**Community Services Advisory Committee (CSAC)**
**Meeting Minutes**
**January 18, 2012 - 4:00-6:00 pm**
**Civic Centre - Anthracite Meeting Room**

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Agenda items:

1. Attendance
    - Lorrie O'Brien, General Manager of Municipal Services
    - Moya Kelly, Administrative Assistant, Special Projects
    - Bart Robinson, Committee Appointee
    - Lynn Jones, Committee Appointee
    - Sandy Last, Committee Appointee
    - Dung Nguyen, Committee Appointee

2. Regrets
    - Lawrence White, Committee Appointee
    - Russell Neilson, Committee Appointee
    - Jason Knudtson, Committee Appointee
    - Gordie Miskow, Council Representative

2. Discussion #1 – General info and housekeeping items:
    a. Welcome and introductions
    b. Note Sandy Last will be unable to attend February meeting
    c. Ensure meeting minutes state motions
    d. Future meeting dates – **4th Thursday of every month from 4:00-6:00 pm** – Georgetown boardroom has been booked
    **e.** All appointees invited to Mayors Awards for Volunteer Excellence **– please RSVP to Suzette – scardinal@canmore.ca**

3. Discussion #2 - Hopes / Vision / Focus for this year's Committee
    a. A number of ideas were identified including:
        - Education mapping project – Province wide evaluation in 5 different realms related to education. Survey data has been completed and Sandy will share results in March. Based on the data, may help us to identify education gaps in the community and may influence delivery of some Town of Canmore programs or services, especially in regards to BVPL / FCSS / Recreation programming
        - Would like to know how decisions are made and what is important
        - What issues are on council's agenda, what are town priorities? (Lorrie to provide updates at each meeting)
        - That Poverty Project" - Local Canmore resident – Blog has been created: www.thatpovertyproject.com. There will be a forum in March (date & time TBA) – discussion on what we can do about poverty. Poverty is not discussed very often in Canmore. What services and programs does the Town offer and what services are available

after hours and on weekends? Do we want to send an FCSS representative to attend the March forum?

- Presentation from other town departments – For example Family Community Support Services (FCSS) presentation – Manager of CE to present and provide an overview of services FCSS provides to the community
- Committee members would like Multiplex updates – pool / climbing updates
- Committee members would like updates on pool envelope redevelopment and Library building
- Focus on senior activities
- Need for services and programs for the less active youth
- Public education – information boards at trail heads regarding respect of trails environment & climbing areas – Location to include: Grassi Lakes / Cougar Creek / Canmore Nordic Centre.
- Open House / Tradeshow to meet Town Staff – more approachable setting / easier to make contact. LO to look into the history of the open house.
- Action: If you have any more ideas, please email Moya – mkelly@canmore.ca
- Action: We will prioritize these great ideas next meeting. Please come prepared to vote.

4. Discussion #3 - Roles & Responsibilities
    a. Need to elect a chairperson and a 2nd chairperson: next meeting
    b. Reviewed roles and responsibilities
    c. Appointees to complete reading and tasks prior to meetings
    d. Russell Neilson has been a chair for the last two years. Russell to come prepared to next meeting and present his 2010 report (Lorrie has a copy).
    e. Action: chairperson election moved to Feb. 23 meeting
    f. If anyone would like to express their interest as chairperson – send an email to Moya at mkelly@canmore.ca

5. Discussion #4 - Update on Climbing Wall
    - Directed by council that the town will manage the climbing gym
    - Request for Proposal was sent out early in 2011
    - Proponents submitted a proposal. After a long selection process, administration recommended a company be awarded the bid as climbing wall operator.
    - The decision was presented at council and received much public input
    - Currently, stakeholder's group has been created and they will be working on putting a plan together on how to manage climbing wall.
    - Currently reissuing the Request for Proposal for design build of climbing gym – RFP will go out on Friday, Jan 20

6. Discussion #5 - Update on Canmore Recreation Centre (CRC) pool redevelopment
    - Will be decommissioning the pool once the Multiplex pool is operating
    - Currently, engineer is assessing the structure of the pool envelope at CRC
    - We will redesign the interior of the pool envelope
    - There is a great deal of interest from a variety of community groups
    - Started some initial conversations – draft proposal highlights:

- 2 phases for CRC – 1st phase pool redevelopment / 2nd phase long-term redevelopment of field adjacent to the building
- Need to build robust public engagement strategy
- Will be conducting a gaps analysis
- Public input required to be a balanced cross section of the community
- Need to engage youth and the non-vocal people
- Possible process being proposed to council:
    I. Public meeting
    II. Blog
    III. Stakeholder meeting
    IV. Survey monkey
    V. Final report

**7.** Meeting Adjournment / Next meeting: **Thursday, February 23 from 4:00-6:00 pm - RSVP by Tuesday, February 21 to mkelly@canmore.ca or 403.678.1515**

a. Attach TOC Business Plan and Mining the Future documents to meeting minutes

8. Action Items

a. Require quorum for major decisions – 4 voting members required to be present
b. Require consistence attendance – critical for committee success
**c.** Meeting attendance – **please RSVP to Moya by phone 403.678.1515 or email mkelly@canmore.ca -** confirm attendance Tuesday prior to meeting
d. **Please forward agenda items to Moya Kelly by email.** Agenda items are due by the Friday prior to the meeting. When submitting agenda items please list estimated time required and list purpose (update, information, discussion or decision)

Reference Documents

Terms of Reference
CSAC Update Proposal Canmore Recreation Centre