

**COALHURST TOWN COUNCIL AGENDA
FOR THE REGULAR MEETING OF COUNCIL
HELD IN COUNCIL CHAMBERS
AT 6:00PM ON TUESDAY, FEBRUARY 7, 2023**

1. Call to Order
2. Land Acknowledgement Statement
3. Adoption of Agenda
4. Adoption of Previous Minutes
 - a. Regular Meeting of Council of January 17, 2023
 - b. Committee of the Whole Meeting of January 31, 2023
5. Delegations
 - a. Citizens without Formal Notice
6. Business of Council
 - a. Cllr Akkermans: Request for Community Safety presentation
 - b. Cllr Akkermans: Request for Information on the RCMP CAPTURE Program
7. CAO Requests for Decision
 - a. None
8. Councillor Reports
 - a. Verbal Reports
9. Administration Reports
 - a. Chief Administrative Officer
10. Correspondence
 - a. Brian Holden, Mayor: Town of Bon Accord. Letter to Minister Copping regarding the state of ambulance service.

11. Closed Session

- a. Legal Matter –*Sec 24(1) of the Freedom of Information and Protection of Privacy Act*
- b. CAO Hiring Process - *Sec 19(1) of the Freedom of Information and Protection of Privacy Act.*

12. Business Arising from Closed Session

13. Adjournment

AGENDA ITEM 4a

MINUTES: OF THE REGULAR MEETING OF COUNCIL HELD IN COUNCIL CHAMBERS ON TUESDAY, JANUARY 17, 2023

PRESENT

COUNCIL: LYND SAY MONTINA MAYOR
HEATHER CALDWELL COUNCILLOR
SCOTT AKKERMANS COUNCILLOR
DEBORAH FLORENCE COUNCILLOR
JESSE POTRIE DEPUTY MAYOR

STAFF: JEFFREY COFFMAN CHIEF ADMINISTRATIVE OFFICER
MIKE PASSEY DIRECTOR OF CORPORATE SERVICES

1. CALL TO ORDER

Mayor Montana called the meeting to order at 6:01 PM.

2. LAND ACKNOWLEDGEMENT STATEMENT

3. ADOPTION OF THE AGENDA

M#7340-23 Cllr Caldwell moved the adoption of the agenda as amended, to include Agenda Item:
6i. Request to attend Economic Development Alberta Leaders' Summit
6j. Appoint Member-at-Large to Recreation and Culture Committee
8. Council Reports
8a. Donation to Partnership Association for Literacy Carried

4. ADOPTION OF MINUTES

M#7341-23 Deputy Mayor Caldwell moved the adoption of the Minutes of the Regular Meeting held January 3, 2023. Carried

5. CITIZENS WITHOUT FORMAL NOTICE

None

6. BUSINESS ARISING

M#7342-23 6a. Cllr Florence moved Second Reading of Bylaw 442-23: A Bylaw to Amend the Utility Bylaw (424-21). Carried

M#7343-23 6b. Cllr Akkermans moved Third Reading of Bylaw 442-23: A Bylaw to Amend the Utility Bylaw (424-21). Carried

M#7344-23 6c. Cllr Florence moved Second Reading of Bylaw 443-23: A Bylaw to Amend the Procedural Bylaw (422-21). Carried

M#7345-23 6d. Cllr Caldwell moved Third Reading of Bylaw 443-23: A Bylaw to Amend the Procedural Bylaw (422-21). Carried

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- M#7346-23 6e. Cllr Akkermans moved Second Reading of Bylaw 441-23: A Bylaw to Revise the Fees and Rates Bylaw (439-22). Carried
- M#7347-23 6f. Cllr Akkermans moved Third Reading of Bylaw 441-23: A Bylaw to Revise the Fees and Rates Bylaw (439-22). Carried
- M#7348-23 6g. Cllr Akkermans moved that Council refer the matter relating to Council Remuneration to the Policy Bylaw Risk Review Committee, and that the Committee return to Council with a recommendation no later than May 2, 2023. Carried
- M#7349-23 6h. Mayor Montana moves that Council approve Cllr Akkermans' attendance at the Invest Alberta workshop in Calgary, on January 26th, 2023. Carried
- M#7350-23 6i. Cllr Caldwell moved that Council approve Cllr Akkermans' attendance at the Economic Development Alberta Leaders' Summit & Conference in Kananaskis from April 12 to 14, 2023. Carried
- M#7351-23 6j. DM Potrie moved that Council appoint Ms. Seana Dietl as a Member-at-Large for the Recreation and Culture Committee, with her appointment commencing immediately, and her term ending October 17, 2023. Carried

7. CAO REQUESTS FOR DECISION

- M#7352-23 7a Cllr Caldwell moved that Council direct the CAO to prepay the remaining balances on the following debentures:
- a) Debenture 4000151 ("Water Line": payout amount ≈ \$81,761.01)
 - b) Debenture 3100097 ("Fire Hall": payout amount ≈ \$100,068.17)
 - c) Debenture 4000771 ("Lafarge Property": payout amount ≈ \$130,562.16)
 - d) Debenture 4001401 ("Land-Sewer": payout amount ≈ \$1,002,660.06)
- with funds for prepayment coming from identified reserves and unallocated surplus, and further moves that the CAO present Council with options for re-allocation of the annual payment amounts of these debentures no later than February 21, 2023. Carried
- OPPOSED: DM Potrie

8. COUNCIL REPORTS

Cllr Akkermans: Attended Regular Meeting of Council, CAO interviews and candidate assessments. Attended Sub-Division and Development Appeal Board (a draft decision is ready but not yet public, as of this date)

Cllr Florence: Acknowledged the Partnership Association for Literacy (PAL) Program and their 25th Anniversary on January 26th.

MINUTES OF THE REGULAR MEETING OF COUNCIL, HELD ON TUESDAY, JANUARY 17, 2023

M#7353-23 Cllr Florence moved that Council support the 20th anniversary of Partnership Association for Literacy (PAL) by donating \$175.00 towards the January 26, 2023 celebration, with funds coming from the Community Grant Program.

Carried

Deputy Mayor Potrie: Attended ORRSC Executive Meeting where they established new rates for sub-division applications.

Cllr Caldwell: Attended Sub-Division and Development Appeal on behalf of MSDA. Attended a Green Acres Foundation Meeting. Attended Regular Meeting, CAO interviews and candidate assessments.

Mayor Montina: Attended Mayors and Reeves (at Chinook Arch Library) and responded to media and resident communication regarding the value that Chinook Arch brings to the Community. Promoted the Bookmobile (every Friday).

9. ADMINISTRATION REPORTS

9A. Director of Operations Report. The CAO will organize a formal announcement of the completion of the solar array project.

M#7354-23 Cllr Akkermans moved to accept the Director of Operations Report as presented.

Carried

10. CLOSED SESSION

M#7355-23 DM Potrie moved that Council move to a Closed Session, at 6:45 PM. Carried
Attendance included CAO Coffman and Director of Corporate Services Passey

Director of Corporate Services Passey left the meeting at 8:11 PM prior to Agenda Item 10d.

M#7356-23 Deputy Mayor Caldwell moved that Council move into Public Session, at 8:31 PM.

Carried

M#7357-23 Cllr Florence moved that Council direct that the Closed Session discussions with respect to:

- a. Land Matter: 93030 Rge Rd 223
- b. Communication Strategy
- c. Strategic Plan – work plan
- d. Personnel matter

remain confidential pursuant to Section 24(1)(a) (Advice from Officials), and Section 24(1)(b) (Advice from Officials) of the *Freedom of Information and Protection of Privacy Act*.

Carried

**MINUTES OF THE REGULAR MEETING OF COUNCIL, HELD ON
TUESDAY, JANUARY 17, 2023**

11. BUSINESS ARISING FROM CLOSED SESSION

None

12. ADJOURNMENT

M#7358-23 Deputy Mayor Potrie moved the meeting adjourned at 8:32 PM. Carried

Mayor

Chief Administrative Officer

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**MINUTES: OF THE COMMITTEE OF THE WHOLE MEETING HELD IN
COUNCIL CHAMBERS ON TUESDAY, JANUARY 31, 2023**

COUNCIL: LYND SAY MONTINA
HEATHER CALDWELL
SCOTT AKKERMANS
DEBORAH FLORENCE
JESSE POTRIE

MAYOR
COUNCILLOR
COUNCILLOR
COUNCILLOR
DEPUTY MAYOR

STAFF: JEFFREY COFFMAN
KEVIN LEWIS

CHIEF ADMINISTRATIVE OFFICER
DIRECTOR OF OPERATIONS

1. Mayor Montana called the meeting to Order at 6:01 PM.
2. Presentation: Stantec Engineering
Re: Area Structure Plan: NE-16-9-22-4
Presenters: Christina Lombardo, Brad Schmidtke, Bud Hogeweide
3. Presentation: Diane Horvath, Oldman River Regional Services Commission
Re: Timetable for reviews of the Municipal Development Plan and the Land Use Bylaw

DO Lewis left the meeting following the presentation from Ms. Horvath.

4. Closed Session: CAO Hiring Update (Sec 19 *FOIP Act.*)
Attendance included CAO Coffman
5. Adjournment: Mayor Montana adjourned the meeting at 7:46 PM.

Mayor

Chief Administrative Officer

Request for Community Safety Presentation

Motion:

CLlr Akkermans moves that Council instruct the CAO to invite the RCMP to hold a public information session in Coalhurst on the topic of 'actions individuals and organizations can take to create a safe community.'

Strategic Plan Alignment:

Pillar D Deep Cultural and Social Connections

Goal 1: Maintain a Safe Community

Rationale:

As my colleagues are aware, there have been a lot of conversations and social media posts recently about "resident safety," especially relating to seemingly transient individuals moving around and through the town. We are receiving reports of people checking cars and backyards.

What I'd like to accomplish with this motion is for the RCMP to come to Coalhurst and give a public presentation on how we can look after ourselves and each other (both personal and property safety). By having a community conversation and learning together, we can – collectively - build our skill set of awareness and resiliency for caring for ourselves, for others and for our community.

Costs:

Rental of the Community Centre: \$658.00 (fee to be waived)

Staff time for set up / tear down: \$300 (reallocated)

Advertising: \$0.00 (website, social media)

\$200.00 (Sunny South)

Request for Information on the RCMP CAPTURE Program

Motion:

CLlr Akkermans moves that Council instruct the CAO to investigate establishing a CAPTURE program in Coalhurst, with consideration for involving neighbouring municipalities in the project.

Strategic Plan Alignment:

Pillar D Deep Cultural and Social Connections

Goal 1: Maintain a Safe Community

Rationale:

In other Alberta municipalities, the RCMP runs a program called "CAPTURE" which stands for "Community Assisted Policing Through Use of Recorded Evidence." The idea of CAPTURE is to create a directory of cameras (such as doorbell & external cameras) throughout Coalhurst that could help the RCMP solve a crime. If a crime is reported, an officer would access the CAPTURE registry to see if there are any cameras in the immediate area that may have "captured" the incident. If so, the RCMP would contact that individual/business and ask if they would volunteer to share their footage.

This is a voluntary program where residents sign up to participate and everyone has the option of providing or not providing recorded information.

Again, the CAPTURE database only identifies the contact information of the camera owner; the RCMP cannot access the camera.

Given the experience in other Alberta municipalities (such as Red Deer, Foothills County and Slave Lake) this is positive tool and a simple, proactive action residents can take to support local crime suppression.

Costs:

Staff time to research, assemble and return information to Council (reallocated)

Additional Information:

Town of Slave Lake FAQ on Project CAPTURE (attached)

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The Town of Slave Lake (AB) has this FAQ on their website:

What exactly is the CAPTURE program for?

When police are investigating crime, they will conduct neighbourhood enquiries to locate witnesses or Closed-Circuit Television (CCTV) video footage to assist the investigation. With the knowledge of private citizen security camera locations, the time to conduct the enquiries may be shortened and provide key information that could aid with the investigation.

Why do the police want this?

The primary objective of CAPTURE is to build a mapping program of security cameras in the community. Security cameras are an excellent crime prevention tool, protecting not only your own property, but potentially your neighbour's as well. If you join CAPTURE, police will become equipped with your contact information, enabling them to quickly contact you so that you may check your cameras for recordings that may help the investigation. Through this program the police and citizens of Slave Lake are partnering together to make the community safer for everyone.

If I participate, do I have to hand over my footage/images?

No. That is entirely up to you; the program will always remain completely voluntary

How will I share the footage from my system with the police?

The police will not physically remove any of your equipment. Officers will provide you with a storage device and ask that you extract the data on site, at your convenience, and provide it to them.

Will anyone be able to see the database?

No. The list of registered properties is kept confidential and only the police will have access to it. Thanks to the CAPTURE mapping program, when a crime occurs officers will be able to instantly see which residences in the neighbouring areas have security video that may be of use.

Is my information shared?

No, all your personal information is kept confidential.

Do I register my security camera if it is an indoor camera but has an outdoor view?

Yes, as long as the picture of the camera shows outside, please register the camera and explain what view point it has.

If I move and bring my surveillance system with me, can I re-register?

Yes, please either advise us of the move, or login to your account and update your details, so the appropriate changes can be made to ensure the information is accurate.

Are the police encroaching on our privacy?

No. The program is one hundred percent voluntary. The security camera owner is the owner of the video/footage/photos produced. The police will not have access to any live video feed of any

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participant. The design of the website will also allow for a registrant to remove their profile at any time should they choose to no longer participate in the program.

< Slave Lake RCMP launch Project CAPTURE. October 15, 2021.

<https://www.slavelake.ca/CivicAlerts.aspx?AID=1661> >

CAO Report
February 7, 2023

Community Peace Officer Appointment

On January 30th, John received his Community Peace Officer (CPO) Appointment from the Solicitor General. This is one of several Goals that Council identified in their 2022-2025 Strategic Plan (under “Maintain a Safe Community”). Congratulations to John on the Appointment, and to Council for achieving this objective!

In your daily interactions with residents, please remind them that our CPO **does not** replace the RCMP; **if a crime is occurring or has occurred, call 911.**

There is a CPO brief on Page 3 of this Report.

Community Peace Officer – Traffic Enforcement

The Town Office receives “speeding” calls for service. John is experienced in traffic enforcement so we can be proactive and target the areas that are the most unsafe.

Community Peace Officer – Surrendered Dogs

On Thursday January 26th, a resident of the Town surrendered two, 10-month old dogs to our Bylaw Officer (John), as the owner could not care for them. John placed them in our temporary kennels, cleaned and fed them, and has been providing daily care for them. Since January 27th, he has been reaching out to all the local (Southern Alberta) animal adoption agencies. Unfortunately, all agencies are currently full. As of this writing – February 2nd – the dogs remain in our care and will remain in our care until they are adopted out to a caring home.

Coordinator of Legislative Services

As Council is aware, Karlene has been hired as our (first) Coordinator of Legislative Services. She comes to us with a background in public administration and the necessary experiences in municipal government. She will be responsible for modernizing our legislative processes – everything from Council agendas to document flows to public information requests – as well as providing support to Council. Although she started on January 23rd, Karlene’s presence and impact in the Office has already been felt! Welcome, Karlene!

Search for a Development Officer

The search continues for a Development Officer (DO). Due to a low response rate, I am extending the search period to February 22, 2023. ORRSC and Ashley continue to provide development services support for applications and permits.

Search for a Coordinator of Community Development

I will be posting on the website (and through other sources) for the position of Coordinator of Community Development (CDS). As Council has directed, this person will focus on the events, programs and services that enhance the social and physical well-being of individuals, families, and community groups targeting all demographics in Coalhurst. Additionally, the CDS will

steward the Community Grant program, and coordinate community celebrations, such as Miner's Days, Canada Day, and other popular or significant events.

As Members recall, this position stems from Council's 2022-2025 Strategic Plan objectives to "Increase Community Engagement" and "Provide Coalhurst Residents with Exceptional Service." Council created budget savings to fund this position meaning that it's an increase in the level of service to the community without an impact on the tax base.

Recreation Master Plan Tender Document

As an update to Council, the tender package for the Recreation Master Plan is near completion and should be posted to the Alberta Purchasing Connection website. The intent is to have an engagement contract in place in April. The timeline for the Master Plan is slated for a draft presentation to Council by November 2023, at the latest.

Coulee Kickers Soccer Association – 2023 Season

I have been in communication with the CKSA President – Stephenie Karsten – and we discussed the Association's needs for the 2023 Season. The Association identified the fields they will require for early April; weather permitting, Town staff will do everything possible to have those fields ready for the first weekend of play.

To prevent a repeat of the challenges that arose at the beginning of last season, Ms. Karsten and I will be the *only* points of contact between the Association and the Town. As usual, Members of Council are to redirect all operational concerns to the CAO, and I will reach out to Ms. Karsten as required.

Respectfully submitted,
Jeffrey Coffman
Chief Administrative Officer (Interim)

Town of Coalhurst Community Peace Officer Brief

What is a Community Peace Officer and what do they do?

Through authorization of the Alberta Solicitor General, the Town employs a Community Peace Officer (CPO) to enforce Municipal bylaws and some Provincial acts for the town of Coalhurst. The CPO works along side the RCMP to help keep the community safe.

What can a Community Peace Officer enforce?

CPOs enforce all Municipal bylaws, such as animal control, unsightly properties, and noise complaints. CPOs also enforce some provincial acts like *Traffic Safety Act*, *Animal Protection Act* and the *Environmental Protection and Enhancement Act*.

What is the difference between a Community Peace Officer and the RCMP?

The RCMP is the country's federal police force. They have the authority to enforce all federal (criminal) and provincial laws. Our CPO has full authority with our bylaws, and limited authority to provincial acts. CPOs cannot enforce criminal code violations.

When should I call the Community Peace Officer?

You should call your Community Peace Officer for animal control complaints (such as a dog running at large), unsightly premises, parking complaints, traffic safety concerns, and other matters that you consider "community-related."

When should I contact the RCMP?

You would call the RCMP for all emergency situations, all criminal activity and traffic safety concerns.

How do I contact the Community Peace Officer?

You can reach CPO Herasemluk by email at bylaw@coalhurst.ca or by calling the Town of Coalhurst office at 403 381 3033.

January 12th, 2023

The Honourable Jason Copping
Minister of Health
204, 10800 – 97 Avenue
Edmonton, AB T5K 2B6

VIA EMAIL health.minister@gov.ab.ca

Re: Ambulance Crisis

Dear Minister Copping:

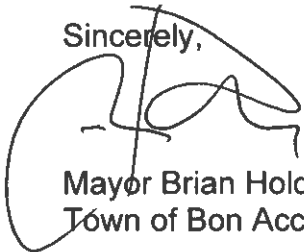
At the Regular Bon Accord Council Meeting on December 6, 2022, Council received a copy of correspondence from the Town of Ponoka to the Ministry of Health requesting support for their local fire department as first responders for emergency ambulance calls. Bon Accord Town Council fully stand with Ponoka in support of their request for better delivery of ambulance services across the province.

The incidents described in the letter show that ambulance service for rural Albertans is in severe crisis. What steps are being taken to remedy this detrimental situation for our communities? As Canadians, our section 7 Charter right to life, liberty, and security of person should be top priority. The current state of our ambulance service, or lack thereof, affirms instead that these rights hang in the balance.

These incidents, and others across the province, also show the value local fire departments bring to our communities. The lack of adequate ambulance service is placing unfair stress and expectations on volunteer firefighters and further putting the health and safety of Albertans in jeopardy.

These community volunteers and our communities deserve better. We hope your Ministry will make positive changes moving forward to uplift our communities during these difficult times.

Sincerely,



Mayor Brian Holden
Town of Bon Accord

cc: Premier Danielle Smith
Rachel Notley, Leader of the Opposition
Alberta Municipalities
Dale Nally, MLA – Morinville-St. Albert
Pat Mahoney, Fire Chief – Town of Bon Accord