



*Town of Pincher Creek
Operations Committee
Meeting Minutes*

July 31, 2018 – 8:30AM

Meeting Details

Type of Meeting: Regular Meeting of Operations Committee to review Second Quarter 2018

Committee Members: Councilors Lorne Jackson, Brian McGillivray and Wayne Elliott

Town Staff: A. Roth, K. Sinnott

1. Call to Order

Jackson:

Called the Meeting to Order at 8:29am

CARRIED OPS 2018-001

2. Adoption of Agenda

Elliott:

Moves to adopt agenda with no amendments.

CARRIED OPS 2018-002

3. Approval of Minutes from Last Meeting

McGillivray:

Moved that the minutes of the April 26, 2018 regular meeting of the Operations

Committee be adopted as presented.

CARRIED OPS 2018-003

4. Business Arising from the Minutes

4.1 Emergency Preparedness Day & Public Works Week Review

Discussion around the Emergency Preparedness Day and how well it was received, and the great work staff did before and on the day of.

Director of Operations who is also the Director of Emergency Management spoke about the man hours disaster planning needs.



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McGillivray:

Motion for Operations department to capture the man hours spent preparing for the Emergency Day as well as the continued disaster planning support.

CARRIED OPS 2018-4.1

4.2 Third Council Member and Member at large for Operations Committee

McGillivray:

Motion to update the Operations committee Terms of Reference member at large to serve a one (1) year term.

CARRIED OPS 2018-4.2

Elliott:

Motion for Operations Department to advertise the member at large posting again once the Terms of Reference have been updated.

CARRIED OPS 2018-4.2

4.3 Social Media Policy

McGillivray:

Motion to accept the Social Media Policy update as information.

CARRIED OPS 2018-4.3

4.4 North Hill Accumulation letter

Elliott:

Motion to receive as information and to add area to the snow fence tour, scheduled for October 2nd, 2018.

CARRIED OPS 2018-4.4



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4.5 Cemetery Policy

Elliott:

Motion to receive the Cemetery Policy as information.

CARRIED OPS 2018 4.5

5. New Business

5.1 D. Bieda Delegation follow up

McGillivray:

Motion to accept as information; and direct administration to bring a response letter for D. Bieda back to Council for approval.

CARRIED OPS 2018-5.1

5.2 Asset Management

McGillivray:

Motion for the Draft Asset Management Policy to be forwarded to Council following the review from the Operations Committee.

CARRIED OPS 2018-5.2

5.3 Family Columbarium request

Elliott:

Motion to approve Mr. Van Ryk's request for a family columbarium; administration to send approval letter.

That administration amends the Cemetery Rules and Regulations policy 703-18 to state; Any further or similar requests will be reviewed by the Operations committee after approval from the caretaker and that the columbarium must meet the requirements in the Cemetery bylaw #1538-16 (10)

CARRIED OPS 2018-5.3



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5.4 Crosswalk on East Ave.

Jackson:

Motion to direct administration to respond to citizen's request about cross walk; the Operations department will investigate options for safe pedestrian routes in the area. Administration to draft letters to both high schools describing the difficult pedestrian traffic between the two schools; as well as asking for feed back regarding this matter.

CARRIED 2018 – 5.4

5.5 Quarterly Report

McGillivray:

Motion to receive the Operations Department Second Quarter Report as information.

CARRIED 2018-5.5

6. Open Discussion

Elliott:

50 km sign North of Walmart – Discussion around people not knowing that it is still a 50km speed zone. Director of Operations agreed it is a concern and will look into collecting data.

McGillivray:

Motion for Director of Operations to look into having 50 km sign installed North of Walmart and bring findings back to the Operations Committee.

CARRIED 2018-6.0



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McGillivray:

Discussion around the residential speed limit being changed to 30 km's per hour.

Director of Operations suggested bringing to the next Operations Committee Meeting with some data and enforcement opinions.

7. Next Meeting

The next Operations Committee meeting will be October 2nd, 2018 at 8:30am

Will also have the snow fence tour this day.

8. Adjournment

Elliott:

Motion to adjourn the second quarter meeting of the Operations Committee at 10:22am.

CARRIED OPS