

## Regular Meeting of Council AGENDA

Tuesday, February 21, 2023, at 6:00 PM Council Chambers

1.	Call to Ord	<del>l</del> er	, age
2.	Land Acknowledgement Statement		
3.	Adoption	of the Agenda	
4.	Adoption	of Previous Minutes	
	4.1.	February 7, 2023, Regular Meeting of Council Minutes 🔊	3 - 21
5.	Delegation	ns	
	5.1	Citizens without Formal Notice	
6.	Business o	of Council	
	6.1.	Council Policy Template	22 - 24
		6.1 A - Briefing Note on the Council Policy Template	
		6.1 B - Draft Council Policy Template 🕖	
	6.2.	Council Remuneration Policy	25 - 29
		6.2 A - Briefing Note on the Council Remuneration Policy	
		6.2.B - Draft Council Policy Ø	
	6.3.	DM Potrie - Referral to Policy, Bylaw, Risk Review Committee	
		Council Report forthcoming.	
7.	CAO Requ	ests for Decision	

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	7.1.	Prepayment of Debenture Briefing Note	30
8.	Administra	ation Reports	
	8.1.	Director of Operations Report Ø	31
9.	Councillor	Reports	
	9.1	Verbal Reports	
	9.2.	Minutes from the January 23, 2023, Policy, Bylaw, Risk Review  Committee Meeting	32 - 33
10.	Correspon	dence	
	10.1	Letter to Minister Copping, Town of Fox Creek Ambulance  Service	34 - 35
11.	Closed Ses	sion	
	11.1.	CAO Contract - Sections 24 (Advice from officials) and 29 (Information that is or will be available to the public) of the Freedom of Information and Protection of Privacy Act.	
12.	Business A	rising from Closed Session	
13.	Adjournme	ent	



# Coalhurs7

## Regular Meeting of Council MINUTES

Tuesday, February 7, 2023, at 6:00 PM Council Chambers

\_\_\_\_\_

PRESENT: Mayor Lyndsay Montina

Deputy Mayor Jesse Potrie

Councillor Scott Akkermans
Councillor Heather Caldwell
Councillor Deborah Florence
Chief Administrative Officer Jeffrey Coffman

Coordinator of Legislative Services Karlene Betteridge

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#### 1. Call to Order

STAFF:

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

#### 2. Land Acknowledgement Statement

Mayor Montina verbally provided the Town of Coahurst's Land Acknowledgement Statement.

#### 3. Adoption of the Agenda

M# 7359-23

MOVED that Council adopt the agenda of the Regular Meeting of Council on February 7, 2023, as presented.

Moved by: Councillor Florence

**Carried** 

#### 4. Adoption of Previous Minutes

	Dra	ft
U	Di a	IL

4.1	Regular Meeting of Council of January 17, 2023	7 - 10
	M# 7360-23 MOVED that Council adopt the minutes of the Regular Meeting of Council held on January 17, 2023, as presented.	7 - 10
	Moved by: Councillor Akkermans	
	Carried	
4.2	Committee of the Whole Meeting of January 31, 2023	11 11
	M# 7361-23	
	MOVED that Council adopt the minutes of the Committee of the Whole meeting held on January 31, 2023, as presented.	
	Moved by: Councillor Caldwell	
	Carried	
Delegation	s	
5.1	Citizens without Formal Notice None.	
Business of	f Council	
6.1	Cllr Akkermans: Request for Community Safety presentation	12
		12
	M# 7362-23 MOVED 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.'	
	Moved by: Councillor Akkermans	
	Carried	

**5.** 

6.



## 6.2 Cllr Akkermans: Request for Information on the RCMP CAPTURE Program O

13 - 15

13 - 15

M# 7363-23

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

Moved by: Councillor Akkermans

Carried

#### 7. CAO Requests for Decision

#### 7.1 **None.**

#### 8. Councillor Reports

#### 8.1 **Verbal Reports**

Mayor Montina:

- · Attended the Barons, Eureka, and Warner FCSS Meeting and provided an update.
- Attended the January Mayors and Reeves meeting.

#### **Deputy Mayor Potrie:**

- Attended the Recreation and Culture Committee meeting and provided an update on the committee's tasks and emerging issues.
- Attended the Oldman River Regional Services
   Commission meeting and provided an update on an upcoming conference.

#### Councillor Akkermans:

- · Attended the Policy, Bylaw and Risk Review Committee and provided an update on the work of the committee.
- Attended the InvestAlberta/SouthGrow mission. Noted for consideration that InvestAlberta seeks homemade



- items for their welcome packages.
- · Attended the Southgrow Executive Meeting and provided an update on the agenda items.
- Provided an update on discussions with Family & Community Support Services.
- Noted that the Community Energy Forum is on February 23, 2023, in Claresholm.

#### Councillor Caldwell:

- Attended the Recreation and Culture Committee meeting.
- Attended a meeting organized by the Green Acres Foundation with Minister Nixon to advocate for updating the Piyami Lodge in Picture Butte.
- Noted an update on the Council Communications Strategy is forthcoming.

#### Councillor Florence:

- Met with the County of Lethbridge Community Learning Council to discuss their mandate and Council's involvement with the group.
- Attended the 55+ Seniors Society meeting. Topics discussed included transportation, housing, access, noise from the train, preservation of history in Coalhurst, and communication with Coalhurst.
  - o CAO Coffman advised that citizens can submit complaints regarding train noise to CAO@coalhurst.ca and noted to include the general time that the disruptive noise occurred.
- Attended the Partnership Association for Literacy Celebration.

#### 9. Administration Reports

9.1 Chief Administrative Officer @

16 - 18

16 - 18

M# 7364-23



MOVED that Council accept for information the February 7, 2023, CAO Report as submitted.

Moved by: Councillor Caldwell

**Carried** 

#### 10. Correspondence

10.1 Brian Holden, Mayor: Town of Bon Accord. Letter to Minister Copping regarding the state of ambulance service.

19

19

M# 7365-23

MOVED that Council accept for information the correspondence as submitted.

Moved by: Councillor Akkermans

**Carried** 

#### 11. Closed Session

M# 7366-23

MOVED that Council enter the Closed Session at 6:40 PM.

Moved by: Deputy Mayor Potrie

**Carried** 

CLS Betteridge left the meeting at 6:41 PM prior to Agenda Items 11.1. and 11.2.

Attendance included CAO Coffman.

- 11.1 Legal Matter Sec 24(1) of the Freedom of Information and Protection of Privacy Act
- 11.2 CAO Hiring Process Sec 19(1) of the Freedom of Information and Protection of Privacy Act.



#### 12. Business Arising from Closed Session

M# 7367-23

MOVED that Council move into Public Session at 7:13 PM.

Moved by: Councillor Akkermans

**Carried** 

M# 7368-23

MOVED that Council direct the closed meeting discussions with respect to items 11.1 and 11.2 to remain confidential pursuant to Sections 19 (Confidential Evaluations), and 24 (Advice from Officials) of the *Freedom of Information and Protection of Privacy Act*.

Moved by: Councillor Florence

**Carried** 

**Carried** 

#### 13. Adjournment

M# 7369-23

MOVED that Council adjourn the Regular Meeting of Council at 7:14 PM.

Moved by: Councillor Florence

CAO

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

**PRESENT** 

COUNCIL: LYNDSAY 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 Montina 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

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

Carried

Page 2 MINUTES OF THE REGULAR MEETING OF COUNCIL, HELD ON **TUESDAY, JANUARY 17, 2023** 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 Cllr Akkermans moved Third Reading of Bylaw 441-23: A Bylaw to M#7347-23 6f. 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 Montina 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 Cllr Caldwell moved that Council direct the CAO to prepay the remaining M#7352-23 7a balances on the following debentures: a) Debenture 4000151 ("Water Line": payout amount  $\approx$  \$81,761.01) b) Debenture 3100097 ("Fire Hall": payout amount  $\approx$  \$100,068.17) c) Debenture 4000771 ("Lafarge Property": payout amount  $\approx$  \$130,562.16) d) Debenture 4001401 ("Land-Sewer": payout amount  $\approx$  \$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 25<sup>th</sup> Anniversary on January 26<sup>th</sup>.

## Page 3 MINUTES OF THE REGULAR MEETING OF COUNCIL, HELD ON TUESDAY, JANUARY 17, 2023

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M#7353-23 Cllr Florence moved that Council support the 20<sup>th</sup> 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 responding to media and resident communication regarding the value that Chinook Arch brings to the Community. Promoted the Bookmobile (every Friday).

#### 9. ADMININSTRATION 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.
- 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

Page 4	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

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

\_\_\_\_\_

COUNCIL: LYNDSAY MONTINA MAYOR

HEATHER CALDWELL COUNCILLOR
SCOTT AKKERMANS COUNCILLOR
DEBORAH FLORENCE COUNCILLOR
JESSE POTRIE DEPUTY MAYOR

STAFF: JEFFREY COFFMAN CHIEF ADMINISTRATIVE OFFICER

KEVIN LEWIS DIRECTOR OF OPERATIONS

1. Mayor Montina 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 Montina adjourned the meeting at 7:46 PM.

Mayor			
Chief Adn	ninistra	ative O	fficer

#### **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." 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)

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

#### AGENDA ITEM 6b

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 2023

The month of January is named after the Roman god Janus, the god of transition. Reflecting on the activities of the past month, we are certainly in a transition towards some amazing things in Coalhurst. Here's what your Town Office has been up to:

#### **Community Peace Officer Appointment**

If you recall my November update, I introduced you to John, our new Bylaw Enforcement Officer. On January 30<sup>th</sup>, 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!

Community Peace Officers are an important step between Bylaw Officers and Police Officers. (John provided a nice summary of the CPO /RCMP roles, at the end of this report). However, our CPO *does not* replace the RCMP; *if a crime is occurring or has occurred, call 911*.

I think you will agree that living in a safe community is of paramount importance to each of us, to our neighbours, and to our many friends, employees, and guests that work, play and visit our town.

#### **Community Peace Officer**

Now that you agree that living in a safe community is of paramount importance, you'll agree that part of a "safe community" involves *how* we move around Coalhurst ... and it appears that some people move faster than posted speed limits! The Town Office receives a lot of "speeding" calls. With a CPO in place, we can be proactive and target the areas that are the most unsafe. John is experienced in traffic enforcement.

Please remember: If John stops you for speeding, it's nothing personal: he's working for *your* safety and for the safety of everyone here.

#### **Coordinator of Legislative Services**

When Leslie retired at the end of September – after 25 years of service to Coalhurst! Thank you again, Leslie! – it left a gap in responsibilities to Council, the office, and the community. I took the time to analyze and evaluate the needs of the Organization, and the result is a re-design of the role into the Coordinator of Legislative Services.

It gives me great pleasure to introduce you to Karlene, our (first) Coordinator of Legislative Services. Karlene 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 23<sup>rd</sup>, Karlene's presence and impact in the Office has already been felt! Welcome, Karlene!

#### **Searching for a Development Officer**

As I mentioned in my January update, we were sad to see Sarah, our Development Officer (DO), leave for work in another municipality. We are advertising for a Development Officer (see coalhurst.ca for the job posting). If you have DO experience or know someone who does (and wants to work in a drama-free, supportive, collaborative work environment), please send us a resume to <a href="main@coalhurst.ca">main@coalhurst.ca</a> or drop one off at Town Hall (100 51st Street).

See what I meant about January being a month of "transition!"

#### Searching for a Coordinator of Community Development

As a 'heads up' to those interested, I will be posting on the website for the position of Coordinator of Community Development (CDS). 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.

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 without an impact on the tax base.

<u>Please note</u>: the three positions I mentioned previously – CPO, Coordinator of Legislative Services and Development Officer – are existing positions for which we have hired new staff.

#### Public Open House – coming soon

In a couple of weeks, the Town will be hosting a Public Open House to receive *your* feedback, *your* thoughts, and *your* ideas regarding possible uses and amenities in the Wetlands. With approximately 30 acres of new, open, and accessible space available to us, Council would like to hear from the community. Your feedback will help inform present and future site layout, capital and operational planning, and long-range infrastructure needs. The information we collect will help us – staff – provide Council and the community with options for development and will help inform the Recreation Master Plan being developed this year.

#### **Solar Project**

Although it has been in operation since October 24<sup>th</sup> (at 11:00am, to be precise), Council will celebrate the completion of the Solar Project on February 15<sup>th</sup> at 3:30pm (weather permitting). Located east of town, at the former lagoons, the intent of the Project was to generate power to run the Town's lift station, while reducing operating costs.

The solar PV array consists of 144 x 445-watt DC solar modules (panels) and a 150-kW AC microinverter. The total system cost was \$155,282.00, of which \$64,000.00 was funded by the *Municipal Climate Change Action Centre*. The expected annual savings on electricity costs will result in a payback period of 9 years against the 25-year *minimum* life cycle of the solar array.

Council and Administration appreciate the contribution of, and partnerships with, everyone involved.

#### **Town of Coalhurst Community Peace Officer.**

#### 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. A CPO has limited authority to provincial acts and municipal bylaws. 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 <u>bylaw@coalhurst.ca</u> 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 <a href="mailto:health.minister@gov.ab.ca">health.minister@gov.ab.ca</a>

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.

May∳r Brian Holden Tówn of Bon Accord

Sincerely

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



## BRIEFING NOTE FOR COUNCIL & COMMITTEE

Date: February 21, 2023

Submitted to: Town Council

Submitted by: Jeffrey Coffman, CAO (Interim) on behalf of Cllr Florence, Chair of the Policy,

Bylaw, Risk Review Committee.

**Topic:** Council Policy Template

**Purpose:** To establish a template for Council Policies

**Summary:** The Coordinator of Legislative Services position is responsible for modernizing and standardizing our legislative processes, the most significant being policy development. Within policy development, the Organization needs to create a standardized policy document that includes specific information that will support and guide both Council and the Administration in their respective policy implementation. The objective is to ensure all Council policies are easy to understand, interpret and follow, and that amendments are clearly articulated. A consistent approach to policy development also ensures that Council is receiving the best information to support their policies and achieve their objectives.

The Policy Bylaw Risk Review Committee received and discussed the draft policy template (attached) at their February 13<sup>th</sup> meeting. *The Committee recommends that Council adopt this template as the model for governance policies, current and future.* 

Note: CAO Coffman has approved this template as the standard format for current and future policies of Administration.

**Supporting Information:** Council Policy Template



#### **Policy and Procedure Manual**

**Policy Title:** Click here to enter the title of the policy

**Policy Number:** Click here to enter the policy number.

**Policy Owner:** Click here to choose the policy owner.

**Effective Date:** Click here to enter the effective date.

#### 1. Purpose

Click here to concisely describe the purpose of the policy.

#### 2. Scope

Click here to list the groups, departments, or persons by title to which the policy applies. Other information to include may be the type of information or processes the policy applies.

#### 3. Policy

Click here to provide the policy. A policy is a plan or course of action, intended to influence and determine decisions, actions, and other matters.

#### 4. Definitions

Click here to define key terms, acronyms, and words applicable to the policy that will assist with understanding the policy and procedures.

#### 5. Procedure

Click here to list the procedures that are required for the application of the policy. Procedures may include guidelines or specific steps. If applicable, provide the different responsibilities for each group/department/job title that the policy applies. If there are no procedures, write N/A.

#### 6. Appendices / Forms



#### **Policy and Procedure Manual**

Click here to provide the form or materials for the policy's application. If the form or materials do not fit, provide them as another page in the policy and state "See Schedule A: Example Form; See Schedule B: Example Document; etc."

#### 7. Supporting Information

Click here to provide any background information. For example, links to supporting legislation, references to other Town bylaws and policies, or any other resources that may help provide clarification for the need and application of the policy.

#### 8. Revision History / Amendments

Review Date	Description	Approved By:
Click here to enter the date.	Click here to describe the amendments/updates to the policy. Describe the purpose of the changes, for example, direction from Council, legislation changes, updates to bylaws and other policies, etc.	Choose a title for the signature.

## Coalhurs7

## BRIEFING NOTE FOR COUNCIL & COMMITTEE

Date: February 21, 2023

Submitted to: Town Council

**Submitted by**: Jeffery Coffman, CAO (Interim) on behalf of Cllr Florence, Chair of the Policy, Bvlaw. Risk Review Committee.

**Topic:** Remuneration Policy

Purpose: To present the draft Council Remuneration Policy for Council's consideration

**Summary:** At the February 13<sup>th</sup>, 2023 Policy Bylaw Risk Review Committee meeting, the Committee deliberated the draft Council Remuneration Policy. The draft Policy was amended to include:

- Changing "honorarium" to "salary" to reflect the reality of Council's remuneration.
- Amending the annual salary for the Mayor to \$25,000
- Amending in the annual salary for Councillors to \$20,000
- Amending the definitions of Standing Committee and Ad Hoc Committee
- Addition definitions for External Standing Committee and External Ad Hoc Committee

Under "External Compensation: External Standing Committees," the Committee included two options. The first option is to have external remuneration sent directly to the Town. The second option is that the Town waives any external remuneration offered.

Note: this Policy is separate from the Council Travel and Hospitality Expense Policy (approved December 6, 2022) which addresses reimbursement of expenses (such as mileage, conferences, meals, etc) incurred by Council through the normal course of their work.

Following questions and discussion on the draft Policy, the Committee accepted the draft Council Remuneration Policy as amended and directed the CAO to present the draft Policy to Council at the Regular Meeting of February 21<sup>st</sup>.

**Options**: Following the presentation and questions at the February 21<sup>st</sup> Regular Meeting, Council has several Options for this draft Policy:

- **Option 1**: Accept the draft Policy as presented or amended and approve a Motion to adopt the Council Remuneration Policy.
- **Option 2**: Accept the draft Policy as presented or amended and postpone a decision to adopt the draft Policy to a future meeting of Council.
- **Option 3**: Refer the draft Policy to the Policy Bylaw Risk Review Committee for further information, amendments or considerations, as directed.
  - **Option 4**: Accept the draft Policy as Information and take no further action.

Supporting Information: Draft Council Remuneration Policy



#### **Policy and Procedure Manual**

**Policy Title:** Council Remuneration

Policy Number: C100-23

Policy Owner: Council

**Effective Date:** Click here to enter the effective date.

#### 1. Purpose

To set the parameters for the remuneration of Council in the performance of their duties as duly elected officials of the Town of Coalhurst (the Town).

#### 2. Scope

This policy applies to the elected officials of the Town.

#### 3. Policy

#### **Council Salary**

Council Salary includes all the general duties or functions a member of Council is required to perform, including, but not necessarily limited to, the following:

- Acting as Deputy Mayor;
- · Cheque and/or document signing when required;
- Attendance at Council meetings, Standing Committee meetings and/or Ad Hoc Committee meetings;
- Attendance at conferences, seminars, workshops, and professional development sessions; and,
- Representing the Town at local events or celebrations.

#### **Extraordinary Compensation**

Members of Council may be paid an additional sum at the rates described below, for participation in exceptional meetings or events if no stipend is provided. Participation in and payment for such exceptional meetings or events must be approved by Council resolution.

Full-Day Meetings (Per Diem Rate) \$250.00/day

Half-Day Meetings \$125.00/day

## Coalhurs7

#### **Policy and Procedure Manual**

#### **External Compensation**

If a member of Council is appointed to an external Standing Committee and such Board or Committee provides compensation for meeting attendance, such remuneration shall be made payable to the Town of Coalhurst or refused.

If a member of Council is appointed to an external Ad Hoc Committee, or chooses to serve on the executive of a Standing Committee, and such Board or Committee provides compensation for meeting attendance, such remunerations shall be made payable to the member.

#### **Optional Compensation**

Extended Health and Dental Benefits

Members of Council are allowed the option to take part in the Town of Coalhurst Extended Health benefits and Dental benefits programs. Each participating Council Member will be responsible to pay 50% of the premiums for these benefits.

#### **Expenses**

Approved Out-of-Pocket Expenses shall be reimbursed in accordance with the Council Travel and Hospitality Expense Policy.

#### 4. Definitions

Council Salary: The total annual compensation for elected officials.

**Council Meeting:** All Regular Meetings, including meetings in the Committee of the Whole procedural format, scheduled by Council, or a Special Meeting of Council called under Section 194 of the Municipal Government Act.

**Standing Committee:** A permanent Committee established by Council, comprising of Council members and authorized by resolution of the Organizational Meeting or by any other resolution of Council.

**External Standing Committee:** A permanent Board/Committee established by an external organization to which Council appoints a member(s) by resolution at the Organizational Meeting or by any other resolution of Council. If the external standing committee provides an honorarium, stipend, or compensation to the appointed member(s), the honorarium, stipend, or compensation is to be paid directly to the Town of Coalhurst.

**Ad Hoc Committee:** Board or Committee established by Council requiring the attendance of at least one appointed council member to that Board/Committee by resolution of Council. Ad hoc committees are temporary in nature and are established to address a specific issue or perform a specific task.

## Coalhurs7

#### **Policy and Procedure Manual**

**External Ad Hoc Committee:** Board or Committee established by an outside group requiring the attendance of at least one member, who is appointed by resolution of Council. If the external ad hoc committee provides an honorarium, stipend or compensation to the appointed member(s), the honorarium, stipend, or compensation is to be paid directly to the Member.

**Half-Day Meeting:** A meeting or function authorized by Council of four (4) hours or less in duration.

**Full-Day Meeting (Per Diem):** A meeting or function authorized by Council of more than four (4) hours in duration.

**Market Increase:** An annual salary or honorarium increase that is based on the one (1) year percentage change of the Consumer Price Index (CPI) for Alberta as of the mid-year mark in the year preceding the increase.

**Market Review:** A review based on the financial statements of at least eight (8) municipalities for the most recent calendar year, and will examine actual total compensation paid, including salary/honorarium, taxable benefits, and allowances.

**Term or Council Term:** Refers to the Term for which a sitting Council has been elected.

#### 5. Procedure

This policy shall be reviewed annually during Fall budget deliberations unless directed otherwise by Council.

#### 6. Appendices / Forms

Annual salary to be paid to members of Council in monthly increments:

	2023
Mayor	\$25,000
Councillor	\$20,000



### **Policy and Procedure Manual**

### 7. Supporting Information

N/A

### 8. Revision History / Amendments

Review Date	Description	Approved By:
Click here to enter the date.	The need for a policy review was identified during the 2022 budget deliberations and brought forward by the CAO during subsequent Policy, Bylaw, and Risk Committee meetings for Council to review and implement. This draft was presented at the February 13, 2023, PBRRC meeting.  This policy will supersede Policy 11-01-01, 11-01-02, and 11-01-03.	Mayor



#### BUSINESS OF COUNCIL REPORT FOR REGULAR MEETINGS OF COUNCIL

DATE OF MEETING	February 21, 2023
SUBJECT	Review Policy 74-02-04
SUBMITTED BY	Deputy Mayor Potrie

#### **MOTION**

MOVED that Council direct the CAO to review Administrative Policy 74-02-04 [Donation of Facilities Groups & Organizations & Special Birthday] in consideration of donated use of the community centre.

#### STRATEGIC PLAN ALIGNMENT

Pillar A: Goal 2 Provide Coalhurst with Exceptional Service, and Pillar B: Goal 2 Create Spaces for People to Gather Within the Community.

#### **RATIONALE**

Policy 74-01-01 Community Centre outlines the following:

- 10. DONATED BOOKINGS (See Policy #74-02-04)
  - a. Donated bookings for non-fundraising events and regular meetings held by Coalhurst and District groups can be arranged at the discretion of the Chief Administrative Officer. The Chief Administrative Officer has the authority to approve donated bookings.

Policy 74-02-04 outlines the purpose and conditions that organizations or individuals must follow to use the community centre on a donation basis. Item 7 outlines the priority of a paid booking has over an un-paid booking.

7. Paid bookings have priority over any booking given on a donation basis, provided 72 hours notice to the donated group, or family, is possible. If a paid booking is received for a date previously given on a donation basis, everything possible should be done to either relocate the donated booking or give the group, or family, the opportunity to pay for the booking. Failing this, the donated booking is to be cancelled.

There have been instances in the community where a un-paid booking was cancelled under this policy. Item 7 is used to encourage paid bookings. The town has a responsibility to manage the assets with fiscal responsibly but we also have a responsibility to provide services to the residents. This policy may discourage community groups from organizing free community-wide events at the community centre as they have the risk of being displaced by a paid booking.

## Coalhurs?

### BUSINESS OF COUNCIL REPORT FOR REGULAR MEETINGS OF COUNCIL

Policy 74-02-04 also specifies language around the type of event, in particular being for a "special birthday". It makes no mention of other events, such as funerals, or other community events. This limitation of "special birthdays" does not serve the diversity of communities needs.

#### **SUPPORTING INFORMATION**

POLICY 74-02-04

POLICY 74-01-01

TOWN OF COALHURST POLICY & PROCEDURE MANUAL	SECTION:  COMMUNITY CENTRE
POLICY: COMMUNITY CENTRE	POLICY NUMBER: 74-01-01

#### **PURPOSE**

To establish a policy for the orderly operation of the Coalhurst and District Community Centre

#### **COUNCIL POLICY**

#### 1. **DEFINITIONS**

"District" is the Coalhurst school boundaries incorporated by the Palliser Regional Schools.

"Centre" means the Coalhurst & District Community Centre.

#### 2. **OBJECTIVE**

To maximize the use of the Centre with a balance of social, cultural, business and minor athletic events.

#### 3. OPERATIONAL PRINCIPALS

- a. The operational principal is the full use of the facilities, i.e. recreation, social activities and group meetings, or any other activity with the exception of its use as a gymnasium.
- b. The operation of the Centre will be carried out taking into account the following:
  - safety
  - good service
  - fiscal responsibility
- c. All attempts will be made to accommodate reasonable requests for the use of the Centre. Where there is a conflict in requested use, the following priorities will be adhered to in descending order.
  - Coalhurst and District residents
    - i. If two groups require the same booking, it will be handled on a first-comefirst-serve basis.
  - Others

#### 4. **ADMINISTRATIVE**

• The overall administration of the Centre will be the responsibility of the Town through the Director of Corporate Services.

#### PAGE 2 COMMUNITY CENTRE #74-01-01

#### 5. RENTERS RESPONSIBILITY

• Renters will be responsible for the supervision and security of the building during their function.

#### 6. FINANCIAL OPERATION

- The Centre is owned and operated by the Town of Coalhurst and the annual operating budget is supported by municipal tax dollars as approved by Town Council.
- The budget shall reflect both expenditures and anticipated revenues of the Centre, with an annual review of the fees and charges.

#### 7. FEES AND CHARGES

Prices quoted do not include the Goods & Services Taxes, unless specified. All rates to be effective January 1, 2022, with the exception of any pre-signed rental agreements.

Sessions are blocks of four hours each.

#### a. RON COOMBES ROOM OR KITCHEN

\$29.00/hour

\$62.00/session

\$137.00/day

#### b. RON COOMBES ROOM AND KITCHEN

\$111.00/session

\$246.00/day

#### c. MAIN HALL

\$83.00/hour

#### d. <u>COMPLETE CENTRE (Main Hall/Ron Coombes Room & Kitchen)</u>

\$658.00 per evening (also see #12 Weddings, etc)

#### PAGE 3 COMMUNITY CENTRE #74-01-01

#### e. <u>STAG PARTIES</u>

• Will not be accommodated in the Coalhurst Community Centre.

#### f. MISCELLANEOUS

- All bookings must be cleaned up and out of the Centre no later than 2:00 a.m. When serving liquor, the bar is to close no later than 1:00 a.m.
- The liquor license must be posted in a visible location, with receipts attached.
- A charge of \$100.00 per hour or portion thereof will be levied for time extended beyond 2:00 a.m.
- Tables and chairs must be returned to their original placements.
- All arts and crafts are to be booked into the Ron Coombes Room.

#### h. MAIN HALL, RON COOMBES ROOM

\$18.00/hour for local non-profit organizations

#### 8. PAYMENT OF FEES

- The rental fee must be paid no later than 14 days prior to the function.
- Payments made within 14 days of the function must be paid in cash or by certified cheque.

#### 9. **DEPOSIT**

- The deposit for the main hall is \$200.00.
- The deposit for the Ron Coombes Room and/or kitchen is \$100.00.
- All deposits are payable at the time of booking.
- Charges against deposit:
  - The cost to replace items or make repairs plus labour for loss or damage.
  - The over extension of time.
  - Returning chairs and tables to their original placement actual cost of labour.
  - Excessive cleaning for Town staff after a booking.
  - Total deposit may be forfeited if there is a valid noise complaint received by the Town of Coalhurst.
  - The cost to replace the allan key and/or key card if not returned to the Town Office after booking.

#### 10. DONATED BOOKINGS (See Policy #74-02-04)

a. Donated bookings for non-fundraising events and regular meetings held by Coalhurst and District groups can be arranged at the discretion of the Chief Administrative Officer. The Chief Administrative Officer has the authority to approve donated bookings.

#### PAGE 4 COMMUNITY CENTRE #74-01-01

b. A penalty clause for local organizations leaving the Centre in an unsatisfactory condition after a donated booking will be implemented. The penalty clause is not discretionary and no waiver will be given by Council.

#### 11. CANCELLATIONS

• One half of the booking fee will be refunded up to two weeks prior to the booking date.

#### 12. SPECIAL CONSIDERATIONS

Weddings, anniversaries and birthday parties booking the complete Centre will be allowed access to the Centre after 6:00 p.m. the evening prior to the booking for decorating purposes, at no extra charge, subject to availability.

#### 13. CHRISTMAS AND BOXING DAY

No bookings will be taken for Christmas and Boxing Day.

#### 14. PRE/POST BOOKING INSPECTIONS

The caretaker will conduct pre and post booking inspections with all renters.

#### FORMS:

- 1. Rental Agreement
- 2. Condition Report

Revision #9 – November 17, 2020 Revision #10 – December 14, 2021 Revision #11 – January 10, 2022

cc.policy PAGE: 4

TOWN OF COALHURST POLICY & PROCEDURE MANUAL	SECTION:  COMMUNITY CENTRE
POLICY:  DONATION OF FACILITIES  GROUPS & ORGANIZATIONS &  SPECIAL BIRTHDAY	POLICY NUMBER: 74-02-04

#### **PURPOSE**

To establish the process and conditions that organizations, or individuals for a special birthday, must follow to obtain use of the Community Centre on a donation basis.

#### ADMINISTRATION POLICY

#### 1. **Definitions:**

"District" is defined as the Coalhurst school boundaries as incorporated by Palliser Regional Schools.

- 2. Applications, for donated usage from organizations or individuals for a special birthday, will be accepted at the discretion of the Chief Administrative Officer. Ideally these groups should be applying for usage for activities which benefit the community.
  - No organization will be allowed to have exclusive use of any part of the Centre.
- 3. Organizations requesting use of the facility, on a donation basis, are required to file, with the Town Office, a Letter of Commitment in lieu of a damage deposit. This letter is to be updated annually to ensure the officers in charge of the organization are aware of their liability.
- 4. A booking will not be confirmed until:
  - a current letter of commitment is on file,
  - the Donation Request/ Rental Agreement is completed and returned to the Town Office and,
  - the sponsorship is approved by the Chief Administrative Officer.

Revision #9 – September 8, 2009 Revision #10 – May 20, 2014

**PAGE: 1+** 

PAGE 2 POLICY #74-02-04 5. An individual, or family members, may make application for use of the Community Centre, on a donation basis, for a Special Birthday for a party for a Coalhurst and district resident.

The booking will not be confirmed until the Donation Request/Rental Agreement is completed and returned to the Town Office and is approved by the Chief Administrative Officer.

- 6. Telephone bookings will not be accepted. Information concerning the availability of a date is not to be considered as a booking.
- 7. Paid bookings have priority over any booking given on a donation basis, provided 72 hours notice to the donated group, or family, is possible. If a paid booking is received for a date previously given on a donation basis, everything possible should be done to either relocate the donated booking or give the group, or family, the opportunity to pay for the booking. Failing this, the donated booking is to be cancelled.
- 8. Once a group, or family for a special birthday, has booked the facility on a donation basis, a minimum of 24 hours notice to cancel the booking must be given to the Director of Corporate Services. Failure to do so will result in the group, or individual, being charged for the booking at the appropriate rate. A second occurrence will result in the loss of sponsorship.
- 9. Groups, or families, receiving donated bookings are responsible for ensuring the facility is clean and in the same condition as when their booking commenced. If tables and/or chairs are moved, they are to be returned to the original placement.
- 10. A penalty clause is implemented for donated bookings leaving the Community Centre in an unsatisfactory condition:
  - a. 1st offence: cleaning and 1 week's suspension, plus cost of damages incurred.
  - b. 2nd offence: cleaning and 2 week's suspension, plus cost of damages incurred.
  - c. 3rd offence: suspension for 1 year, plus cost of damages incurred.

This penalty clause will not be discretionary and no waiver will be given.

11. After the second offence, (in # 10) the group, or family, will be required to meet with the Chief Administrative Officer to discuss the consequences of the 3rd offence.

Revision #9 – September 8, 2009 Revision #10 – May 20, 2014

- 12. If a donated booking goes beyond its scheduled completion time they will be charged for the extra time at the going rate. If payment is not made the group will lose its use of the facility until payment is made.
- 13. Twice a year a report is to be prepared for Council, showing the name of each group, or family, granted usage and the dollar amount equivalent to the donation, based on the current rates charged for paid bookings.
- 14. At the beginning of each year a letter will be written to each group showing the total dollar value of the donation given to them for the previous year.

#### FORMS:

1. Donated Request/Rental Agreement

Revision #9 – September 8, 2009 Revision #10 – May 20, 2014

donate.com PAGE: 3



## BRIEFING NOTE FOR COUNCIL & COMMITTEE

Date: February 21, 2023

Submitted to: Town Council

Submitted by: Jeffrey Coffman, CAO (Interim)

**Topic:** Presentation regarding Allocation of Debenture Prepayment funds

**Purpose:** To request a postponement of the CAO presentation.

**Summary:** On January 17, 2023, Council approved Motion M#7352-23:

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 reallocation of the annual payment amounts of these debentures no later than February 21, 2023.

Carried OPPOSED: DM Potrie

The intent of this strategy is to eliminate the debenture prepayments and reallocate (approximately) \$117,000 from debt payments to available operating funds. The CAO was to present Members with options and considerations for the strategic use of these funds at the February 21, 2023 Regular Meeting of Council.

**Request for postponement**: Throughout the discussion of this strategy, the CAO assumed that the debenture prepayments were funded completely from taxation. However, in preparation for prepaying the debentures, the oversight was identified that a partial source of the funds is from wastewater utilities.

While the opportunity to reallocate the (approximately) \$117,000 remains, our strategic considerations may need adjustment, given the separate sources. Unfortunately, re-evaluating our strategy will require additional time, as will creating different or new options for Council.

Given this oversight, the CAO is requesting that Council postpone the scheduled discussion on the reallocation options to March 21, 2023. The Motion would read:

moves that Council postpone the CAO presentation regarding options for reallocation of the debenture prepayments to the Regular Meeting of Council on March 21, 2023.

Supporting Information: None

### Memorandum

**To:** Interim Chief Administrative Officer Jeff Coffman

From: Kevin Lewis

**Date:** February 16, 2023

#### **Re: Director of Operations Report**

- 1. The new public works employment advertisement has been posted. Closing date for applications is February 24, 2023.
- 2. We have contracted the services of Onsite Safety Management to review our safety procedures for compliance with OHS for the entire staff. We are also in the planning stages of implementing digital safety and record keeping for all public works staff through a system called Site Docs. This technology will reduce paperwork and digitally file all safety data in one location. The Site Docs program will also be used for task assignments and task reminders, and staff will have equipment manuals, safety forms, documentation, and policies with them at all times in a digital format. We are in the process of digitalizing data such as equipment and tool manuals, as well as building and vehicle maintenance forms. I hope to have everything implemented over the next 3 months.
- 3. Spring clean-up has been scheduled to begin May 24<sup>th</sup>. I am finalizing the street sweeping schedule, aiming for late March ... weather permitting. Dates will be advertised in the town news, our web site, and all social media formats.
- 4. We will be completing the final environmental assessment of 93030 Range Road 223 on Tuesday February 21, 2023.
- The Solar system at the wastewater treatment facility is operational. There are a few minor deficiencies to be corrected and our contractor is working on those issues. The system will be connected to our SCADA monitoring system in the coming weeks.
- 6. We are working with the CPO on the expansion of the animal shelter facility.
- 7. Staff have been working on building maintenance and inspections, equipment maintenance, water and sewer system maintenance, tree pruning, and training.

## MINUTES OF THE POLICY/BYLAW REVIEW COMMITTEE MEETING HELD IN COUNCIL CHAMBERS ON MONDAY, JANUARY 23, 2023

Council: Scott Akkermans Councillor

Deborah Florence Councillor

Staff: Jeffrey Coffman Chief Administrative Officer

Mike Passey
John Herasemluk
Karlene Betteridge

Director of Corporate Services
Bylaw Enforcement Officer
Coordinator of Legislative Services

#### 1. CALL TO ORDER

Cllr Akkermans called the meeting to order at 12:58 p.m.

#### 2. ADOPT THE AGENDA

The agenda was accepted as amended, to include the selection of Chair for the Committee.

#### 3. ADOPT THE MINUTES

No minutes presented.

#### 4. **NEW BUSINESS**

#### 4a. Selection of the Committee Chair

Cllr Florence assumed the role of Chair for this Committee

#### 4b. Council Remuneration Policy

The Committee directed that the Policy ought to identify two forms of "external committee" work:

- a. "External: Standing Committees" to which Council regularly or annually appoints a Member, and
- b. "External: Ad hoc Committee" to which Council appoints a Member to a non-permanent committee or board serving a particular purpose, as necessary.

The Committee directed that the Policy ought to identify that:

- a. if an honorarium, stipend or compensation is provided by the oversight body of an External: Standing Committee, the honorarium, stipend or compensation is to be paid directly to the Town of Coalhurst, and
- b. if an honorarium, stipend or compensation is provided by the oversight body of an External: Ad hoc Committee, the honorarium, stipend or compensation is to be paid directly to the Member of Council.

#### 4c. **Professional Development Policy**

Cllr Akkermans requested that DCS Passey provide a review of the 2022 Council per diem claims on conference and education. This will be provided at the February Committee Meeting.

Cllr Florence requested that the Committee draft a Professional Development Policy (Strategic Plan Pillar A, Goal 3: Make Informed Decisions Based on the Principles of Good Governance). Coordinator of Legislative Services (CLS) Betteridge will work with DCS Passey to prepare a draft for the March Committee Meeting.

Cllr Florence asked about a childcare policy. DCS Passey will follow up with that at a future meeting.

### Page 2 MINUTES OF THE POLICY BYLAW RISK REVIEW COMMITTEE MEETING HELD ON JANUARY 23, 2023

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#### 4c. Community Standards Bylaw

The Committee read the draft bylaw and provided feedback to BEO Herasemluk on required changes necessary for a final draft, to be presented at the February Meeting.

#### 4d. Animal Control Bylaw

The Committee read the draft bylaw and provided feedback to BEO Herasemluk on required changes necessary for a final draft, to be presented at the February Meeting.

Cllr Akkermans asked about revenue figures for animal licensing. DCS Passey will present that information to the February Meeting.

Cllr Florence inquired about the Urban Hen project. CLS Betteridge will work with CAO Coffman to prepare an update for a future meeting.

#### 5. **NEXT MEETING**

Next meeting of the Committee will be held February 13, 2023 @ 1:00 p.m.

#### 6. ADJOURNMENT

The Meeting Adjourned at 2:40 p.m.



January 27, 2023

The Honourable Jason Copping Minister of Health 432 Legislature Building 10800 – 97 Avenue Edmonton, Alberta T5K 2B6 health.minister@gov.ab.ca

Re: Town of Fox Creek Ambulance Service

Dear Minister Copping,

In November 2022, the Town of Fox Creek was copied on correspondence from the Town of Ponoka expressing concerns on behalf of their Volunteer Fire Department as first responders to emergency calls. The letter received from the Town of Ponoka summed up some of the major issues in our province perfectly, and the Town of Fox Creek would like to reiterate the concerns with the state of our ambulance service in rural Alberta.

We share in our main concern being the ambulance services that we are receiving from Alberta Health Services. Recently, our community has gone without an ambulance for 14 hours because of patient transfers and staffing issues. The most troubling part of this lapse is the number of times that it seems to be happening. Because of our location, when an ambulance leaves our community, our closest backup unit is a minimum 45 minutes away. Those 45 minutes can quickly turn into over an hour if the roads are bad or if there is not a crew available immediately. Those 45 minutes could very well be the difference between life and death, or could change the course of someone's future.

Much like Ponoka, our Fire Department has been the first responders to many calls that would not necessarily fall under their mandate, however, because they love our community and the people that live here, they go without hesitation. They have seen things they should not have to see and have held the hands of individuals through extremely tough situations.

Fox Creek has also stepped up and is running our Medical First Responder Program out of our volunteer department, however, with a lack of funding for the program, many of the costs to run the program are being covered by the community. It is time the province finds a way to deal with the ambulance situation in rural Alberta that does not fall on the back of volunteer fire departments or municipalities.

It is only a matter of time before the gamble to move Fox Creek's ambulance to a busier location when AHS is short-staffed does not pay off and a life is lost because of the lack of service provided. Unfortunately for Fox Creek, when that happens, it is going to be someone in our community. We are urgently requesting that these issues be addressed with a solution that does not forget about the unique situations of many rural Alberta communities.

Sincerely,

Sheila Gilmour, Mayor Sheila@foxcreek.ca

cc: The Honourable Danielle Smith, Premier of Alberta

The Honourable Todd Loewen - MLA - Central Peace Notley

The Honourable Rachel Notley – Leader of the Official Opposition NDP

Arnold Viersen, MP, Peace River - Westlock

Alberta Municipalities Members

Town of Ponoka