



AGENDA

Regular Council Meeting

5:00 PM - Monday, October 25, 2021
HUB

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- 1.0 CALL TO ORDER**
 - 1.1 Conflict of Interest Declaration: Pecuniary and Non-pecuniary.
- 2.0 ACCEPTANCE OF THE AGENDA**
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- 3 - 10 3.0 ADOPTION OF PREVIOUS MINUTES**
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- 4.0 BUSINESS ARISING FROM THE MINUTES**
- 5.0 DELEGATION BY APPOINTMENT**
- 6.0 PUBLIC HEARING**
- 7.0 BYLAWS & POLICIES**
- 8.0 NEW BUSINESS**
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MINUTES

Regular Council Meeting

5:00 PM - Tuesday, October 12, 2021
ZOOM

The Regular Council Meeting of the Town of Coaldale was called to order on Tuesday, October 12, 2021, at 5:00 PM, via ZOOM, with the following members present:

PRESENT: Kim Craig, Mayor
Bill Chapman, Councillor
Briane Simpson, Councillor
Butch Pauls, Councillor
Doreen Lloyd, Councillor
Jacen Abrey, Councillor
Roger Hohm, Councillor

EXCUSED: None

STAFF PRESENT: Kalen Hastings, Chief Administrative Officer
Spencer Croil, Director of Planning & Development, Deputy CAO
Kyle Beauchamp, Chief Financial Officer, Deputy CAO
Kevin McKeown, Fire Chief
Cam Mills, Manager of Economic Development
Leia Cathro, Community Development Intern
Tim Koba, Asset Manager
Lana Antony, Legislative Coordinator

1.0 CALL TO ORDER

Mayor Craig called the meeting to order at 5:03pm. There was a slight delay due to technical difficulty with the live streaming equipment.

1.1 Mayor Craig inquired if there was any Conflict of Interest Declaration: Pecuniary and Non-pecuniary. Councillor Chapman noted Rene van de Vendel expressed possible conflict with item 6.2 as he is a contractor and candidate running in the municipal election. This was also noted to the election Returning Officer prior to the meeting.

2.0 ACCEPTANCE OF THE AGENDA

2.1 Regular Council Meeting Agenda – October 12, 2021

Councillor Lloyd requested an addition to the agenda; 12.3 AUMA Awards.

354-2021

Moved by Councillor Roger Hohm

THAT Council accept the Regular Council Meeting Agenda, as amended.

Carried 7-0

3.0 ADOPTION OF PREVIOUS MINUTES

3.1 Regular Council Meeting Minutes - September 27, 2021

355-2021

Moved by Councillor Bill Chapman

THAT Council approve the Regular Council Meeting Minutes from September 27, 2021, as presented.

Carried 7-0

The meeting was paused from 5:05pm to 5:07pm due to technical difficulty with the live-streaming equipment.

4.0 BUSINESS ARISING FROM THE MINUTES

4.1 Main Street Action Plan - Public Participation Plan - S. Croil

356-2021

Moved by Councillor Briane Simpson

THAT Council approve the Main Street Action Plan Public Participation Plan, as presented.

Carried 7-0

6.0 PUBLIC HEARING

6.1 5:05pm, LUB Amendment 825-P-09-21 (Public Hearing, 2nd, 3rd Reading) - C. Mills

Mayor Craig declared the public hearing open at 5:10pm.

Cam Mills read aloud a letter submitted from Heidi Froese.

Greg Schmidt, from 1702 - 30th Avenue, was present on the call to speak to the matter.

Mayor Craig declared the public hearing concluded at 5:54pm.

- 6.2 5:30pm, ASP Prairie Crossing 828-P-09-21 (Public Hearing, 2nd, 3rd Reading) - S. Croil

Mayor Craig declared the public hearing open at 5:55pm. There was no residents to speak to the matter. Mayor Craig declared the public hearing closed at 6:34pm.

- 6.3 6:00pm, LUB Amendment, Landscape Guidelines 827-P-09-21 (Public Hearing, 2nd, 3rd Reading) - S. Croil

Mayor Craig declared the public hearing open at 6:35pm. There was no residents to speak to the matter. Mayor Craig declared the public hearing closed at 6:52pm.

5.0 DELEGATION BY APPOINTMENT

7.0 BYLAWS & POLICIES

- 7.1 Land Use Bylaw Amendment 825-P-09-21 (Public Hearing, 2nd, 3rd Reading) - C. Mills

357-2021

Moved by Councillor Briane Simpson

THAT Council provide SECOND reading of the Land Use Bylaw Amendment 825-P-09-21.

In Favour: *Mayor Kim Craig, Councillor Briane Simpson, Councillor Butch Pauls, Councillor Doreen Lloyd, and Councillor Roger Hohm*

Opposed: *Councillor Bill Chapman and Councillor Jacen Abrey*

Carried 5-2

358-2021

Moved by Councillor Roger Hohm

THAT Council provide THIRD and FINAL reading of Land Use Bylaw Amendment 825-P-09-21.

In Favour: *Mayor Kim Craig, Councillor Briane Simpson, Councillor Butch Pauls, Councillor Doreen Lloyd, and Councillor Roger Hohm*

Opposed: Councillor Bill Chapman and Councillor Jacen Abrey

Carried 5-2

- 7.2 5:30pm, Area Structure Plan Bylaw 828-P-09-21 - Prairie Crossing ASP (Public Hearing, 2nd, 3rd reading) - S. Croil

359-2021

Moved by Councillor Bill Chapman

THAT Council provide SECOND reading to Area Structure Plan Bylaw 828-P-09-21, as amended.

Carried 7-0

360-2021

Moved by Councillor Doreen Lloyd

THAT Council provide THIRD and FINAL reading to Area Structure Plan Bylaw 828-P-09-21.

Carried 7-0

- 7.3 Land Use Bylaw Amendment 827-P-09-21 (Public Hearing, 2nd, 3rd Reading) - S. Croil

361-2021

Moved by Councillor Roger Hohm

THAT Council provide SECOND reading to the Land Use Bylaw Amendment 827-P-09-21.

Carried 7-0

362-2021

Moved by Councillor Roger Hohm

THAT Council provide THIRD and FINAL reading to the Land Use Bylaw Amendment 827-P-09-21.

Carried 7-0

- 7.4 Fees and Rates Bylaw 829-C-09-21 (2nd, 3rd Reading) - K. Beauchamp

363-2021

Moved by Councillor Bill Chapman

THAT Council provide SECOND reading of Fees and Rates Bylaw 829-C-09-21, as amended.

Carried 7-0

364-2021

Moved by Councillor Briane Simpson

THAT Council provide THIRD and FINAL reading of Fees and Rates Bylaw 829-C-09-21.

Carried 7-0

365-2021

Moved by Councillor Doreen Lloyd

THAT Council rescind Fire Services Bylaw 693-C-08-14.

Carried 7-0

- 7.5 Community Standards Bylaw 830-R-09-21 (2nd, 3rd Reading) - K. Beauchamp

366-2021

Moved by Councillor Briane Simpson

THAT Council provide SECOND reading of Community Standards Bylaw 830-R-09-21, as amended.

Carried 7-0

367-2021

Moved by Councillor Doreen Lloyd

THAT Council THIRD and FINAL reading of Community Standards Bylaw 830-R-09-21.

Carried 7-0

- 7.6 Cannabis Consumption Bylaw 831-R-09-21 (2nd, 3rd Reading) - K. Beauchamp

368-2021

Moved by Councillor Jacen Abrey

THAT Council provide SECOND reading of Cannabis Consumption Bylaw 831-R-09-21, as amended.

In Favour: Mayor Kim Craig, Councillor Bill Chapman, Councillor Briane Simpson, Councillor Doreen Lloyd, and Councillor Jacen Abrey

Opposed: Councillor Butch Pauls and Councillor Roger Hohm

Carried 5-2

369-2021

Moved by Councillor Briane Simpson

THAT Council provide THIRD and FINAL reading of Cannabis Consumption Bylaw 831-R-09-21.

In Favour: *Mayor Kim Craig, Councillor Bill Chapman, Councillor Briane Simpson, Councillor Doreen Lloyd, and Councillor Jacen Abrey*

Opposed: *Councillor Butch Pauls and Councillor Roger Hohm*

Carried 5-2

- 7.7 Dog Regulation & Control Bylaw 832-R-09-21 (2nd, 3rd Reading) - K. Beauchamp

370-2021

Moved by Councillor Jacen Abrey

THAT Council provide SECOND reading of Dog Regulation & Control Bylaw 832-R-09-21, as amended.

Carried 7-0

371-2021

Moved by Councillor Jacen Abrey

THAT Council provide THIRD and FINAL reading of Dog Regulation & Control Bylaw 832-R-09-21.

Carried 7-0

- 7.8 Communications Policy C-023 - L. Cathro

372-2021

Moved by Councillor Doreen Lloyd

THAT Council approve Communications Policy C-023, AND FURTHER direct administration to make any necessary corrections for grammar and spelling to the policy.

Carried 7-0

4.0 BUSINESS ARISING FROM THE MINUTES - CONTINUED

- 4.2 Municipal Accountability Program (MAP) - Response Plan - K. Hastings

373-2021

Moved by Councillor Roger Hohm

THAT Council receive the response plan for the MAP review for information.

Carried 7-0

8.0 NEW BUSINESS

- 8.1 CRA - Authorized Representatives - K. Beauchamp

374-2021

Moved by Councillor Bill Chapman

THAT Council authorize the addition of Kyle Beauchamp, Chief Financial Officer & Deputy CAO as an authorized owner for the Town of Coaldale (business number 108125717) with the Canada Revenue Agency.

Carried 7-0

9.0 DEPARTMENTAL REPORTS

- 9.1 Emergency Services Q3 Update - K. McKeown

375-2021

Moved by Councillor Doreen Lloyd

THAT Council receive the Emergency Services Update as presented.

Carried 7-0

10.0 COUNCIL & COMMITTEE REPORTS

- 10.1 SAEWA Update - K. Craig
10.2 SAEWA Media Release - K. Craig

376-2021

Moved by Councillor Bill Chapman

THAT Council receive both SAEWA items 10.1 and 10.2 as information and submit a letter of support to SAEWA Item 10.1.

Carried 7-0

11.0 CORRESPONDENCE

12.0 INFORMATION ITEMS

- 12.1 CLCLC Newsletter
- 12.2 Emergency Advisory Committee Meeting Minutes - May 6, 2021

377-2021

Moved by Councillor Roger Hohm

THAT Council receive items 12.1 and 12.2 as information.

Carried 7-0

- 12.3 AUMA Awards to K. Craig and B. Chapman - D. Lloyd

378-2021

Moved by Councillor Briane Simpson

THAT Council receive the AUMA verbal report as information.

Carried 7-0

13.0 CLOSED MEETING

14.0 ADJOURNMENT

379-2021

Moved by Councillor Butch Pauls

THAT Council move to adjourn the meeting at 8:19pm.

Carried 7-0

Kim Craig, Mayor

Kalen Hastings, CAO

AGENDA ITEM REPORT



Title: Town of Coaldale Signing Authority - K. Beauchamp
Report Type: Request for Decision
Report Author: Kyle Beauchamp
Meeting: Regular Council Meeting - 25 Oct 2021
Department: Corporate Services
Reviewed by Supervisor/Peer: Kalen Hastings

TOPICS:

Corporate Services:
 Financial

OBJECTIVE:

Subsequent to the municipal election, an update to the Town of Coaldale's authorized signing authorities will be required.

PREVIOUS COUNCIL DIRECTION:

N/A

ANALYSIS:

The following are the adjustments requested to the Town's authorized signing authority for Council's consideration:

- Remove Kim Craig, replace with Jack Van Rijn
- Kalen Hastings - no change
- Kyle Beauchamp - no change
- Spencer Croil - no change

FINANCIAL IMPACT:

N/A

STAKEHOLDER ENGAGEMENT:

N/A

DECISION OPTIONS:

1. That Council update the Town's authorized signing authorities as requested.
2. That Council request additional information from Administration before proceeding.

RECOMMENDATION:

THAT Council authorized the following individuals as signing authorities for the Town of Coaldale:

- Jack Van Rijn - Mayor

- Kalen Hastings - Chief Administrative Officer
- Kyle Beauchamp - Chief Financial Officer & Deputy CAO
- Spencer Croil - Director of Planning, Community Development & Deputy CAO

STRATEGIC ALIGNMENT WITH COUNCIL STRATEGIC PLAN:



1. Focus on Community Safety



2. Focus on Livability



3. Focus on Economic Health



4. Focus on Good Governance and Corporate Excellence



5. Focus on Responsible and Responsive Growth

AGENDA ITEM REPORT



Title: Emergency Advisory Committee Terms of Reference - C. Rutberg
Report Type: Request for Decision
Report Author: Clayton Rutberg
Meeting: Regular Council Meeting - 25 Oct 2021
Department: Emergency Advisory Committee
Reviewed by Kevin McKeown
Supervisor/Peer:

TOPICS:

Emergency Services:
 Emergency Management

COMMITTEES & BOARDS:

Emergency Advisory Committee

OBJECTIVE:

To update the Terms of Reference for the Emergency Advisory Committee.

PREVIOUS COUNCIL DIRECTION:

N/A

ANALYSIS:

The Emergency Advisory Committee consists of one member of Council and three Citizen members. These committee members are currently appointed on a one-year term. Committee members are expected to annually review and approve the various components of the emergency management program. Committee members also are required to complete a minimum amount of emergency management training to serve on the committee. With a higher workload, including the mandatory training, a longer term for committee members would drastically improve the overall function of the committee.

FINANCIAL IMPACT:

There is no associated financial impact with the adjustment to the Emergency Advisory Committee Terms of Reference.

STAKEHOLDER ENGAGEMENT:

N/A

DECISION OPTIONS:

1. Council can approve the revised Terms of Reference for the Emergency Advisory Committee.
2. Council can request further changes to the Terms of Reference for the Emergency Advisory Committee.

3. Council can continue utilizing the old Terms of Reference with a one-year appointment.

RECOMMENDATION:

THAT Council approve the updated Terms of Reference for the Emergency Advisory Committee.

RATIONALE:

Approving the updated Terms of Reference for the Emergency Advisory Committee will allow for a better working relationship to be developed between the Committee and the Director of Emergency Management for plan reviews and plan approvals.

STRATEGIC ALIGNMENT WITH COUNCIL STRATEGIC PLAN:



1. Focus on Community Safety



2. Focus on Livability



3. Focus on Economic Health



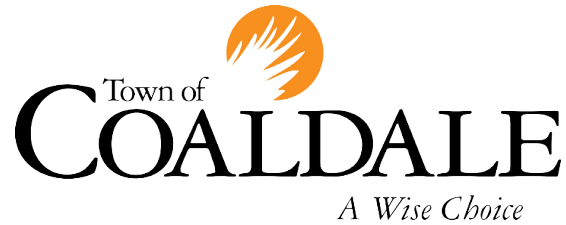
4. Focus on Good Governance and Corporate Excellence



5. Focus on Responsible and Responsive Growth

ATTACHMENTS:

- [Proposed TOR](#)
- [Current Terms of Reference](#)



**Town of Coaldale
Emergency Advisory Committee
Terms of Reference**

Purpose

The purpose of the Emergency Advisory Committee is to advise and assist Town of Coaldale Council on matters that relate to the development and operation of a “gold standard” emergency management program. The Emergency Advisory Committee was formed as a steering committee to facilitate guidance, vision, decision making, oversight and policy development with respect to the Emergency Management program of the Emergency Services Department.

Official Formation & Participants

The Committee is comprised of one member of Council to be appointed at the Annual Organizational meeting and three citizen members. These members will serve for a one-year term with the option of an extension for a maximum of three years. The extension will require the Director of Emergency Management -to submit a written recommendation- to Town Council for approval during their annual October meeting. A Committee Chair and Co-Chair will be appointed by the Committee. The Committee will also include the Director of Emergency Management Services who will be responsible as the Committee’s Administrator. The administrative positions are non-voting and will only provide the Committee with the administrative and technical support necessary to meet the Committee’s needs. The Director of Emergency Services or their delegate will be responsible for scheduling meetings, preparing agendas and keeping meeting notes or minutes.

Goals and Objectives

Provide strategic leadership to the Director of Emergency Services and the town’s Emergency Management Agency in the development, operation and continual enhancement of the town’s emergency management program. Establish and maintain the connection between the citizens of the town – via council and the Emergency Management Agency experts in the development of the EM program. In particular, the committee will ensure the town develops and maintains an emergency plan and program that is prepared to address potential emergencies and disasters. The committee will review and approve

the town's Municipal Emergency Plan and program on a yearly basis and report back to council once the review and approval are complete.

Governance

Decisions will be reached by consensus of the Committee members. Voting will be recorded as “Moved” and “Carried” or “Defeated”.

Meetings

The Committee is responsible to Council and will report its deliberations to Council through its minutes and the Committee Chair as needed. The Committee will review its terms of reference at its final meeting of each fiscal year and submit any recommendations for change to the Council.

Meetings will be held regularly as needed, however, as a minimum, three times per year in September, January and April of each year. Any member of the Committee representatives may call a meeting at any time.

Agendas for the meetings will be emailed to each Committee member with a hard copy delivered by Administration on the date of the meeting.

Authority and Responsibilities

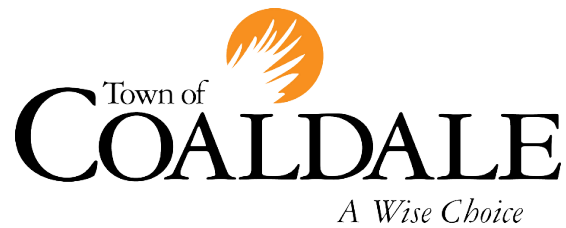
The Committee is accountable to Council and shall not be entitled to sub-delegate all or any of the powers and authority delegated to it. The Committee may not implement or authorize any action that is the responsibility of Council.

Quorum

A quorum will require a minimum of two voting members of the Committee to attend the meeting.

Training

The committee members shall complete ~~the Basic Emergency Management or attend the Municipal Elected Officials course during their term. This training will be provided to the committee members at no cost.~~ Municipal Elected Official course and the Basic Emergency Management course within 90 days of their appointment. These records shall be submitted to the Director of Emergency Management.



Town of Coaldale
Emergency Advisory Committee
Terms of Reference

Purpose

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Goals and Objectives

Provide strategic leadership to the Director of Emergency Services and the town’s Emergency Management Agency in the development, operation and continual enhancement of the town’s emergency management program. Establish and maintain the connection between the citizens of the town – via council and the Emergency Management Agency experts in the development of the EM program. In particular, the committee will ensure the town develops and maintains an emergency plan and program that is prepared to address potential emergencies and disasters. The committee will review and approve the town’s Municipal Emergency Plan and program on a yearly basis and report back to council once the review and approval are complete.

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Quorum

A quorum will require a minimum of two voting members of the Committee to attend the meeting.

Training

The committee members shall complete the Basic Emergency Management or attend the Municipal Elected Officials course during their term. This training will be provided to the committee members at no cost.

AGENDA ITEM REPORT



Title: Country Christmas Night of Lights Parade - C. Hoffman
Report Type: Request for Decision
Report Author: Cindy Hoffman
Meeting: Regular Council Meeting - 25 Oct 2021
Department: Community Services
Reviewed by Russ Tanner
Supervisor/Peer:

TOPICS:

Recreation & Community Services:
 Events

OBJECTIVE:

The following report is to provide Council with recommendations concerning the annual Country Christmas Night of Lights Parade and activities. Further, to ask for approval or modification of the recommendation.

PREVIOUS COUNCIL DIRECTION:

First time this matter has appeared before council

Due to the continued presence of Covid-19, this 2021 recommendation specific to the Country Christmas Night of Lights Parade and activities is the same as it was in 2020 when it was previously cancelled.

ANALYSIS:

The 2021 Country Christmas Night of Lights is scheduled for Friday, November 19. The event runs from 4:30pm to 8:00pm along 20th Ave with the main attraction being the Christmas light parade. During this event, businesses along Main Street stay open late and participate in many ways. The following are some examples of how they participate:

- Provide specials (sales);
- Provide hot chocolate;
- Provide popcorn or apple cider; and,
- Provide games and crafts.

The event typically draws 2000+ people along the parade route which starts at the Coaldale Health Centre and ends at John Davidson School. Since the Covid virus continues to be present in Alberta, some restrictions do continue to apply to outdoor events.

KEY CONSIDERATIONS:

The following information was considered prior to Administration making their recommendation.

The Current AHS restrictions as per the AHS website are as follows:

"Events and facilities that are fully outdoors (excluding washrooms), have no capacity restrictions but must maintain 2 meters distancing between households or 2 close contacts for those living alone."

Additional Event Specific Considerations

- Historically, the Country Christmas Night of Lights draws 2000+ people to the parade route, with a large percentage of people gathering between 17th Street and 19th Street. This particular area can see up to 12 people deep on the sidewalk with many people flooding into the street. Holding the parade could pose a potential risk for the transmission of the virus;
- Given the resources at our disposal, we do not foresee a service where the 2 meter distancing requirement could be successfully enforceable;
- Business owners may have various levels of comfort with participating which could impact offering the extras such as the hot chocolate, popcorn, games, etc.;
- This event was cancelled in 2020 due to Covid-19; and,
- This event draws families with young children who are currently unable to be vaccinated against Covid-19.

FINANCIAL IMPACT:

Operating

The operating budget for the Night of Lights 2021 is \$5,000. Historically this total budget is used on this event.

STAKEHOLDER ENGAGEMENT:

The local health inspector has been consulted and has advised Administration that the 2 meter distancing requirement will need to be enforced. If a creative way could be found to ensure distancing, the event could proceed safely.

DECISION OPTIONS:

Option #1: Cancel the 2021 Country Christmas Night of Lights.

Option #2: Move forward with the event once a plan is developed. A plan that will require physical barriers and enforcement processes specific to social distancing as suggested by our local health inspector.

RECOMMENDATION:

THAT Council Cancel the Country Christmas Night of Lights and activities for 2021.

RATIONALE:

Any parade will draw a large number of people to the parade route. Anticipating how many exactly and where the crowds will congregate is difficult to predict. The expectations placed on this type of event by AHS and the direction provided by our local health inspector would make organizing and providing such an service near impossible with the current resources and budget we have to operate within.

STRATEGIC ALIGNMENT WITH COUNCIL STRATEGIC PLAN:



1. Focus on
Community Safety



2. Focus on Livability



3. Focus on Economic
Health



4. Focus on Good
Governance and
Corporate Excellence



5. Focus on
Responsible and
Responsive Growth