks
- Business Bylaw will require a text amendment
- Definitions regarding mobile vendors currently states not permitted in downtown core
- Require permission letter to operate on private, or provincial lands
- Allow on Municipal Property and how do we allow
- Food trucks cannot operate on a block containing food establishments
- Approval over aesthetics should be a consideration
- The Economic Development Committee noted that legislation is lacking on food trucks
- Regional licences for out of town food trucks could supersede proposed additional fees
- Licencing fees could be levied on top of regional license fees
- Vendors want to be located in downtown areas and not segregated to non-urban areas

Discussion:

- Council requested clarification regarding where they can operate
- Suggested a review of the bylaw to allow food trucks to operate on streets with limitations as to where and how far away from existing food establishments
- Food trucks should have to pay increased rates as they do not contribute to tax base, or employ persons on a regular basis
- Concerns regarding aesthetics of food trucks; recommend establishing a policy
- Hours allowed to operate needs to be established
- A fee could be charged for using Municipal land
- One councillor expressed that food trucks should only be allowed at community events or at areas without access to restaurants

Departure

Lisa Kinnear, Development Officer departed the meeting at 3:13 pm.

Community Public Fire Pits Update – Jesse Fox, Manager of Protective Services

Jesse Fox, Manager of Protective Services presented a report regarding Community Public Fire Pits. The report included information on:

- Community firepits have raised little concern
- Would not recommend taking any further action on firepits

Discussion:

- A policy may need to be developed regarding usage
- Suggested signs could be erected documenting guidelines for use

Olympic Bid Discussion – Joey O'Brien, Manager of Community Services

Joey O'Brien, Manager of Community Services and Brad Brush, General Manger of Castle Mountain presented a report regarding Olympic Bid Discussion. The report included information on:

- Background on current Olympic bids, advised that Calgary is considered stronger
- Alpine events could be held at alternate sites
- We may be below radar of Olympic bid committee
- Collectively we can present a strong case to hold events in this area
- Calgary will need additional venues, it is prudent to look at existing venues
 - Castle Mountain has slopes with vertical requirements
 - Lacking in infrastructure
 - Castle could manage several events
 - Need Olympic committee to look at our venues
 - Private training facility could be offered
 - Could access funding from Olympic committee to enhance facilities
 - Opens up community involvement
 - Meet athletes
 - Medal presentations
- Master plan has been developed for Castle Mountain would like to present to Council

Discussion:

- Council expressed concerns regarding availability of sites to the general public if we are committed to Olympic Committee
- Requested clarification if a financial commitment would be required
- Inquired if the local cross-country facility could be used
- Noted that it would be a good opportunity to promote Strategic plan and promote Crowsnest Pass
- Council supports the process but not a financial investment at this time.
- Council would like to see the master Castle Plan

Community Trail Maintenance Update – Joey O’Brien, Manager of Community Services

Joey O’Brien, Manager of Community Services presented a report regarding Community Trail Maintenance. The report included information on:

- Requests from public for winter maintenance of trails
- A new mower is on order requiring an additional small investment in equipment add-ons to facilitate plowing and sanding of trails
- Operators would be casual employees

Discussion:

- Council felt that we should do a trial with minimal investment
- Put a blade on bobcat and maintain trails that can accommodate that size of blade
- Recognize there is no sander
- Councillor Lundy believes we need to look at long term investment of equipment to maintain sidewalks and walking trails

Recess

Mayor Painter called a recess at 3:42 pm.

Reconvene

Mayor Painter reconvened the meeting at 3:55 pm.

Downtown Coleman Revitalization Concepts – Patrick Thomas, Acting Chief Administrative Officer and Director of Development Engineering and Operations

Patrick Thomas, Acting Chief Administrative Officer, and Director of Development, Engineering and Operations, presented a report regarding Downtown Coleman Revitalization Concepts. The report included information on:

- Scope of project entails redevelopment and replacement of infrastructure
- 2 concepts have been presented, requested Council’s preference
- Open house was held for the public
- A concept needs to be chosen so that design can move forward
- 71 community members attended open houses
- Recognizes that maintenance of historical integrity is important
- Business Access must be preserved

- Modernizing would eliminate this prospect of filming locations
- Municipal Historic Resources Board identified their preference of concept 2
- Decision needs to be made quickly to obtain a contractor
- Project is falling within allocated budget
- Contractor determines construction sequence
- Constraints implemented would be a block at a time or metres at a time for construction
- Would provide pedestrian access to businesses
- Concept 2 allows for street vendors, fairs
- Double curb could be eliminated
- Improve current storm sewer management
- Will work with businesses to accommodate business supply deliveries
- Exploring potential for underground power for charging stations
- Curb line clarification is sought from council

Discussion:

- Council acknowledged the recommendations of the Municipal Historic Resources Board to support a minimalist plan.
- Council agreed that 3D renderings really helped with visualization of the proposed project
- Concept 2 was supported while recognizing concerns with snow plowing
- Concerns with blocking business access for a significant period of time
- Acknowledged that there will be business disruption, but requested cognizance towards minimizing disruption
- Must maintain communication with business and public
- Shrubbery would be preferred as opposed to trees
- Wants project completed in one construction season
- Council supports concepts 2, with less tall trees and more shrubbery
- Electric vehicle charging stations are a consideration
- Preferred to keep consistency of light standards

SCADA Master Plan – Patrick Thomas, Acting Chief Administrative Officer and Director of Development, Engineering and Operations

Patrick Thomas, Acting Chief Administrative Officer and Director of Development, Engineering and Operations presented a report regarding the SCADA Master Plan. The report included information on:

- Supervisory Control and Data Acquisition (SCADA)
- An overview of the technical information
- Allows operators to monitor and control the water and wastewater systems in place
- MPE Engineering provided a detailed analysis of systems including photos, using this data and in consultation with municipal operators created a detailed masterplan
- Recommending a \$315,000 investment over 5 years in the Capital Plan
- Implementation of the recommendations will increase system uptime, improve ability to monitor and control the system, and maintain sustainability by component replacement as required

Discussion:

- Council is in support of maintaining the SCADA system
- Council was pleased that the upgraded system would lessen the need for monitoring

Development Statistics – Patrick Thomas, Acting Chief Administrative Officer and Director of Development, Engineering and Operations

Patrick Thomas, Acting CAO presented a report regarding Development Statistics. The report included information on:

- A review of the 2017 development statistics included:
 - 23 new single-family dwellings
 - Large scale commercial developments were approved including Senior Housing
 - A new commercial building in Blairmore
 - Two new or expanded RV Parks
 - Golf Course Expansion
- Increase to the historical trend up to 2 houses per month
- Complaints are down
- Pre-application meetings are improving process
- Many permits are beyond the control of the development officer, as primary control rests with the Municipal Planning Commission

Discussion:

- Council requested further information on land use bylaw to benefit development
- Council would like to be apprised of repetitive development requests that could be handled by development officer to increase and recognize the powers of that position

ADMINISTRATION UPDATES

Council Resolution Action List

The Council Resolution Action List was presented for Council's information.

Service Areas Update

The Service Areas Update was presented for Council's information.

Administration provided answers and clarification to questions from Council.

Departure

All Administration except the Acting Chief Administrative Officer departed the meeting at 5:10 pm.

CONFIDENTIAL – IN CAMERA

G02-2018-01-30: Councillor Ward moved that Council go In Camera for the purpose of discussion of two matters of Advice from Officials, under the FOIPP Act Section 24, and two matters of Personal Privacy, under the FOIPP Act Section 17, and to take a brief recess at 5:11 pm.

Carried

RECONVENE

Mayor Painter reconvened the In Camera meeting at 5:21 pm. Patrick Thomas, Acting Chief Administrative Officer in attendance to provide advice to Council.

Departure

Patrick Thomas, Acting Chief Administrative Officer departed the meeting at 6:00 pm.


OUT OF IN CAMERA

G03-2018-01-30: Councillor Sygutek moved that Council come out of In Camera at 6:32 pm.
Carried

ADJOURN

G04-2018-01-30: Councillor Filipuzzi moved to adjourn the meeting at 6:33 pm.
Carried


Blair Painter
Mayor


Patrick Thomas
Acting Chief Administrative Officer