



Regular Meeting of Council

AGENDA

Tuesday, March 21, 2023, at 6:00 PM

Council Chamber

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1. Call to Order

2. Land Acknowledgement Statement

3. Adoption of the Agenda

4. Adoption of Previous Minutes

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5. Delegations

5.1 Citizens without Formal Notice

6. Business of Council

6.1. [Appointment to Recreation and Culture Committee](#) 

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7. CAO Requests for Decision

7.1. [Debenture Prepayment Reallocation](#) 

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8. Councillor Reports

8.1 Verbal Reports

9. Administration Reports

9.1	<u>Director of Operations Report</u> 	13
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10. Correspondence

10.1	<u>Letter from Coalhurst High School</u> 	14
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10.2	<u>Letter from Family & Community Support Services</u> 	15
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11. Closed Session

11.1.	Strategic Plan: Next Steps - <i>Section 24 (Advice from Officials) of the Freedom of Information and Protection of Privacy Act</i> Verbal Update on the Next Steps of Strategic Planning	
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11.2	Infrastructure Matter - <i>Sections 16 (Disclosure Harmful to Business Interests of a Third Party) and 24 (Advice from Officials) of the Freedom of Information and Protection of Privacy Act</i> Verbal Update Regarding Infrastructure Planning	
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11.3	HR Matter - <i>Section 17 (Disclosure Harmful to Personal Privacy) of the Freedom of Information and Protection of Privacy Act</i> Verbal Update Regarding CAO	
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12. Business Arising from Closed Session

13. Adjournment

Town of Coalhurst

Regular Meeting of Council MINUTES

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

PRESENT

COUNCIL: Mayor L. Montana
Deputy Mayor J. Potrie
Councillor H. Caldwell
Councillor S. Akkermans
Councillor D. Florence

STAFF: Jeffrey Coffman, Chief Administrative Officer (Interim)
Mike Passey, Director of Corporate Services
Karlene Betteridge, Coordinator of Legislative Services

1. Call to Order

Mayor Montana called the meeting to order at 6:00 PM.

2. Land Acknowledgement Statement

3. Adoption of the Agenda

M# 7384-23

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

Moved by: Councillor Akkermans

Carried

4. Adoption of Previous Minutes

4.1. February 21, 2023, Regular Meeting of Council Minutes

M# 7385-23

MOVED that Council adopt the minutes of the Regular Meeting of Council held on February 21, 2023, as presented.

Moved by: Deputy Mayor Potrie

Carried

5. Delegations

5.1 Citizens without Formal Notice

None.

6. Business of Council

6.1. Council Remuneration Policy

M# 7386-23

MOVED that Council adopt the Council Remuneration Policy as submitted and that it be implemented to be retroactive to January 1, 2023.

Moved by: Councillor Florence

Carried

6.2. FCM Convention Attendance

M# 7387-23

MOVED that Mayor Montana and one Councillor be approved to attend the 2023 Federation of Canadian Municipalities Convention.

Moved by: Mayor Montana

Carried

Opposed: Councillor Akkermans; Councillor Florence

6.3. **Participation in Associations Policy**

M# 7388-23

MOVED that Council of the Town of Coalhurst direct the CAO to draft a participation in associations policy and further, the draft policy be forwarded to the Policy, Bylaw and Risk Review committee by May 15, 2023.

Moved by: Mayor Montana

Carried

7. **CAO Requests for Decision**

None.

8. **Councillor Reports**

8.1. **Verbal Reports**

Members of Council provided community recognitions and updates.

M# 7389-23

MOVED that Council approve Councillor Akkermans to attend the Southern Alberta Economic Development Forum in Lethbridge on March 30, 2023.

Moved by: Mayor Montana

Carried

M# 7390-23

MOVED that Council approve Deputy Mayor Potrie to attend the CPAA Conference in Leduc on May 1 to 3, 2023.

Moved by: Councillor Akkermans

Carried

9. **Administration Reports**

9.1 **CAO Report**

M# 7391-23

MOVED that Council accept for information the CAO Report as presented.

Moved by: Councillor Caldwell

Carried

10. **Correspondence**

10.1. **Letter from the Honourable Rebecca Schultz, Budget Update**

M# 7392-23

MOVED that Council accept for information the Letter from the Minister of Municipal Affairs as submitted.

Moved by: Councillor Florence

Carried

10.2. **Letter from Farm Safety Centre**

M# 7393-23

MOVED that Council accept for information the Letter from Farm Safety as submitted.

Moved by: Councillor Akkermans

Carried

11. **Closed**

12. **Business Arising from Closed Session**

13. **Adjournment**

M# 7394-23

MOVED that Council adjourn the Regular Meeting of Council at 7:34 PM.

Moved by: Councillor Florence

Carried

CAO

Mayor

DATE OF MEETING	March 21, 2023
SUBJECT	Appointment of Member-at-Large to the Recreation and Culture Committee
SUBMITTED BY	Cllr H. Caldwell

MOTION

Cllr Caldwell moves that Council appoint Ms. Lori Harasem as a Member-at-Large for the Recreation and Culture Committee, with her appointment commencing immediately, and her term ending October 17, 2023.

STRATEGIC PLAN ALIGNMENT

Pillar A: Goal 1: Increase Community Engagement

Pillar D: Goal 3: Anticipate and Respond to the Social Needs of the Community

RATIONALE

The Recreation and Culture Committee of Council is tasked with, among other things, “to be representative and responsive to the recreation, culture and heritage needs of Coalhurst” and “to build a sense of community.” Ms. Harasem would bring personal and professional knowledge and experience to the Committee.

IMPLICATIONS

? POLICY

None

? COMMUNITY/CITIZEN

In line with Pillar A; Goal 1 of the Strategic Plan, appointing a Member-at-Large helps support a Committee of Council, and increases the volunteerism and volunteer base of our community.

? FINANCIAL

None

? CORPORATE

The Committee provides community leadership and community involvement, which strengthens, compliments and supports the work of Town staff.



BUSINESS OF COUNCIL REPORT
FOR REGULAR MEETINGS OF COUNCIL

SUPPORTING INFORMATION None

SUBJECT	Debenture prepayment reallocation
DATE OF MEETING	March 21 2023
SUBMITTED BY	Jeffrey Coffman, Interim CAO

PROPOSED MOTION(S)

Moved that Council receive this update as information only and further moved that Council consider these and/or other options at the April 11, 2023 Budget Meeting of Council.

STRATEGIC PLAN ALIGNMENT

Pillar A; Goal 2: Ensure the Town's service levels meet community needs while keeping budget in mind.

RATIONALE

The information provided should give Council a breadth of options for reallocating the debenture prepayments. Members will have several weeks to ponder these (or other) options. The objective is to have Council provide direction for allocation of these funds at the April 11, 2023 Budget Meeting of Council.

BACKGROUND AND PRIOR DECISIONS

At the October 18, 2022 Regular Meeting, the CAO presented Town Council with a strategy to prepay four outstanding debentures to create an additional \$115,000 in available funds. Council took several weeks to consider the idea and, on December 6, 2022, Council directed the CAO to prepay four debentures and create options for the use of the funds.

The debentures were prepaid and closed in February.

The CAO was to present options to Council at the February 21, 2023 Regular Meeting. However, prior to the presentation, the CAO identified that some of the available funds are associated with utility revenues, which required a further consideration of options. The CAO, the Director of Operations and the Director of Corporate Services have since met and added options to the list.

While Administration advised Council of a possible \$115,000 in available funds, the actual amount is \$117,000. Of this, \$87,000 comes from utilities and the remaining \$30,000 is from taxation.

ANALYSIS AND OPTIONS

Council's decision to prepay the debentures has created the opportunity to reallocate funds from annual debt repayment to annual projects, programs or services.

Based on previous decisions of Council, Council's Strategic Plan, and informal feedback from individual Members, some of the options for these funds include:

Reduce utility revenues (by \$87,000) and taxation revenues (by \$30,000)

Contribute to reserves (up to \$117,000)

Adjust Council remuneration (\$25,000 – approved March 7th; no funding source identified)

Staff training, licensing and certification (up to \$10,000)

Professional development for Council and staff (up to \$25,000)

Event and program funding for Community Development (up to \$30,000)

Develop Master Plans (up to \$60,000)

Strategic Planning and visioning exercises (up to \$10,000)

FCM Conference (\$8,000 – approved March 7th; no funding source identified)

This is not a complete list, and Council can allocate these funds to the above or to any other projects, initiatives or services.

Given the funding sources include taxation and utilities, Administration believes that a strategic approach to allocation could be to reallocate the funds equally, to achieve three objectives: strengthen reserves for future infrastructure requirements; meet Council's Governance objectives, and; support professional development for Council and staff. A breakdown of this strategy would identify:

Reserves: \$39,000. These funds would increase our annual contribution to infrastructure-related reserves in water and waste-water. The objective is to plan for future spending required to update aging infrastructure, especially if granting opportunities arise.

Council's Governance objectives: \$39,000. Funding would support two approved initiatives: increase Council remuneration, and attend the 2023 FCM Annual Conference. Remaining funds would contribute to council's professional development objectives.

Training and Professional Development for staff; Community Development funding: \$39,000.

As the Town grows, staff require additional training and professional development to enhance the service provided to the community. Additionally, the pressures of succession planning require that new hires – especially in public works – receive the same or advanced training and certification as current employees. Finally, to meet Council's strategic goal of community development (Pillar A; Goal 1), funds are required to achieve the work of a Coordinator of Community Development.

IMPLICATIONS

? **POLICY**

None

COMMUNITY/CITIZEN

Council's decision to eliminate debt payments means that the reallocated funds can serve the medium and long-term needs of the community through projects, initiatives, programming or services.

FINANCIAL

Reallocating these funds means that Council can use them for strategic purposes, to maximize their benefit to the community.

CORPORATE

None

ENGAGEMENT AND COMMUNICATION PLAN

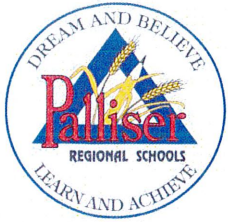
Following the April 11th Budget Meeting of Council, and in preparation of tax assessments and notices being sent out, staff will assemble an engagement and communication plan.

SUPPORTING INFORMATION

None

DATE OF MEETING	March 21, 2023
SUBJECT	Director of Operations Report
SUBMITTED BY	Kevin Lewis

1. I attended a webinar from Alberta Health Services regarding public health inspections of pool facilities. These inspections will be available to the public on the AHS website starting March 2023.
2. I have requested information from CP-Rail on the cost and required applications and permits to install a pedestrian crossing across the CP Rail right-of-way at the intersection of 2nd St and 55th Ave.
3. I am waiting for foundation drawings and other building items required to tender the shop addition. We will be working on site preparation and earthworks excavation for the addition in early spring once the frost is out of the ground.
4. I'm pleased to inform Council that we have hired a new Public Works employee. Braden Sushelnitski will be a great addition to our team as he brings varied experience, a desire to support our aging and growing infrastructure, and is an existing part of our community. We look forward to Braden's contributions over the coming years!
5. Construction of the control building for the wetland stormwater management facility should begin over the week of March 20th. The concrete pilings for the bridge have been installed. There will be much more construction starting over the coming weeks as the weather improves.



Coalhurst High School

Box 978, Coalhurst, AB T0L 0V0
Phone: (403) 381-4812 Fax (403) 381-3011
Principal: Charlene Grimes B.Ed., M. Ed.
Vice Principal: Ben Swen B.Sc., B.Ed.



March 10, 2023

Mayor Lyndsay Montana
Town of Coalhurst
Box 456
Coalhurst AB T0L 0V0

Dear Mayor Montana,

As we prepare for our Academic Awards Ceremony at the Coalhurst High School, I would like to both thank the Council for the generosity shown in previous years and to request a pledge for the current term.

Last year five Town of Coalhurst Scholarships (grades 8-11) and the Mayor's Community Award were presented. We respectfully request a similar sponsorship or whatever the Council deems appropriate.

The ceremony will take place on June 26, 2023 at 6:30pm in the Coalhurst High School gymnasium. Please contact the school at your convenience to let us know your preferences.

We welcome the participation of your representatives and will contact you in June to confirm the arrangements. On behalf of the students and staff, thank you for encouraging the youth of our community to grow as vital and contributing citizens.

Yours sincerely,

Jill Rauda
Awards Committee
Coalhurst High School

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