



CITY OF BROOKS
Council Committee
May 9, 2023
NOTES

MEMBERS OF COUNCIL

Present:

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

CITY STAFF

Present:

- Amanda Peterson, Deputy CAO
- Amy Rommens, Manager, Administration
- Shelley Thomas, Manager, Finance
- Randi McPhillips, Manager, Recreation Services
- Alicia Bartlette, Manager, Planning and Engineering
- Lisa Tiffin, Manager, Community Development
- Todd Smith, Facilities Supervisor
- Mitchell Iwaasa, Economic Development Officer
- Jourdan Jones, Communications Officer
- Jenny Wallace, Executive Assistant/Recording Secretary

Other:

- Paul Seaton, Brooks Bandits
- Sandra Stanway, Brooks Bulletin

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

Additions to the Agenda:

- Brooks Smoker Wars Competition

1. 2023 WORLD JUNIOR A HOCKEY CHALLENGE

- 🇨🇦 J. Petrie advised that the Brooks Bandits were unsuccessful in their bid to host the 2024 or 2025 Centennial Cup; and that Hockey Canada then approached the Brooks Bandits to host the 2023 World Junior A Hockey Challenge. He noted that the City of Brooks was going to host the 2021 World Junior A Challenge, but it did not happen due to COVID-19.

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- ✚ P. Seaton advised that the World Junior A Challenge is from December 10 – 17, 2023; and that the same terms and financial commitment that applied to the bid to host the 2021 World Junior A Challenge would apply for 2023. He advised that the teams are selected through Central Scouting, and that Central Scouting will inform Hockey Canada. He advised that the priority focus at this time is USA, Finland, Sweden, Czech, and Canada (East and West), which would make six teams. He added that hopefully there would be a Brooks presence in Canada West.
- ✚ There was discussion about the time it would take if the City is required to put the ice in, the City's financial commitment, revenue and grant funding opportunities, the economic impact, application deadline, and the legacy plan.
- ✚ P. Seaton advised that Hockey Canada is going to share the updated agreement, which the terms and conditions have not been changed from what was agreed to for the 2021 World Junior A Challenge. J. Petrie noted that the previous Council approved the financial commitment of \$25,000 to host the 2021 World Junior A Challenge, the \$50,000 tied to a deficit, and the waiver of facility rental fees; and therefore, requires approval by the current Council.
- ✚ Council Committee agreed the request could be discussed further in Closed Session today; and that it be brought back to the May 15, 2023 Regular Council Meeting for their consideration.

M. Iwaasa arrived at 4:53 p.m.

Mayor Petrie thanked P. Seaton for attending.

P. Seaton left the meeting at 4:56 p.m.

2. CITY OF BROOKS BRANDING UPDATE

- ✚ J. Jones advised that in November, a proposal to refresh the City's branding was presented to Council Committee in an effort to keep the City's image fresh. Council Committee directed that the branding proposal be reviewed by a focus group to gather input from the community.
- ✚ J. Jones advised that due to inaccurate information regarding the branding circulating throughout the City, Administration postponed consultation with the public. Staff then resumed the branding initiative and established five target demographics to consult. Over 150 individuals were contacted seeking feedback and staff received 34 responses. He noted that the Focus Group Report and Branding Guidelines were provided to Council Committee.
- ✚ J. Jones noted that as a result of the responses, slight changes were made to the branding; and recommended that Council Committee accept the Branding Guidelines and forward to Council for formal adoption.

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- ✚ Council Committee discussed the Branding Guidelines; and what the next steps are in moving forward with the new branding. J. Jones advised that the intent of the new branding was to gradually phase it in. He added that if the branding is approved, website redesign would occur in 2024 and that they could start recreating documents immediately.
- ✚ Council Committee also discussed changing signage and having a large highway sign. S. Thomas noted that once the Branding Guidelines are approved, any costs can be brought forward to the 2024 budget deliberations.

MOVED BY COUNCILLOR NESBITT that the Branding Guidelines be brought forward to the May 15, 2023 Regular Council Meeting for formal adoption.

MOTION CARRIED

3. JBS CANADA CENTRE, FITNESS CENTRE ROOF REPLACEMENT – REQUEST FOR TENDER

- ✚ T. Smith advised that on April 7, 2023, staff received seven proposals in response to the JBS Canada Centre, Fitness Centre Roof Replacement Request for Tender. He presented the information on the seven tenders; and recommended that Waterproofing Roofing Ltd. be awarded the tender. He noted that the total project cost will be \$225,935.00 as there are additional costs of \$500.00 for a core sample of the roof and \$2,830.00 for a roofing consultant.

Council Committee directed Administration to bring forward the recommendation to the May 15, 2023 Regular Council meeting to award the JBS Canada Centre, Fitness Centre Roof Replacement to Waterproofing Roofing Ltd. in the amount of \$222,605.00 plus GST.

4. CANADIAN MORTGAGE AND HOUSING CORPORATION – HOUSING ACCELERATOR FUND GRANT APPLICATION

- ✚ A. Rommens advised that the Canadian Mortgage Housing Corporation (CMHC) Housing Accelerator Fund provides incentive funding to local governments encouraging initiatives aimed at increasing housing supply. Funding can be used for a variety of initiatives, including investments in housing-related infrastructure, which is what the City would apply for. Administration has reviewed what is likely to be required to apply and feel the expertise of a consultant is required to assist staff in preparing the application.
- ✚ A. Rommens added that if funding is received, there are housing targets that are required to be met including a requirement to update the 2019 City of Brooks Affordable Housing Strategy. Administration has been in contact

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with the consultant that completed the housing strategy and a menu has been provided with various options to update the document. The quote will be presented during the 2024 budget deliberations.

- ✚ A. Rommens advised that the cost for the Rural Development Network (RDN) to assist/complete the grant application on behalf of the City is \$3,500; and that the cost could be absorbed within the Administration or Legislative budgets.

Council Committee directed Administration to proceed with the recommendation to contract RDN to complete the Canadian Mortgage Housing Accelerator Fund on behalf of the City of Brooks.

5. WELCOMING AND INCLUSIVE COMMUNITY COMMITTEE

- ✚ L. Tiffin advised that as a result of the discussions during the April 25th Council Committee meeting, staff was directed to compile some information about how the City's Welcoming and Inclusive Community (WIC) Committee could be expanded and how a full time staff person could support this Committee and the work within the portfolio.
- ✚ L. Tiffin advised that a draft Terms of Reference can be developed for the Committee; and that beyond this basic structural document, a more detailed and specific strategic action plan can be developed by Committee members. L. Tiffin presented suggestions for the Terms of Reference. She asked Council Committee to provide direction to staff regarding the Terms of Reference and the primary responsibilities of a Welcoming and Inclusive Coordinator.
- ✚ Council Committee discussed what the composition of the Committee should look like, the proposed program from the Social Impact Lab, funding for an Inclusion Coordinator position, whether there would be any duplication with any existing organizations in the community, and what the next steps are. L. Tiffin advised that she could draft a more formalized Terms of Reference, as the formation of the Committee itself doesn't necessarily hinge on the budget. However, she added there is no staff person that can lead the process right now to start recruiting members to the Committee, building the Committee, and hosting meetings.
- ✚ A. Peterson noted that L. Tiffin can proceed in formalizing the Terms of Reference for Council's consideration and approval; and then a decision package can be taken forward to budget. M. Iwaasa noted that if the mandate of the Committee falls within what the Social Impact Lab does, there might be some funding available for the position. He noted that they identified Brooks as one of the key communities in Alberta. He will forward the information on the Social Impact Lab to Council Committee.

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6. CITY OF BROOKS RESIDENTIAL LAND INCENTIVE

- ✚ A. Peterson advised that Council recently held discussions regarding attainable housing in the City of Brooks and requested Administration to provide options to Council relating to development incentives to encourage residential development.

M. Idriss left at 6:21 p.m.

- ✚ A. Peterson presented the following options with Council Committee discussing each option after it was presented:
 - Option 1 – Residential Dwelling Unit(s) New Build
 - Option 2 – Major Home Renovation Incentive Program
 - Option 3 – Discount City Owned Property
 - Option 4 – Flat Rate Municipal Tax Credit
 - Option 5 – Development and Building Permit Fee Waivers
 - Option 6 – Offsite Levy Deferral/Relief
 - Option 7 – Ground Lease Agreements
- ✚ A. Peterson asked for direction on which options Council Committee would like Administration to start creating guidelines and policies for to bring forward to Council. Council Committee supported moving forward with Options 1, 3, 5 and 6. Council Committee also supported Administration obtaining a legal opinion on Option 7.

Council Committee directed Administration to start creating guidelines and policies for Option 1, 3, 5 and 6; and to obtain a legal opinion on Option 7.

7. BROOKS SMOKER WARS COMPETITION

- ✚ J. Goodnough advised that Richard Kam of Brooks Smoker Wars informed him that the entry fee for the event (June 16 & 17) is \$400.00, and inquired if Council has a team.
- ✚ J. Petrie advised that Council can get a team together, and that he will send an email out. J. Goodnough and M. Wardrop volunteered to be on the team.

8. CLOSED SESSION

MOVED BY COUNCILLOR NESBITT that Council close the meeting to the public for agenda item 8. Land Matter as per Section 16, FOIP, at 6:36 p.m.

MOTION CARRIED

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MOVED BY COUNCILLOR GOODNOUGH that the meeting move out of Closed Session at 6:56 p.m.

MOTION CARRIED

9. ADJOURNMENT

MOVED BY COUNCILLOR GOODNOUGH that “the meeting adjourn at 6:56 p.m.”.

MOTION CARRIED