

**COALHURST TOWN COUNCIL AGENDA**  
**FOR THE NINETEENTH REGULAR MEETING OF COUNCIL 2021/2022 HELD IN**  
**COUNCIL CHAMBERS ON TUESDAY, NOVEMBER 1, 2022**

1. Call to Order
2. Land Acknowledgement Statement
3. Adoption of the Agenda
4. Adoption of Previous Minutes
  - a. Eighteenth Regular Meeting of October 18, 2022
5. Business Arising from the Minutes
  - a. Fleet purchase
  - b. Clay pile at Wetlands
  - c. Property fire in County
  - d. Sundance signage
6. Delegations
  - a. Citizens without Formal Notice
7. Business of Council
  - a. Town Council's 2022-2025 *Strategic Plan*
  - b. SECOND READING of Bylaw 438-22 *A Bylaw to Amend the Procedure Bylaw*: to change the start time of meetings. (First Reading: October 18, 2022)
  - c. THIRD READING of Bylaw 438-22 *A Bylaw to Amend the Procedure Bylaw*: to change the start time of meetings.
8. CAO Requests for Decision
9. Administration Reports
  - a. Chief Administrative Officer
  - b. Director of Corporate Services (verbal)
10. Correspondence
  - a. Dawna Coslovi, Green Acres Foundation. Re: Coalhurst Council appointment to the Green Acres Board.
  - b. Lethbridge County. County Members on the Emergency Advisory Committee.
  - c. Lethbridge County. County Members on the Intermunicipal Committee.

**11. Closed Session**

- a. CAO Hiring Update – Sec 19(1) of the Freedom of Information and Protection of Privacy Act*
- b. Personnel - Sec 16(1) of the Freedom of Information and Protection of Privacy Act*

**12. Business Arising from Closed Session**

**13. Adjournment**

ITEM 4a

**MINUTES: OF THE EIGHTEENTH REGULAR MEETING OF COUNCIL,  
2021/2022 HELD IN COUNCIL CHAMBERS ON TUESDAY,  
OCTOBER 18, 2022**

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COUNCIL:	HEATHER CALDWELL SCOTT AKKERMANS DEBORAH FLORENCE JESSE POTRIE	DEPUTY MAYOR COUNCILLOR COUNCILLOR COUNCILLOR
REGRETS:	LYNDSAY MONTINA	MAYOR
STAFF:	JEFFREY COFFMAN	CHIEF ADMINISTRATIVE OFFICER

Deputy Mayor Caldwell called the meeting to order at 7:01 PM.

M#7241-22 Councillor Akkermans moved the adoption of the agenda as amended, to include Item 6b (Lethbridge County Development Application 2022-184), Item 7.1 (Councillor Reports), and Item 9c (CAO Hiring Process). Carried

M#7242-22 Councillor Potrie moved the adoption of the Minutes of the Seventeenth Regular Meeting held October 4, 2022. Carried

**BUSINESS OF COUNCIL**

M#7243-22 Councillor Potrie moved FIRST READING of Amending Bylaw (438-22) a *Bylaw to Amend Bylaw 422-21 (the Procedure Bylaw)* to change the start time of Regular Council and Committee of the Whole Meetings to 6:00PM. Carried

M#7244-22 Councillor Florence moved to accept the Terms of Reference and the Council Agenda Request form, for the *Agenda Setting Committee*. Carried

M#7245-22 Deputy Mayor Caldwell moved to establish the ATCO Franchise Fee at 10% and the Fortis Franchise Fee at 7.5%, and to instruct the CAO to undertake the necessary processes for commencing these rates on January 1, 2023. Carried

**CAO REQUESTS FOR DECISION**

M#7246-22 Councillor Florence moved to transfer up to \$42,000 from the Common Services Reserve to the Capital Budget to replace the stolen public works truck. Carried

M#7247-22 Councillor Akkermans moved that the Mayor write a response to Lethbridge County stating that Coalhurst Council has no concerns with this development application. Carried

**ADMINISTRATION REPORTS**

CAO Coffman and the Director of Operations Lewis submitted written reports, respectively, for Council's information and questions. CAO Coffman answered questions arising from the reports.

**MINUTES: OF THE SEVENTEENTH REGULAR MEETING OF COUNCIL, 2021/2022 HELD ON TUESDAY, OCTOBER 4, 2022**

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M#7248-22 Councillor Akkermans moved that Council accept the reports from the CAO and the Director of Operations, as presented. Carried

**COUNCIL MEMBER REPORTS**

Clr Akkermans: - Attended SouthGrow  
- Participated in Future of Alberta Policing webinars  
- Attended the Elected Official Education Program on Strategic Planning  
- Attended Policy and Bylaw Review Committee meeting  
- Attended and participated in the Alberta Municipalities Conference

DM Caldwell: - Attended Green Acres Board meeting  
- Attended the Intermunicipal Development Committee meeting with Lethbridge County  
- Participated in webinar and in-person sessions on Future of Alberta Policing  
- Attended and participated in the Alberta Municipalities Conference

Clr Florence: - Attended Policy and Bylaw Review Committee meeting  
- Attended the Elected Official Education Program on Strategic Planning  
- Participated in Future of Alberta Policing webinars  
- Attended the Staff and Community Leaders Event Committee meeting  
- Attended and participated in the Alberta Municipalities Conference  
- Upcoming attendance: Hwy 3 Twinning Development Assoc. meeting  
- Upcoming attendance: Community Futures meeting

Clr Potrie: - Attended ORRSC Executive meeting and reported on the proposed 3% COLA increase for ORRSC staff.  
- Attended the Staff and Community Leaders Event Committee meeting  
- Attended and participated in the Alberta Municipalities Conference

M#7249-22 Councillor Potrie moved to accept the Council Member reports as presented. Carried

**CORRESPONDENCE**

M#7250-22 Councillor Florence moved that Council instruct the CAO to bring forward proposed amendments to applicable bylaws and policies that would include the definition of “Anti-Semitism”, as suggested by the Minister of Justice. Carried

M#7251-22 Councillor Potrie moved that the Mayor write a Letter of Support for amalgamation of the Picture Butte / Coaldale RCMP detachments. Carried

M#7252-22 Councillor Akkermans moved to accept the correspondence as presented. Carried

M#7253-22 Councillor Florence moved that Council move to a Closed Session at 8:38PM. Carried

Closed Session attendance: Councillors present and CAO Coffman

**MINUTES: OF THE SEVENTEENTH REGULAR MEETING OF COUNCIL, 2021/2022 HELD ON TUESDAY, OCTOBER 4, 2022**

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M#7254-22 Councillor Akkermans moved that Council return to Public Session at 9:25PM, and that the closed meeting discussions with respect to:

1. Land – *FOIP s. 24(1)*
2. Personnel – *FOIP s. 16(1)*
3. CAO Hiring Process – *FOIP s. 19(1)*

remain confidential pursuant to the *Freedom of Information and Protection of Privacy Act*. Carried

**BUSINESS ARISING FROM CLOSED SESSION**

M#7255-22 Cllr Florence moved that Council authorizes the CAO to transfer up to \$400,000 from Miscellaneous Reserve to the 2022 Capital Budget for the purchase and associated costs of acquiring the parcel located at

PARCEL W, PLAN 6490JK

from Lethbridge County, and that the CAO continue to engage with Lethbridge County to bring the transaction to a close on January 3, 2023. Carried

M#7256-22 Deputy Mayor Caldwell moved that, pursuant to Closed Session discussion, Council authorizes the CAO to transfer up to \$160,000 from General Reserve to the 2022 Operating Budget to offset associated costs with personnel. Carried

**ADJOURNMENT**

M#7257-22 Councillor Akkermans moved to adjourn the meeting at 9:28PM. Carried

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer



Town of  
**Coalhurst**

A Place to Call Mine

Strategic Plan  
2022–2025

BYLAW NO. 438-22

**BEING A BYLAW OF THE TOWN OF COALHURST, IN THE PROVINCE OF ALBERTA, TO AMEND BYLAW NO. 422-21, PROCEDURE BYLAW;**

**WHEREAS** it is necessary to establish rules and provisions to regulate the conduct of business in Council meetings, and to control and maintain order in Council for the enactment of municipal legislation and to provide for dealing with petitions, remonstrations and submissions to the Council;

**WHEREAS** Council Motion M#6858-21 instructed the CAO to amend the Procedure Bylaw (Bylaw 422-21) to change the time “for all regular Council meetings from 7:00 p.m. to 6:00 p.m.”;

**PURSUANT** to the provisions of the Municipal Government Act, Statutes of Alberta, Chapter M-26, 2000 as amended;

The Council of the Town of Coalhurst, in the Province of Alberta, duly assembled, **HEREBY ENACTS AS FOLLOWS:**

1. Procedure Bylaw No. 422-21 is amended as follows:

- Section 6 – Regular Meetings

Delete existing 6.2 and replace with the following:

6.2 Regular meetings of Council will commence at 6:00 p.m. and adjourn no later than 9:00 p.m. unless, while in session, a motion is passed by the majority of Council to extend the time to 9:30 p.m..

- Section 8 – Committee of the Whole Meetings

Delete existing 8.1 and replace with the following:

8.1 Meetings of Committee of the Whole may be held in the Council Chambers at the Municipal Office any Tuesday, at 6:00 p.m., in which there is no Regular Meeting being held.

Add Section 8.1.a to read:

8.1.a Committee of the Whole meetings will adjourn no later than 9:00 p.m. unless, while in session, a motion is passed by the majority of Council to extend the time to 9:30 p.m..

3. This Bylaw comes into force upon the date of the passing of the third and final reading thereof.

READ A FIRST TIME ON 18<sup>TH</sup> DAY OF OCTOBER, A.D. 2022

READ A SECOND TIME THIS 1<sup>ST</sup> DAY OF NOVEMBER, A.D. 2022

READ A THIRD TIME AND FINALLY PASSED THIS 1<sup>ST</sup> DAY OF NOVEMBER, A.D. 2022

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

**CAO REPORT**  
**NOVEMBER 1, 2022**

Members of Council,

As we move into November, staff are focused on year-end processes and preparations for the 2023 operating and capital budget deliberations.

While I work away in my office, I hear what occurs in the bullpen. I am endlessly impressed by the level of customer service provided at the front counter and on the phone. Issues and concerns are being resolved in a timely and efficient manner. Staff welcome and respond professionally, and Ashley and Cathi seem to know everyone who comes into town hall or who calls. I value and appreciate the work that all our staff do to serve our residents.

**Activities**

**Community Peace Officer:** It gives me great pleasure to introduce to you – and the community – our new Community Peace Officer, Mr. John Herasemluk. John starts work on November 1<sup>st</sup> and brings eight years of CPO Level 1 experience to the position. Previously, he worked for the Town of Pincher Creek, so he understands the needs and challenges facing a growing community. John approaches his work with a focus on ‘education towards compliance first.’ His friendly, disarming personality suits in his work. Please note: due to Solicitor General processes, it will take about a month for John to resume his full CPO responsibilities. In the meantime, he will undertake bylaw enforcement only, and work on policies and strategies that support the Community and Council. Please join me in welcoming John to our community!

**Traffic enforcement:** I have approved the purchase of a second electronic traffic control device (digital speed feedback sign), to reduce staff time involved in moving the device, to cover more sections of the community, and to gather more data on traffic movements and speed. These signs record the number of vehicles using that section of the road, the time of day, vehicle speed (> posted limit, average speed, maximum speed recorded, etc) and we will use this data for targeted enforcement by our CPO. Additionally, we are sending this data to the RCMP who can include targeted enforcement – location and time specific - during their regular patrols.

**Solar Project:** At 11:00AM on Monday October 24<sup>th</sup>, our solar panels went “live.” We are now generating energy, which means that we are reducing expenses *and* creating revenue. The final components of the work include tying the panels into our SCADA system and commissioning the project. I expect the project to be complete by November 9<sup>th</sup>. We can schedule a ribbon cutting ceremony once we have a firm “commissioned” date.

**Wetlands:** As of the last update on Wednesday October 26<sup>th</sup>, this phase of the project remains on-time for completion on December 16<sup>th</sup>. The ponds will be operational, topsoil will be laid, and hydro-mulch will have been applied (the latter two being weather-dependent). The contractor predicts that the coal dirt pile (north end of the project) will be moved by November 2<sup>nd</sup> to 4<sup>th</sup> (weather permitting). The clay pile (south end of the project) will be significantly smaller by



## AGENDA ITEM 9A

year-end; wet weather will determine how fast it can be removed and anything that remains over the winter will be mitigated in the spring. The project is about \$290,000 under budget.

CAO Hiring Update: We are preparing the final advertisement document for Council's approval. The intent is to have a community and CAO profile posted to professional sites by November 3<sup>rd</sup>.

QMP Accreditation: We have received our accreditation on the Quality Management Plan from the Safety Codes Council. QMP accreditation allows us to issue permits (building, electrical, gas) which means that we are ensuring a safely built community. Sarah is to be commended on her efforts to achieve this standard!

Pumpkin composting: This year, the Town is offering a composting service for pumpkins. Residents can take their pumpkins to Miner's Park (5700 2<sup>nd</sup> St) between November 1<sup>st</sup> and November 6<sup>th</sup> and leave them in the marked bins. The objective of this service is to remove heavy organic waste from the garbage stream, as the weight will increase the cost of our tipping fees at the landfill. To further reduce the waste, Ashley (Richard) reached out to local farmers who will use the pumpkins as a food source for some livestock. We have had four farmers express interest; they will come and pick up whatever supply meets their need. Our hope is that all the material is re-used in this manner so that we don't add any organic weight to our landfill costs. We have been advertising this on Facebook, the Town website and in the newsletter.

Trains: My desk faces the 51<sup>st</sup> Avenue rail crossing, and my love of trains means that I glance up as an engine passes through the intersection. Now, I glance at my watch as well, to time how long the crossing is blocked. I understand trains are to clear the intersection in 5 minutes. In my month here, I have recorded 6 blockages that last over 5 minutes, with the latest one – October 26<sup>th</sup> – lasting about 30 minutes. I report these incidences to Kevin, who advises his contact at CP Rail in Vancouver (NOTE: Kevin's Vancouver contact initiates and reports on incidents). While we all understand the needs of our CP neighbour, I will reach out and see what has changed in their business model and what can occur to end long blockages of the intersection.

Jeffrey Coffman  
CAO (Interim)

AGENDA ITEM 10a



**ADMINISTRATION**

122 – 5th Avenue South  
Lethbridge, AB T1J 0S9  
Phone: (403) 328-1155  
Fax: (403) 328-6370  
www.greenacres.ab.ca  
info@greenacres.ab.ca

**LETHBRIDGE**

**Alberta Rose Lodge**  
2251 – 32 Street South  
**Black Rock Terrace**  
105 – 5 Avenue South  
**Blue Sky Lodge**  
1431 – 16 Avenue North  
**Garden View Lodge**  
751 – 1 Avenue South  
**Golden Acres Lodge**  
1615 – 13 Street North  
**Heritage Lodge**  
601 – 6 Street South  
**Pemmican Lodge**  
102 – 5 Avenue South  
**Golden Acres Cottages**  
1615 – 13 Street North  
**Blue Sky Manor**  
1420 – 18 Avenue North  
**Legion Arms Apts.**  
918 – 16 Street South  
**Legion Place Apts.**  
1421 – 5 Avenue North  
**Legion Terrace Apts.**  
605 – 4 Street South

**PICTURE BUTTE**

**Piyami Lodge**  
300 Rogers Avenue  
**Piyami Manor**  
123 – 4 Street  
**Piyami Place**  
301 Cowan Avenue

**COALDALE**

**Sunny South Lodge**  
1112 – 20 Avenue  
**Sunny South Manor**  
1909 – 12 Street  
**Sunny South Villa**  
1121 – 20 Avenue

**BARONS**

**Wheatheart Manor**  
113 King Street

**NOBLEFORD**

**Rose Butte Apts.**  
231 King Street

VIA EMAIL

September 13, 2022

Mayor and Council  
Town of Coalhurst  
100 51 Avenue  
Coalhurst, Alberta TOL 0V0

**RE: Green Acres Foundation Board**

As your council prepares for its upcoming organizational meeting and Board appointments, we ask that you consider reappointing your current representative (H. Caldwell) to the Green Acres Foundation Board.

We acknowledge the value that comes with historical knowledge of the Foundation operations and the strength that continuity brings to our Board. In addition, we are currently building a senior apartment project in South Lethbridge and need Board members fully versed in our strategic plan. I have enclosed a document, "Board of Directors Qualifications and Experience", for your review.

Please be advised that our Board meetings are the last Wednesday of the month at 10:00 a.m. Also, please note that Green Acres Foundations requires all employees, Board members, volunteers, and contractors to be fully vaccinated against COVID-19 and provide proof of their vaccination status.

Thank you for partnering with the Foundation to ensure the housing needs of seniors are being met in our community. We appreciate your commitment to seniors' housing.

Yours truly,

**GREEN ACRES FOUNDATION**

Dawna Coslovi  
CEO

Enclosure  
Cc: R.K. (Kim) Hauta, CAO



RECEIVED

OCT 24 2022

TOWN OF COALHURST

October 20, 2022

Mr. Jeff Coffman, Interim CAO  
Town of Coalhurst  
Box 456  
Coalhurst, Alberta T0L 0V0

Dear Jeff:

This is to advise that the Council of Lethbridge County held their Organizational Meeting on October 20, 2022, and appointed the following members to represent the County on the Emergency Advisory Committee:

Mark Sayers  
Box 1361, Lethbridge T1J 4K1  
Res: 403-327-9673  
[msayers@lethcounty.ca](mailto:msayers@lethcounty.ca)

John Kuerbis  
Box 122, Coalhurst T0L 0V0  
Cell : 403-715-2926  
[jkuerbis@lethcounty.ca](mailto:jkuerbis@lethcounty.ca)

Eric Van Essen  
Box 191, Picture Butte T0K 1V0  
Cell: 403-330-7847  
[evanessen@lethcounty.ca](mailto:evanessen@lethcounty.ca)

Yours truly,

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Ann Mitchell  
Chief Administrative Officer



RECEIVED

OCT 24 2022

TOWN OF COALHURST

October 20, 2022

Mr. Jeff Coffman, Interim CAO  
Town of Coalhurst  
Box 456  
Coalhurst, Alberta T0L 0V0

Dear Jeff:

This is to advise that Lethbridge County held their Organizational Meeting on October 20, 2020. Council members appointed to represent the County on the Intermunicipal Committee with the Town of Coalhurst are:

Morris Zeinstra  
Box 579, Picture Butte T0K 1V0  
Res: 403-732-4945 Cell: 403-330-9713  
[mzeinstra@lethcounty.ca](mailto:mzeinstra@lethcounty.ca)

Klaas Vander Veen  
Box 231, Picture Butte T0K 1V0  
Cell: 403-308-2150 Res: 403-732-4380  
[kvanderveen@lethcounty.ca](mailto:kvanderveen@lethcounty.ca)

John Kuerbis  
Box 122, Coalhurst, T0L 0V0  
Cell: 403-715-2926  
[jkuerbis@lethcounty.ca](mailto:jkuerbis@lethcounty.ca)

Yours truly,

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Ann Mitchell  
Chief Administrative Officer