



REGULAR COUNCIL MEETING AGENDA
April 8, 2019 – 2:00 PM
COUNCIL CHAMBERS

0.0 PUBLIC HEARING

1.0 CALL TO ORDER

 1.1 Conflict of Interest Declaration: Pecuniary and Non-pecuniary

2.0 ADDITIONS TO/ADOPTION OF THE AGENDA

3.0 ADOPTION OF THE MINUTES

 3.1 Regular Council Meeting Minutes – March 25, 2019

4.0 BUSINESS ARISING FROM THE MINUTES

 4.1 Census Update – L. Unger

 4.2 Verbal Report - Investigation Update Regarding West Nile and the Birds of Prey Foundation – K. Hastings

5.0 DELEGATION

6.0 BYLAWS

 6.1 Borrowing Bylaw – Recreation Centre 752-B-03-19 – K. Beauchamp

7.0 NEW BUSINESS

 7.1 Reserve Transfer – K. Beauchamp

 7.2 Vacant Residential Tax Policy – C. Mills

8.0 DEPARTMENTAL REPORTS

 8.1 March 2019 Development Statistics – C. L'Hirondelle

 8.2 Quarterly 2019 Development Statistics, Comparison for Last 5 Years – C. L'Hirondelle

 8.3 Verbal Update - Next Council Meeting – Tuesday, April 23, 2019 – L. Unger

 8.4 Verbal Update - Economic Development – C. Mills

9.0 COUNCIL REPORTS

10.0 CORRESPONDANCE

11.0 INFORMATION ITEMS

 11.1 Alberta Winter and/or Summer Games 2022

 11.2 National Day of Mourning – April 28, 2019

 11.3 Emergency Management Minutes – March 26, 2019

12.0 CLOSED MEETING

 12.1 Land Matter 1 – S. Croil (FOIPP Sections 23, 24, 25 and 27)

 12.2 Land Matter 2 – K. Hastings (FOIPP Sections 23, 24, 25 and 27)

 12.3 Land Matter 3 – K. Hastings (FOIPP Sections 23, 24, 25 and 27)

 12.4 CAO Report – K. Hastings (FOIPP Sections 16, 17, 23 and 24)

13.0 ADJOURNMENT



REGULAR COUNCIL MEETING MINUTES
MARCH 25, 2019 – 2:00 P.M.
COUNCIL CHAMBERS

PRESENT:

Mayor	K. Craig
Councillors	B. Simpson, D. Lloyd, B. Pauls, B. Chapman, R. Hohm
Administration/Staff	K. Hastings, K. Bly, K. Beauchamp, S. Croil
Recording Secretary	L. Unger
Media	N. Jamieson – Sunny South News
Delegates	T. Waites, D. McFarlane

ITEM 057 1.0 CALL TO ORDER

- Mayor Craig called the meeting to order at 2:00 p.m. Mayor Craig said that Councillor Abrey sends his regrets and was unable to attend the meeting.

ITEM 058 1.1 CONFLICT OF INTEREST DECLARATION

- Mayor Craig inquired as to whether there were any pecuniary or non-pecuniary conflicts of interest to be declared at the meeting. None declared.

ITEM 059 2.0 ADDITIONS TO/ADOPTION OF THE AGENDA

- Addition of item 12.4, Land Matter – K. Hastings.

MOTION 057.19 *Councillor Simpson moved that Council accept the March 25, 2019 Agenda as circulated.*

6-0 Carried

ITEM 060 3.1 REGULAR COUNCIL MEETING MINUTES – MARCH 11, 2019

MOTION 058.19 *Councillor Hohm moved that Council accept the March 11, 2019, Regular Council Meeting Minutes as circulated.*

6-0 Carried

ITEM 061 4.1 Q&A – PALLISER BUSING AGREEMENT – K. BEAUCHAMP

- K. Beauchamp, Director of Corporate Services presented on the matter.
- An outstanding inquiry from a previous Council Meeting asked “How full will the buses and can we oversell seats”? K. Beauchamp’s response was that the buses are 80% to 100% full most of the time so we are unable to sell more.
- It was also asked “What resources does Palliser have to provide extra busing in Coaldale?”. Palliser does not have any plans to expand at the moment. They don’t have enough growth yet as the increase in cost is quite significant.
- The third inquiry was on the 2.4 km rule, stating that students that live more than 2.4 km away from school, get bused. K. Beauchamp noted that students do not have the choice of which school to attend if there is more than one that provides their grade. It is determined by closest school to accommodate that grade.
- Councillor Lloyd noted that John Davidson School is a designated school - would it still be part of the equation? Response is that JDS could be closer than another school so the 2.4 km rule would not apply.
- Councillor Chapman inquired regarding mileage as a provincial standard, is the 2.4 km based on the best direct route? Response is by closest route.
- Councillor Chapman inquired if K. Beauchamp could provide Council with an update later in the year and provide Council with update of request for ridership? K. Beauchamp’s asked for clarification of how many requests that do not get a pass? Councillor Chapman responded yes, that if by mid September you are still receiving requests. Response, it has been about 120 that apply for 100 spots.
- Councillor Chapman inquired if Palliser caps at 100? Response is that is their budget and cost benefit.
- Mayor Craig noted that we will add the busing issue to an agenda at a future Palliser meeting to discuss.
- Councillor Simpson requested that Palliser change their letter for those previously funded to be clear that if you were previously funded, then you still qualify. K. Beauchamp noted that he would make that suggestion.

MOTION 059.19 *Councillor Simpson moved that Council accept the Palliser Busing Agreement update as information.*

6-0 Carried

ITEM 062 7.1 LIBRARY BYLAWS – APPROVAL TO LIBRARY BOARD – T. WAITES

- T. Waites, Library Chairperson, presented on the bylaws, further noting that only minor verbiage was changed in the bylaws.

MOTION 060.19 *Councillor Simpson moved that Council approve the amended Library Board Bylaws.*

6-0 Carried

ITEM 063 7.2 APPOINTMENT OF FINANCIAL REVIEWER FOR LIBRARY BOARD
– K. BEAUCHAMP

- K. Beauchamp noted that by appointing an internal auditor of the Library Financials, will save the Library between \$2,000 to \$4,000 per year.

MOTION 061.19 *Councillor Chapman moved that Council appoint Kyle Beauchamp, CPA, CA, to complete the financial review of the Statement of Receipts and Disbursements for the Coaldale Library Board for 2018 and going forward.*

6-0 Carried

ITEM 064 7.3 INTERMUNICIPAL SUBDIVISION & DEVELOPMENT APPEAL BOARD
– S. CROIL

- S. Croil, Director of Planning & Community Development, presented on the matter.
- Councillor Chapman noted that the appeals are born at the cost to the hosting municipality. S. Croil noted that it is usually not seen as the major component of an appeal. It is above and beyond the appeal fees. In this instance it would be \$500 per year.

MOTION 062.19 *Councillor Chapman moved that Council approve becoming a member of the Chinook Intermunicipal Subdivision and Development Appeal Board (ISDAB).*

6-0 Carried

Councillor Lloyd left the room at 2:20pm. Re-entered at 2:21 p.m.

ITEM 065 6.1 INTERMUNICIPAL SUBDIVISION & DEVELOPMENT APPEAL BOARD BYLAW 753-P-03-19 – S. CROIL

MOTION 063.19 *Councillor Hohm moved that Council pass FIRST reading of Bylaw 753-P-03-19.*

6-0 Carried

MOTION 064.19 *Councillor Pauls moved that Council pass SECOND reading of Bylaw 753-P-03-19.*

6-0 Carried

MOTION 065.19 *Councillor Simpson moved that Council provide UNANIMOUS consent to pass THIRD and FINAL reading of Bylaw 753-P-03-19.*

6-0 Carried

MOTION 066.19 *Councillor Chapman moved that Council provide THIRD and FINAL reading of Bylaw 753-P-03-19.*

6-0 Carried

MOTION 067.19 *Councillor Hohm moved that Council appoint the existing Council and Members at Large, and continue their appointments with the newly formed ISDAB.*

6-0 Carried

ITEM 066 9.1 SAEWA UPDATE – K. CRAIG

- Mayor Craig distributed a publication that updated from the March 22, 2019 meeting.
- Councillor Chapman inquired if the Town of Coaldale is still in the running as a site selection? Mayor Craig responded that yes, it is.

MOTION 068.19 *Councillor Chapman moved that Council receive the SAEWA update as information.*

6-0 Carried

ITEM 067 11.0 INFORMATION ITEMS

**ITEM 068 11.1 EMERGENCY PREPAREDNESS PROGRAM – GRANT RECEIVED
11.2 BARONS-EUREKA-WARNER FCSS – BOARD MEETING MINUTES,
FEBRUARY 6, 2019**

MOTION 069.19 *Councillor Lloyd moved that Council receive items 11.1 to 11.2 as information.*

6-0 Carried

ITEM 069 12.0 CLOSED MEETING

MOTION 070.19 *Councillor Simpson moved that Council go into closed meeting at 2:28 p.m.*

6-0 Carried

In addition to Council and the CAO, the following persons were in attendance during the closed meeting session to provide information and/or administrative support: S. Croil, K. Beauchamp, L. Unger.

MOTION 071.19 *Councillor Simpson moved that Council come out of closed meeting at 3:40 p.m.*

ITEM 070 12.1 COMMUNITY SAFETY ADVISORY COMMITTEE UPDATE

(FOIPP SECTIONS 23, 24) – B. SIMPSON

MOTION 072.19 *Councillor Hohm moved that Council to receive the Community Safety Advisory Committee Update as information.*
 6-0 Carried

ITEM 071 12.2 TOWN PLAN WORKING GROUP COMMUNITY MEMBER SELECTION
(FOIPP SECTIONS 17, 23, 24, 29) – S. CROIL

MOTION 073.19 *Councillor Hohm moved that Council appoint the members as submitted to make up the members of the Town Plan Working Group.*
 6-0 Carried

L. Unger exited the room at 2:54 p.m.

ITEM 072 12.3 CAO REPORT (FOIPP SECTIONS 16, 17, 23 AND 24) – K. HASTINGS

MOTION 074.19 *Councillor Simpson moved that Council receive the CAO Report for information.*
 6-0 Carried

ITEM 073 12.4 LAND MATTER (FOIPP SECTIONS 23, 24, 25 AND 27) – K. HASTINGS

MOTION 075.19 *Councillor Simpson moved that Council receive the Land Matter as information.*
 6-0 Carried

MOTION 076.19 *Councillor Lloyd moved that Council adjourn at 3:42 p.m.*

Kim Craig, MAYOR

Kalen Hastings, CAO



Staff Report

APRIL 8, 2019, REGULAR COUNCIL MEETING

CENSUS UPDATE

PURPOSE:

The following report is to inform and update Council of the current Census being conducted from April 1 to June 30, 2019.

BACKGROUND:

The Town of Coaldale is conducting a census this year. Council approved a \$25,000 budget for this project in 2018. The last municipal census was completed in 2013 and the last federal census was conducted in 2016 with a population count of 8,215. With three years of growth since that time – along with the 1500 acres of land added to the town boundaries as a result of annexation in 2018 – we anticipate a sizeable increase in population once the census process is concluded.

Although increases in population can lead to higher costs for certain expenses indexed according to per capita funding formulas, these increases pale in comparison to the potential growth in provincial and federal grant dollars that are also calculated through per capita formulas. In turn, this helps to support future transportation networks, schools, parks, utilities and fire protection facilities as well as services to our community.

OVERVIEW:

All residences in Coaldale (3,544) were mailed a PIN letter on March 29, 2019, that informed the resident that they could enter their census online by providing the unique PIN identifier, or they could come into Town office and provide the information in person or they could call Town office and provide the information over the phone.

The PIN letter contained a separate section at the bottom of the letter that encouraged residents to call or email the Census Coordinator their email address as way to create a Town database to better share important information to residents in a timelier manner. As a token of appreciation of the time and effort for doing this, residents will be provided a one-time family swim pass to be used at the Coaldale Pool during the 2019 season.

The census information is collected electronically on tablets, eliminating the need to carry paper and allowing immediate and accurate reporting for daily and end results.

The diversity of census response options being offered to residences has been well received so far.

We have received a great response to this voluntary initiative; at the time this report was authored, residents had been providing active responses to the census mailout. During this time, of the residents that responded, 21% of respondents provided their email addresses. We anticipate this will be a great tool to inform residents about future projects.

Enumerators will begin door-to-door contact starting April 8, 2019 and will continue until May 17, 2019. The remainder of the time until June 30, 2019, will be for the Census Coordinator to follow up on any outstanding census not collected by the Enumerators. It is the Town goal to have 100% participation and completion in the census project.

PUBLIC ENGAGEMENT:

Residents are encouraged to enter their information online at: www.coaldale.ca/census. This link will be open for the duration of the census.

RECOMMENDATION:

1. THAT Council receive the Census update report for information.
-

Respectfully Submitted:

Lana Unger
Census Coordinator

Attachments:

- Copy of the PIN Letter Template

Date

Address
Coaldale, AB

Re: Coaldale Census 2019

Dear Resident of {Address}:

PIN: XXXX – XXXX

Coaldale Census 2019 – Everyone Counts! Complete your census online and census workers won't stop by.

It's as easy as 1-2-3

1. Do it yourself at www.coaldale.ca/census
2. Enter your PIN
3. Confirm your address

If you prefer, it is also an option to come by Town Office and provide your information in-person, or call the number below.

When you count yourself in, our town receives approximately \$230 per person in Federal and Provincial grant dollars. Grants support roads, policing, social programs and other town services.

Questions regarding the census may be directed to the Lana Unger, Census Coordinator at (403) 345-1306.

Thank you!

As a way to better communicate and deliver information from the Town Office to all residents, we are compiling a list of email addresses so that we can get important information to you more efficiently. Please call the Town Office to provide your email address or email them directly at:

(403) 345-1306

OR

census2019@coaldale.ca

As a token of appreciation of your time and effort, **you will be provided a one-time Family Swim Pass for the Coaldale Pool to be used during the 2019 season**. This cannot be combined with any other offer and has no cash value that can be transferred to another service.



Staff Report

APRIL 8, 2019, REGULAR COUNCIL MEETING

INVESTIGATION UPDATE

PURPOSE:

The Town of Coaldale has retained Solstice Environmental Management, out of Edmonton, to conduct an expert, objective and thorough review of the events contributing to the bird deaths at the Alberta Birds of Prey Center in August 2018, as well as an assessment of how best to manage the annual threat of West Nile Virus in Coaldale and the surrounding areas in the future.

OVERVIEW:

The objectives of Solstice Environmental Management are to establish findings of fact, and to provide recommendations on best practices on how risk of West Nile Virus in Coaldale can be mitigated by all parties in the future.

It is anticipated the full report will be submitted to Council for review by the end of June 2019.

The investigator will be contacting the relevant parties directly.

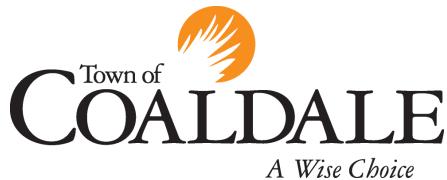
Should there be any questions with respect to this update, they can be channeled to Kalen Hastings, Chief Administrative Officer, at 403-345-1314 or cao@coadale.ca

RECOMMENDATION:

1. THAT Council receive the report for information.

Respectfully Submitted:

Kalen Hastings
CAO



STAFF REPORT

APRIL 8, 2019 REGULAR COUNCIL MEETING

BORROWING BYLAW 752-B-03-19**PURPOSE:**

The purpose of this borrowing bylaw is to create the legislative framework required to obtain funds for the purpose of funding the design and construction of a recreation facility on municipally-owned property.

BACKGROUND:

The estimated design and construction cost of the recreation facility is \$10 million dollars. This **project was approved by Council in the Town's 2019-2021 Capital Budget**. The funds required for design and construction will be generated through a \$10 million debenture.

The debenture—and its corresponding debt servicing payments—will be funded through an annual recreation special tax of \$120 a year per household (which works out to \$10 dollars per month).

Once the financing for the design and construction of the recreation facility has been approved, administration would like to proceed by hiring architectural design consultants to help guide the community and stakeholder engagement process to determine what amenities the facility will include.

OVERVIEW:

	2018 (estimated)
Total debt limit	\$ 30,958,889
Total debt	\$ 4,066,414
Total debt under limit	\$26,892,475
Service on debt limit	\$5,159,815
Service on debt	\$465,805
Total Under Service on Debt Limit	\$4,694,010

PUBLIC ENGAGEMENT:

The attached bylaw will be advertised in the Sunny South News for two consecutive weeks after first reading is approved by Council.

RECOMMENDATION:

THAT Council give first reading for borrowing by-law 752-B-03-19 for the design and construction of a recreation facility on municipal-owned property.

Respectfully Submitted:

Kyle Beauchamp, CPA, CA
Director of Corporate Services

ATTACHMENTS:

- Borrowing Bylaw 752-B-03-19

BYLAW 752-B-03-19
TOWN OF COALDALE
(hereinafter referred to as "the Municipality")
IN THE PROVINCE OF ALBERTA

This bylaw authorizes the Council of the Municipality to incur indebtedness by the issuance of debenture(s) in the amount of \$10,000,000 for the purpose of constructing a recreation facility.

WHEREAS, pursuant to s. 258 of the *Municipal Government Act*, R.S.A., 2000, c.M-26, a Council for the Municipality deems it appropriate and in the community interest to authorize the financing of the design and construction of a recreation facility and wishes to authorize the borrowing of the sum of TEN MILLION DOLLARS (\$10,000,000) to finance the design and construction of a recreation facility on municipal-owned property (the "Project");

Project	Estimated Cost	Borrowing Funding
Design and Construction of a Recreation Facility	\$10,000,000	\$10,000,000

AND WHEREAS in order to complete the Project, it will be necessary for the Municipality to borrow the sum of \$10,000,000 for a period not to exceed 25 years, from the Alberta Capital Finance Authority or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this Bylaw;

AND WHEREAS the probable lifetime of the Project financed under this Bylaw is equal to, or in excess of 25 years;

AND WHEREAS the principal amount of the outstanding debt of the Municipality at December 31, 2018 is **\$4,066,414** and no part of the principal or interest is in arrears;

AND WHEREAS, after the borrowing of the amount hereby authorized to be borrowed, the Municipality will not have exceeded the debt limit established for the Municipality pursuant to the *Municipal Government Act*;

AND WHEREAS all required approvals for the Project will be obtained and the Project will comply with all *Acts and Regulations* of the Province of Alberta;

**NOW, THEREFORE, THE COUNCIL OF THE MUNICIPALITY DULY ASSEMBLED,
ENACTS THE FOLLOWS:**

1. That for the purpose of designing and constructing a recreation facility on municipally-owned property as noted above, the sum of **TEN MILLION DOLLARS (\$10,000,000)** may be borrowed from the Alberta Capital Finance Authority or another authorized financial institution by way of debenture on the credit and security of the Municipality at large, of which amount the full sum of **\$10,000,000** is to be paid by the Municipality at large.
2. The proper officers of the Municipality are hereby authorized to issue debenture(s) on behalf of the Municipality for the amount and purpose as authorized by this Bylaw, namely the construction of a recreation facility.
3. The Municipality shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest installments not to exceed **TWENTY-FIVE (25) YEARS** calculated at a rate not exceeding the interest rate fixed by the Alberta Capital Finance Authority or another authorized financial institution on the date of the borrowing, and not to exceed **FOUR (4%) PERCENT**.
4. The Municipality shall levy, and raise in each year, municipal taxes sufficient to pay the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the Municipality.
6. The net amount borrowed under the Bylaw shall be applied only to the Project specified by this Bylaw.
7. This Bylaw comes into force on the date it is passed.

READ a FIRST time this _____ day of _____, 2019.

Mayor – Kim Craig

CAO – Kalen Hastings

Motion #_____

READ a SECOND time this _____ day of _____, 2019

Mayor – Kim Craig

CAO – Kalen Hastings

Motion #_____

UNANIMOUS CONSENT to hold THIRD and FINAL reading this _____ day of
_____, 2019.

Mayor – Kim Craig

CAO – Kalen Hastings

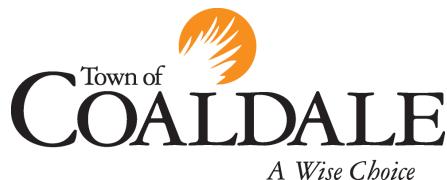
Motion #_____

READ a THIRD and FINAL time this _____ day of _____,
2019.

Mayor – Kim Craig

CAO – Kalen Hastings

Motion #_____



STAFF REPORT

APRIL 8, 2019 REGULAR COUNCIL MEETING

2018 RESERVE ADJUSTMENT**PURPOSE:**

Adjust the reserve accounts effective December 31, 2018 based on the draft financial statements.

BACKGROUND:

The (surplus) / deficit for each department has been calculated for 2018 based on draft financial information. **Below are the proposed transfers to allocate these amounts to and from the Town's reserve accounts effective December 31, 2018.**

RECOMMENDATION:

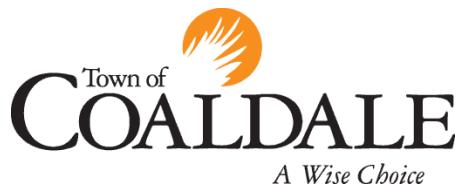
THAT Council authorize the reserve transfers as follows (subject to Council discussion and proposed changes if any):

- From 2018 general operations to restricted reserves:
 - \$160,000 to the electrical / franchise fee reserve
 - \$25,000 to the census reserve
 - \$371,700 to the operating reserve
 - \$55,000 to the fire equipment reserve
 - \$123,000 to the fleet reserve
 - \$75,000 to the road reserve
 - \$45,000 to the snow removal reserve
 - \$25,000 to the general community facilities reserve
 - \$265,000 to the sewer reserve
 - \$1,120,000 to the NE Industrial reserve
 - \$50,000 to the Coaldale 100 reserve
- From the following restricted reserves to 2018 general operations:
 - \$35,000 from the professional fee reserve
 - \$58,000 from the arena reserve
 - \$210,000 from the storm reserve
 - \$20,000 from the water reserve

DRAFT INFORMATION	(Surplus) / Deficit				
	Balance to Allocate	Transfer to Reserves	Transfer from Reserves	Subtotal	Notes
General Municipal Council	(160,108)	160,000		(108)	\$160,000 to the electrical reserve for street lights
Administration	(18,771)	25,000		6,229	\$25,000 for the 2019 Census
Police	79,746		(35,000)	44,746	\$35,000 from professional fee reserve
Fire	(316,914)	316,000		(914)	\$316,000 to operating reserve - this will replenish this reserve after \$323,000 was taken to fund the curbside composting rollout for 2018
Emergency Management & Regulatory Operations	(110,514)	110,700		186	\$55,000 to fire equipment + \$55,700 to operating reserve - partially replace the \$120,000 from the operating reserve that funded this department in 2018
Roads	826			826	No transfer requested
Fleet	(41,024)	41,000		(24)	\$41,000 to the fleet reserve
Facility	(119,987)	120,000		13	\$75,000 to the road reserve (alley rebuild) and \$45,000 for snow removal
Recreation	(82,575)	82,000		(575)	\$82,000 to the fleet reserve
Storm Sewer	44,705	25,000	(58,000)	11,705	\$58,000 from the arena reserve to fund repairs and \$25,000 to a general community facilities reserve
Water Supply	(12,402)			(12,402)	No transfer requested
Sanitary Collection	209,716		(210,000)	(284)	\$210,000 from the storm account to fund additional equipment rental and storm pond
Garbage & Recycling Infrastructure	19,845		(20,000)	(155)	\$20,000 from water reserve for additional water consumption costs
Cemetery	(264,922)	265,000		78	\$265,000 to the sewer reserve to fund the relining program for 2019 and future repairs
Subdivision Land & Development	(1,413)			(240)	No transfer requested
Economic Development	(1,120,285)	1,120,000		(76)	No transfer requested
Community Relations	(6,766)			(43,140)	\$50,000 for Coaldale 100 reserve
	(1,993,821)	2,314,700	(323,000)	(2,121)	

Respectfully Submitted:

Kyle Beauchamp, CPA, CA
Director of Corporate Services



Request for Decision

APRIL 8, 2019 - REGULAR COUNCIL MEETING

VACANT RESIDENTIAL TAX POLICY

PURPOSE:

The purpose of the following report is to present Council with a draft of a Vacant Residential Tax Policy for a decision.

BACKGROUND:

Vacant residential properties, as described in the draft policy, can create administrative and operational burden that is not adequately supported by the property taxes levied using the standard residential mill rate.

OVERVIEW:

The draft policy that is attached to this staff report is intended to act as a mechanism that would encourage development on vacant residential properties that have been vacant for a given period of time (in the draft the period of time is proposed at 5 years from the date of subdivision).

PUBLIC ENGAGEMENT:

N/A

RECOMMENDATION:

Upon review of the policy by legal counsel, it was suggested that the policy may be preferable in the format of a bylaw. Legal Counsel noted that a number of municipalities have vacant residential tax rates, and that the policy being considered by counsel is in line with what exists in other municipalities, however, it was their opinion that the format of a bylaw was more appropriate and potentially more defensible. With that in mind, there is no clear legal precedent suggesting that the policy format presented to Council today is invalid.

As such, Council may consider the following options

1. THAT Council direct administration to prepare a Bylaw based on the attached **Vacant Residential Tax Policy for Council's consideration; or**
2. THAT Council approve the policy as presented, with the effective date of the policy set as _____, 2019; or

3. THAT Council approve the policy with amendments, with the effective date of the policy set as _____, 2019; or
4. THAT Council provide staff direction regarding changes to be made and/or additional information to be provided prior to further consideration of the policy; or
5. THAT Council refuse the draft policy

Respectfully Submitted:

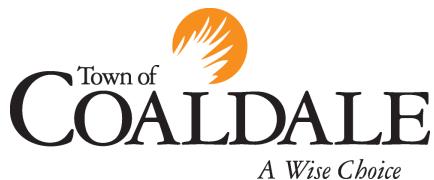
Cameron Mills
Manager of Community and Economic Development

This report has been prepared in consultation with the following listed departments:

Department	Signature
Spencer Croil, Director of Planning & Community Development	
Kalen Hastings, CAO	

ATTACHMENTS:

- Taxation of Vacant Residential Land Policy



POLICY #C-021

POLICY NUMBER:	C-021
POLICY SUBJECT:	Taxation of Vacant Residential Land
DEPARTMENT:	COUNCIL
INITIAL EFFECTIVE DATE:	
EFFECTIVE DATE:	
REVISION DATE (s):	N/A
REVISION NUMBER:	N/A

POLICY STATEMENT:

The Town of Coaldale will encourage development of vacant residential lands through the use of a higher rate of municipal property taxation on those lands which have remained vacant for a defined period of time.

ISSUE BACKGROUND:

The Town of Coaldale recognizes that undeveloped residential lands create an administrative and operational burden which is not adequately supported by property tax levied using the standard residential mill rate as it is applied to developed properties.

DEFINITIONS:

"Assessor" – An accredited assessor contracted by the Town of Coaldale to provide assessment services.

"Assessment Class" – Refers to a property's classification for assessment purposes, as determined and used by the Assessor in preparation of the annual Assessment Roll.

"Physical Condition Date" - The statutory date prescribed within the Municipal Government Act for use by the Assessor in determining what buildings and/or improvements existed on a property as of December 31st of each calendar year.

"Vacant" – The term "vacant" for the purposes of this policy shall refer to any property which the Assessor has deemed to be undeveloped and not having any significant physical construction on site, as of a given statutory date.

"Vacant Lands Tax Rate" – This shall be the reference given to the higher rate of taxation given to those properties which are deemed affected by this policy.

"Year of Subdivision" - The year in which a property was subdivided and registered at Land Titles Office. Year of subdivision is commonly denoted by the property's legal description, which shows "plan number". i.e. Plan number 072 1344 denotes a property was created by subdivision in 2007.

RESPONSIBILITIES:

Assessor

- Is responsible for the annual determination of which vacant residential properties will be subject to the "Vacant Lands Tax Rate". Discretion resides with the Assessor to review, inspect, and determine which vacant residential lands meet the criteria as outlined in this policy, and to assess and tax those properties accordingly.

Council

- Is responsible for the annual approval of the "Vacant Lands Tax Rate" which will appear within the annual Tax Rate Bylaw.
- Is responsible for the approval of the bylaw as required under MGA section 297(2)(a) for the creation of a residential assessment sub-class, which facilitates the taxation of that sub-class at a higher rate of taxation.

STANDARDS

1. General

- a. Residential lands which have physically existed, as defined by their "Year of Subdivision", for less than FIVE years, and have remained vacant during that time period, are subject to the regular residential municipal tax rate, and are unaffected by this policy.
- b. Residential lands which have physically existed, as defined by their "Year of Subdivision", for FIVE years or longer, and have remained vacant during that time period are subject to the "Vacant Lands Tax Rate".

2. Applicable Properties

Only those properties which meet each of the following three (3) criteria will be subject to the "Vacant Lands Tax Rate":

- a. Properties having one of the following land use classifications (zonings):
 - Residential – R-1A
 - Residential Small Lot – R-1B
 - Residential Starter Lot – R-1C
 - Residential Multi-Unit – R-2

- Residential Multi-Unit Limited R-2L
- Manufactured Home Park – R-2L
- Country Residential One – CR-1
- **Country Residential One "A" – CR -1A**
- Country Residential Two – CR-2
- Any other zoning not specifically listed above whose principal purpose is deemed to be of a residential nature.

b. Properties described by either of the following circumstances:

- Properties which have remained vacant for a period of five (5) years or greater since their time of final subdivision.
 - Properties which were formerly improved, but have had the improvements demolished and have remained vacant for a period of five (5) years or greater since their time of demolition. In cases where properties become vacant as a result of demolition, the start date for counting years of vacant status will commence at December 31st of the year of demolition.
- c. Properties which are considered to be fully serviced and developable. In situations where servicing and/or developability are in question, discretion is given to the **Assessor as to which residential "Assessment Class" the property will fall into, and if the "Vacant Lands Tax Rate" should apply.**

3. Excluded Properties

The following properties exhibiting any of the criteria below are intended to be excluded from this policy:

- a. Properties meeting the land use classification listed in section 2A of this policy which are greater than 10 acres in size AND that are deemed by the Assessor to not yet be in their final and subdivided end use.
- b. Lots zoned R-1A, R-1B, R-1C, R-2L, CR-1, CR-1A, or CR-2 whereby the property owner holds title to an adjacent improved property, and whereby the vacant lot in question has been integrated into the yard space enjoyed by the primary improved property. Typically these properties are landscaped, treed, and fenced and are contiguous with the adjacent lot where the primary residence is located.
- c. **Properties that are classified by the Assessor as "class 3 - farm land" as per MGA section 297(c).** As per MGA section 297(2)(a), only those properties classified as residential (as opposed to farm land) can be contained within a sub-class for the purposes of applying a different tax rate.

4. Applicable Municipal Tax

The tax rate for general municipal purposes (excluding the Servus Place operating levy) shall be set by the City Assessor at a ratio of **2:1** as compared to the general residential municipal tax rate. The following general formula shall apply:

- a. Vacant Lands Tax Rate = General Municipal Residential Tax Rate x 2.0

5. Determination of Vacant Status

For the purposes of this policy, the following criteria will be used by the Assessor to determine the "Assessment Classification" for the application of this policy:

- a. **The legislated "Physical Condition Date" of December 31, shall be used as the date by which the Assessor annually determines the property's status for assessment and tax purposes.**
- b. In any instance where a property owner disputes their vacant status (their assessment classification) the remedy will be for the property owner to contact the Assessor, and if the dispute is not resolved, the recourse available to the property owner is the Property Assessment Appeal process.

6. Reversion to Standard Residential Tax Rate

A property which is taxed at the "Vacant Lands Tax Rate" will revert back to the regular residential municipal tax rate under the following scenarios:

- a. Physical housing construction has commenced on or before December 31st of the tax year in question. Discretion remains with Assessor as to the confirmation of construction activity. The tax rate reversion will be enacted during the current tax year, by way of an assessment correction, and the Assessor will prorate the tax calculation to the nearest 1st of the month when construction was visibly evident.

A property which is taxed at the "Vacant Lands Tax Rate" will not revert back to the regular residential municipal tax rate under the following scenarios:

- b. The property owner has been issued a development permit by the Town of Coaldale in respect of the property on or before December 31st of the assessment year in question.
- c. The property owner has been issued a building permit by an accredited agency in respect of the property on or before December 31st of the assessment year in

question.

- d. The property is sold and title is transferred to a new owner. Change in ownership does not affect the vacant status provisions as referred to in section 2 above.
- e. The property is subdivided, consolidated, amended, or legally altered in a manner that at the discretion of the Assessor, has not materially changed the nature of the property, nor the vacant status of the lot.

Example 1: A property owner adds five feet of width to their vacant lot via lot consolidation, and the amended lot is registered at Land Titles and given a new legal description with a new plan number.

Example 2: An existing R – 1A lot has remained vacant for ten years. The property owner then subdivides the existing R – 1A lot into two R – 1B lots. For the purposes of **this policy, the vacant status does not “reset” because of the lot subdivision or change in land use.**



MARCH

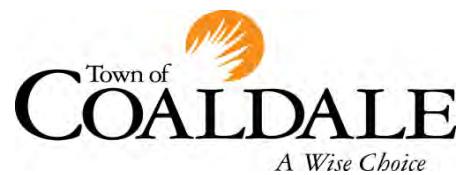
2019 Development Summary

DEVELOPMENT PERMITS																					
MONTH	NEW HOME VALUE		RESIDENTIAL ADDITION OR RENOVATION VALUE		MOBILE HOME VALUE		MULTI-FAMILY UNITS VALUE		INDUSTRIAL VALUE		COMMERCIAL VALUE		INSTITUTIONAL VALUE		MONTHLY TOTAL VALUE		Home Occ.	Sign	Use Change	Other	MONTHLY TOTAL PERMITS
January	1	\$290,000	3	\$11,800	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	\$301,800	2	1	0	2	9	
February	2	\$740,000	3	\$50,500	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	\$790,500	0	2	0	0	7	
March	3	\$975,000	7	\$94,000	4	\$525,000	0	0	\$0	0	\$0	0	\$0	0	\$1,594,000	2	2	0	4	22	
April	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	\$0	0	0	0	0	0	
May	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	\$0	0	0	0	0	0	
June	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	\$0	0	0	0	0	0	
July	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	\$0	0	0	0	0	0	
August	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	\$0	0	0	0	0	0	
September	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	\$0	0	0	0	0	0	
October	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	\$0	0	0	0	0	0	
November	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	\$0	0	0	0	0	0	
December	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	\$0	0	0	0	0	0	
TOTAL	6	\$2,005,000	13	\$156,300	4	\$525,000	0	0	\$0	0	\$0	0	\$0	\$0	\$2,686,300	4	5	0	6	38	

NEW HOUSING STARTS BY SUBDIVISION	
Cottonwood Estates – Phase I, Stage I	
Cottonwood Estates – Phase I, Stage II	
Cottonwood Estates – Phase I, Stage IV	
Cottonwood Estates - Phase I, Stage V	
Cottonwood Estates - Phase I, Stage VI and VII	
Cottonwood Estates - Phase I, Stage VIII	
Cottonwood Estates - Phase I, Stage VIII & X	2
South Coaldale Country Residential	2
Parkside Acres – Phase IV	
Parkside Acres – Phase V	1
Waterfront Harbour - Phase I	
Westgate Landing	
Other Areas (In-fill)	
Station Grounds	1
The Seasons - Phase I	
The Seasons - Phase IB	2

YEAR TO DATE	
TOTAL VALUE ALL DEVELOPMENT PERMITS	
\$2,686,300	
TOTAL NEW DWELLINGS / DWELLING UNITS	
10	
TOTAL NUMBER OF RE-ZONING APPLICATIONS	
0	
TOTAL APPLICATIONS FOR SUBDIVISION	
0	

COMPLIANCE LETTERS	
January	9
February	1
March	7
April	
May	
June	
July	
August	
September	
October	
November	
December	
TOTAL	17



Development Statistics for January - March Comparison of the last 5 years

Type of Development Application	1st Quarter 2019		1st Quarter 2018		1st Quarter 2017		1st Quarter 2016		1st Quarter 2015	
	Number of Permits	Construction Value	Number of Permits	Construction Value	Number of Permits	Construction Value	Number of Permits	Construction Value	Number of Permits	Construction Value
Single Detached Dwelling	6	\$200,500	3	\$534,000	14	\$3,781,000	7	\$1,605,551	12	\$3,666,173
Semi-Detached Dwelling	0	\$0	1	\$300,000	0	\$0	0	\$0	0	\$0
Residential Addition or Renovation	13	\$156,300	10	\$349,500	4	\$93,000	8	\$105,000	3	\$35,000
Manufactured Home	4	\$525,000	4	\$447,000	1	\$144,000	1	\$180,000	1	\$150,000
Multi-Family Development (3 or More)	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0
Industrial	0	\$0	1	\$1,500,000	3	\$383,000	0	\$0	2	\$370,000
Commercial	0	\$0	1	\$14,000,000	1	\$600,000	0	\$0	1	\$400,000
Institutional	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0
Home Occupation	4		6		9		8		5	
Sign	5		2		10		6		5	
Change of Use	0		1		4		0		1	
Demolition	3		1		2		1		2	
Other	3		1		1		3		4	
Total Development Permits	38	\$881,800	31	\$17,130,500	49	\$5,001,000	34	\$1,890,551	36	\$4,621,173
Number of New Dwelling Units	9		8		15		8		13	



*Office of the Minister
MLA, Calgary-Cross*



His Worship Kim S. Craig
Mayor
Town of Coaldale
1920 - 17 Street
Coaldale AB, T1M 1M1

Dear His Worship Craig:

As Minister of Culture and Tourism responsible for sport in Alberta, I am pleased to invite your community to submit a bid to host either the 2022 Alberta Winter Games or the 2022 Alberta Summer Games. A brochure with background information and details on how to apply is enclosed.

I encourage your community to strongly consider this invitation and the many benefits that can result from hosting this event. The economic benefits associated with hosting the Alberta Winter or Summer Games, along with the legacy of developing an experienced base of volunteers, has proven to be outstanding. The successful host municipality is offered the opportunity to showcase its community and talents to approximately 3,000 participants from all regions of the province, along with numerous spectators and special guests. Communities with populations of less than 10,000 are encouraged to collaborate with neighbouring communities to submit a joint bid.

The community awarded a 2022 Alberta Games will receive base financial support for operational, cultural, and legacy aspects of the Games. A Guidelines for Communities Bidding to host the 2022 Alberta Winter or Summer Games document is available from the Alberta Sport Connection upon request. In addition, Alberta Sport Connection staff are available to provide assistance in preparing your bid. For more information, please contact Ms. Suzanne Becker at 403-297-2709, toll-free by first dialing 310-0000 or email suzanne.becker@albertasport.ca.

Best regards,

Ricardo Miranda
Minister

Enclosure

2022 ALBERTA WINTER & SUMMER GAMES

FOR BID GUIDELINES

Please contact

Alberta Sport Connection
620 - 615 Macleod Trail SE
Calgary, AB T2G 4T8

T 403.297.2909 F 403.297.6669
E suzanne.becker@albertasport.ca



2022 ALBERTA WINTER & SUMMER GAMES



www.albertasport.ca



Alberta Government
Alberta Sport Connection supports the delivery of sport programs
and services on behalf of the Government of Alberta



The Honourable
RICARDO MIRANDA
Minister of Culture & Tourism
Responsible for Sport

*extends an invitation
to communities in Alberta
to bid to host the*

**2022 ALBERTA
WINTER GAMES**
FEBRUARY 2022

**2022 ALBERTA
SUMMER GAMES**
JULY 2022

The Alberta Games are a significant amateur sport and cultural event in our province, providing many benefits to both the host community and to the thousands of Albertans who participate at the local, zone and provincial level.

GRANT FUNDING

Operating Grant	\$ 300,000
Cultural Grant	\$ 70,000
Legacy Grant	\$ 50,000
	\$ 420,000

IMPORTANT DEADLINES

A letter of interest to host the 2022 Summer Games, together with a letter of support from Municipal or Band council must be received by **April 12, 2019**.

Completed bids must be received by the Alberta Sport Connection no later than **June 3, 2019**.

For more information visit www.albertasport.ca



Communications & Legislative Relations



Tel: 780-498-8680 9925 107 Street
Fax: 780-498-7875 PO Box 2415
Website: wcb.ab.ca Edmonton AB T5J 2S5

March 25, 2019

Dear Mayors, Reeves and Councillors:

RE: April 28 – National Day of Mourning

On April 28, we take a moment to remember the workers who were killed, injured or disabled at work.

In 2018, we lost 162 men and women to workplace injury or illness in Alberta.

To remember them, we have developed a memorial poster (enclosed) in recognition of the day. This poster will appear at workplaces, public places and in ceremonies across the province as a remembrance and a tribute to the workers killed or injured on the job, and a reminder that we need to work together to make workplaces safer.

We have also included a small vinyl sticker to provide a tangible reminder of the significance of April 28. If you are interested in distributing them to visitors, we would be happy to provide you with a supply.

We ask that you display the poster and use it in any events marking Day of Mourning.

If you have any questions, need stickers or additional posters, please contact Dina DaSilva, WCB Communications & Legislative Relations at 780-498-8616 or dina.dasilva@wcb.ab.ca.

We will be lowering our flags to half-mast on April 28. We invite you to join us in marking this important day by doing the same.

Sincerely,

Dayna Therien
Director of Communications & Legislative Relations
WCB-Alberta

Encl.



EMERGENCY MANAGEMENT AGENCY MINUTES

March 26, 2019

EOC Room, HUB

PRESENT

Director of Emergency Management: Clayton Rutberg

CAO: K. Hastings

Agency Members: Glenn Henry, Kevin McKeown, Kate Bly, Terry May, Kyle Beauchamp, Cindy L'Hirondelle, Andrea Koester

Others In Attendance: Tara Paul, Taryn Lapierre, Mickael Mikael, Mark Vanbaeys.

1.0 Welcome

Clayton Rutberg welcomed all the attendees to the meeting after completing the EOC set-up drill. Meeting was called to order at 0815.

2.0 Update on Municipal Emergency Plan (MEP)

Agency was provided with an update by Clayton Rutberg on the status of the 2019 MEP revision. The plan will be completed in the next couple weeks and distributed to agency members for review. Once any further comments and revisions have been made the plan will be presented to the Emergency Advisory Committee.

3.0 Update on Senior Emergency Management Team Handbook

Along with the review of the MEP, the Senior Emergency Management Team Handbook is being revised to reflect our current organization. This will be circulated to the senior EM team for comments and improvements and finalized in April.

4.0 Update on Agency and Committee Terms of Reference and Bylaw

Terms of reference for both the agency and committee will need to be revised earlier than normal for us to ensure everything meets the new Act and Regulations. This will be completed and circulated to the Agency and then to the Committee.

5.0 Upcoming Full Scale Exercise

An exercise was planned for May of 2019. This exercise was to be a full scale exercise. We are currently working with CP rail to create the exercise to be delivered in May. Dates will come soon and an invite will be sent out to all.

6.0 Emergency Management Training Regulations

- Elected officials must complete MEO within 90 days of taking their official oath.
- DEM's must have Basic Emergency Management, ICS 100, 200, 300 and the DEM course.
- Municipal Staff must have BEM & ICS 100.
- Tabletop exercise yearly as a minimum.
- Functional exercise once every four years.

7.0 Group HIRA

The Hazard Identification and Risk Assessment was completed by three breakout groups during the meeting. Results will be compiled and entered into CEMP to complete the 2019 HIRA as an appendix for our MEP.

Meeting Adjourned 09:50 a.m.

INVESTING IN COALDALE

HIGHLIGHTS FROM COALDALE'S CAPITAL PLAN

WHERE WE ARE - WHERE WE ARE GOING



NEW VENTURE: RESIDENTIAL DEVELOPMENT



INVESTING IN FUN

- NEW & UPGRADED PARKS



- OVER 7 KM OF NEW TRAILS



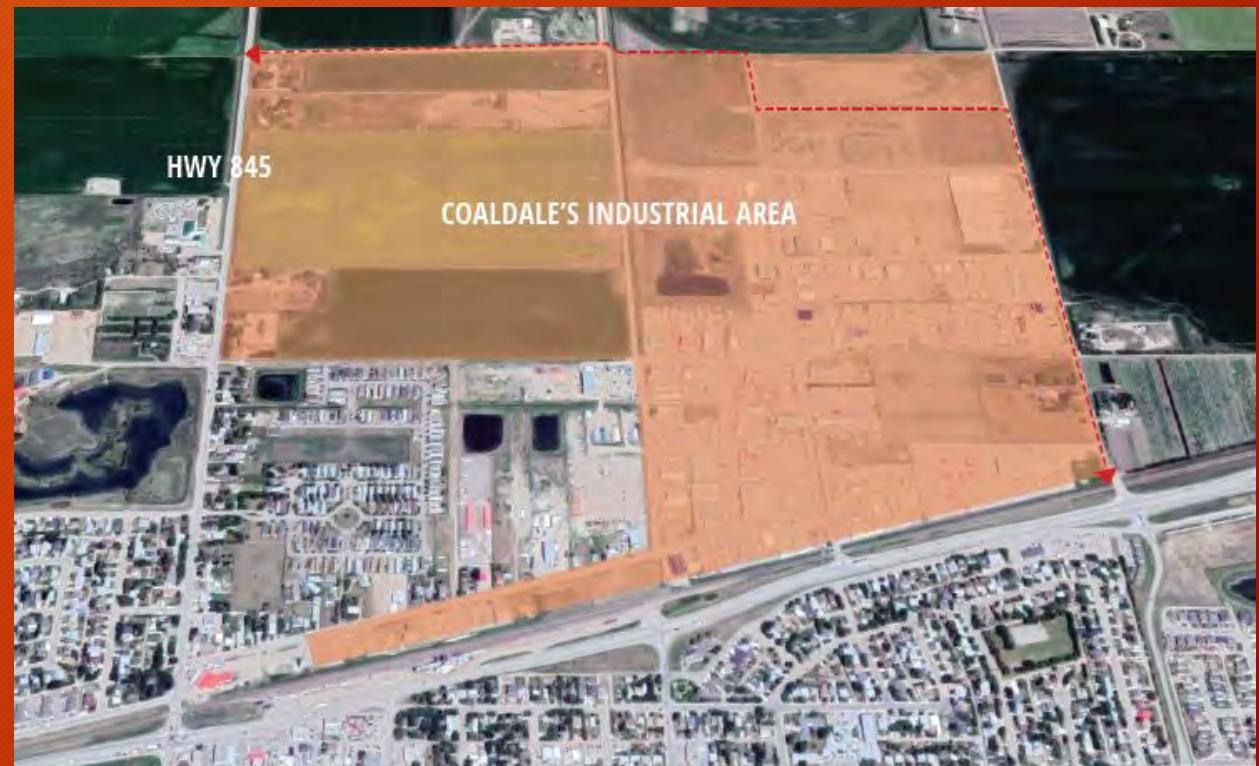
INVESTING IN FUN

- MULTI SPORT RECREATION FACILITY



BUILDING FOR INDUSTRY

- BET ON OURSELVES
- NEARLY SOLD OUT
- NEW INFRASTRUCTURE
- CONTINUE TO GROW



DOWNTOWN: THE FINAL FRONTIER



FIRE HALL



MAIN STREET

DOWNTOWN: THE FINAL FRONTIER

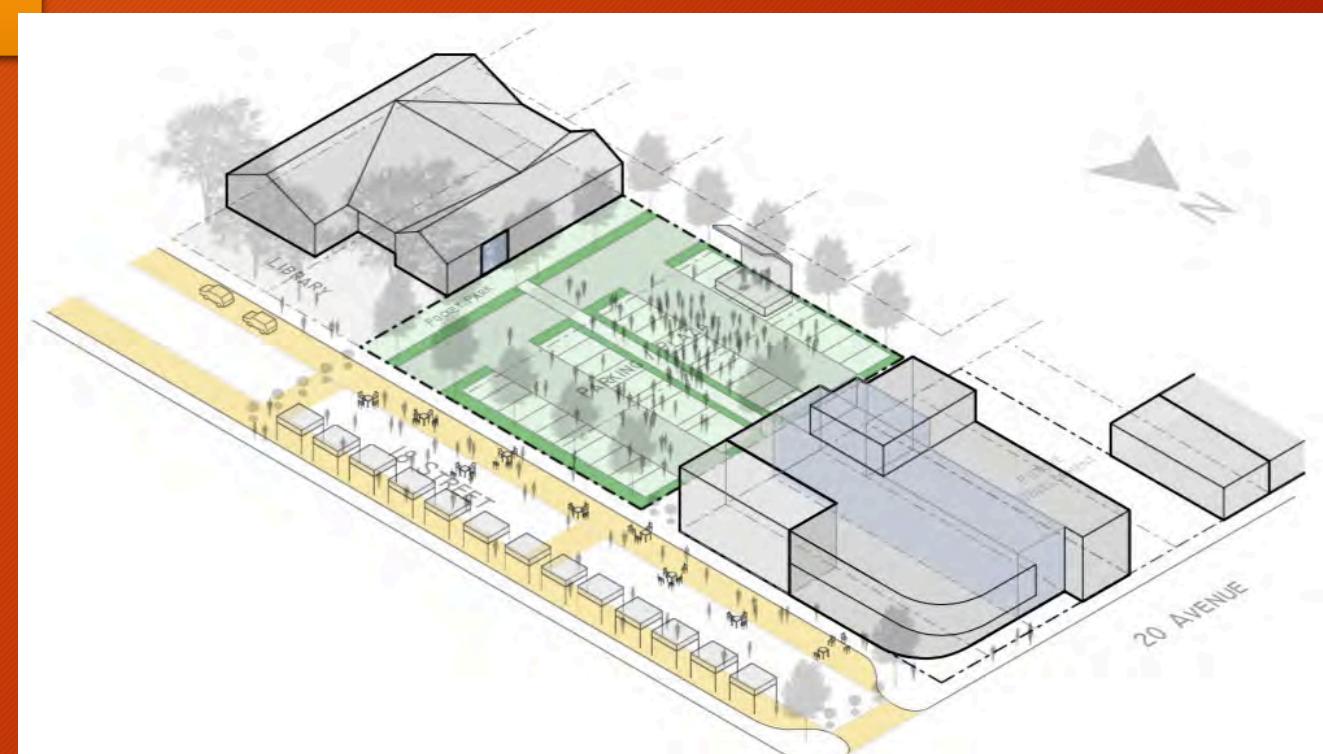
CIVIC SQUARE

TOWN HALL

COMMERCIAL
SPACE

COMMUNITY
GATHERINGS

PARKING



WHAT'S NEXT?

- DO THINGS DIFFERENTLY
- APPRECIATE WHAT WE HAVE,
UNDERSTAND WHAT WE NEED
- LEVERAGE OUR ASSETS
- WORK WITH OUR SERVICE
PROVIDERS, EXPLORE NEW
OPPORTUNITIES