

SPECIAL COUNCIL MEETING AGENDA
December 16, 2019 – 4:30 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

4.0 BUSINESS ARISING FROM THE MINUTES

4.1 Outdoor Pool Repairs – Request for Decision – J. MacPherson

5.0 DELEGATION

6.0 BYLAWS

6.1 Utility Bylaw 772-R-12-19 – K. Beauchamp

7.0 NEW BUSINESS

8.0 DEPARTMENTAL REPORTS

8.1 Safety Update – M. Vanrobaeys

8.2 Community Services – 2020 Events Update – C. Hoffman

8.3 Operating Budget Approval – K. Beauchamp

8.4 Recreation & Culture Achievement Awards Banquet – C. Hoffman

9.0 COUNCIL REPORTS

10.0 CORRESPONDANCE

11.0 INFORMATION ITEMS

12.0 CLOSED MEETING

12.1 Oldman River Regional Services Commission – Service Agreement
– S. Croil (FOIPP Sections 23, 24, 25 and 27)

13.0 ADJOURNMENT



DECEMBER 16, 2019 SPECIAL COUNCIL MEETING

OUTDOOR POOL REPAIR – COALDALE POOL

PURPOSE:

In response to the Public engagement summary and the pool infrastructure analysis presented to council on Dec. 9th, 2019 council resolved that:

MOTION 365.19

Councillor Chapman moved that Council accept the report on public engagement and survey results as information AND that Council accept the report on repairing the existing pool and attached engineering report as information AND that Council direct administration to engage in an RFP to fix the existing pool in line with the report provided from MPE Engineering – accepting of submitted bids only if in line with budgetary approval.

And;

MOTION 366.19

Councillor Hohm moved that administration come back with a go forward plan prior to June of 2020, and continue to work with the citizens of Coaldale to find out our long-term plans and come back with a final recommendation by December 2020.

Proposed budget: \$265,000

Proposed funding source: Pool replacement reserve, projected balance of \$270,386 at 12/31/2019.

Proposed Schedule:

Post RFP – December 2019

Award RFP – January 2020

Construction Begin – January 2020

Construction End – May 2020

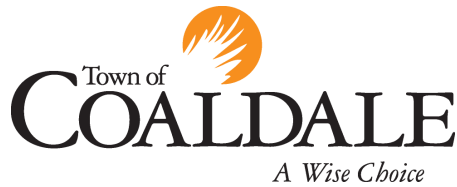
Pool Open – June 2020

RECOMMENDATION:

1. THAT Council approve the proposed budget of \$265,000 from the pool replacement reserve and direct administration to award the RFP to a qualified contractor and proceed with the pool repairs.

Respectfully Submitted:

Justin MacPherson, CET
Director of Operational Services

**DECEMBER 16, 2019 SPECIAL COUNCIL MEETING****BYLAW 772-R-12-19 UTILITY RATES****PURPOSE:**

The following report is to bring the 2020 Utility Rate Bylaw to Council for approval.

OVERVIEW:

The follow bylaw maintains utility rates at 2019 levels, thus creating a 0% increase.

2021 and future utility rates will be evaluated in review with the implementation of the Town's Asset Management Program and Infrastructure Master Plan in 2020.

PUBLIC ENGAGEMENT

The MGA does not contain requirements that require a public hearing for adoption of a utility rates bylaw.

RECOMMENDATION:

1. THAT Council proceed with 1st reading of the Utility Rates Bylaw 772-R-12-19;
2. THAT Council proceed with 2st reading of the Utility Rates Bylaw 772-R-12-19;
3. THAT Council move to provide unanimous consent to provide third reading of Utility Rates Bylaw 772-R-12-19;
4. THAT Council proceed with 3st reading of the Utility Rates Bylaw 772-R-12-19;

Respectfully Submitted:

Kyle Beauchamp, CPA, CA
Director of Corporate Services

**BYLAW 772-R-12-19
TOWN OF COALDALE
PROVINCE OF ALBERTA**

**BEING A BYLAW OF THE TOWN OF COALDALE
TO AUTHORIZE AND GOVERN WATER, SEWER, SOLID WASTE, RECYCLING
AND STORM WATER RATES FOR 2020.**

WHEREAS under the authority of and pursuant to provisions of the *Municipal Government Act* the Council may pass a bylaw for establishing the rates and charges for public utilities;

NOW THEREFORE, the Municipal Council of the Town of Coaldale duly assembled hereby enact the rates and charges for public utilities 2020.

1. TITLE

This Bylaw may be cited as the “Utility Rate Bylaw” of the Town of Coaldale. Where the terms of this Bylaw conflict with the provisions of any other Bylaw of the Town of Coaldale, this Bylaw shall prevail.

2. INTERPRETATIONS AND DEFINITIONS

2.1 Unless the context specifically indicates otherwise, the meaning used in this Bylaw shall be as follows:

- 2.1.1 “Bulk Water” means water provided to a Consumer through part of the Town’s Water System but not through a service connection as defined in Bylaw 762-R-07-19, the Water Services Bylaw;
- 2.1.2 “Commercial Consumer” means the owner or occupier of a commercial establishment or a dwelling unit containing a commercial establishment other than a house occupation where the premises has a Utility Services Account with the Town;
- 2.1.3 “Consumer” means both Commercial Consumers, Domestic Consumers, Out of Town Consumers, and any person, entity, or government, who has a Utility Services Account with the Town;
- 2.1.4 “Council” means the Council of the Town of Coaldale;
- 2.1.5 “Dwelling Unit” means one or more self-contained rooms designed to be used as a dwelling and that includes sleeping, cooking, living, and sanitary facilities and having an independent entrance either directly from the outside of the building or through a common area within the building;
- 2.1.6 “Domestic Customer” means the owner or occupier of a residence containing one or more dwelling units that has a utility services account with the Town and includes Churches premises;

- 2.1.7 “Occupant” means a person who is an owner of a premises who resides or carries on business within a premise or a person who resides in the premises or carries on a business within a premise pursuant to a lease or licence.
- 2.1.8 “Out of Town Consumer” means both Commercial Consumers and Domestic Consumers who have a Utility Services Account with the Town, but have property or a premise located outside of the geographical limits of the Town;
- 2.1.9 “Premises” includes lands and buildings or both, or a part thereof;
- 2.1.10 “Town” means the municipal corporation of The Town of Coaldale, and includes the geographical area within the boundaries of The Town of Coaldale where the context so requires;
- 2.1.11 “Utility Invoice” means a customer’s billing statement for Town utilities, including E-bills.
- 2.1.12 “Utility Services” means the utilities provided by the Town in accordance with the *Municipal Government Act*, RSA 2000 c M-26, including, water, sewer, garbage collection, and storm drainage.
- 2.1.13 “Utility Services Account” means the account a consumer sets up with the Town for the main purpose of receiving and paying utility invoices.

3. WATER RATES

3.1 DOMESTIC CONSUMERS shall be billed:

\$23.10 per calendar month January 1, 2020 per individual dwelling unit

plus

\$1.093 for each cubic meter of water used per calendar month January 1, 2020.

3.2 COMMERCIAL CONSUMERS shall be billed:

\$23.10 per calendar month January 1, 2020 per premises or individual dwelling unit as determined by the Town in its sole discretion

plus

\$1.093 for each cubic meter of water used per calendar month January 1, 2020 per premises or individual dwelling unit as determined by the Town in its sole discretion.

3.3 BULK WATER users shall be charged:

\$3.6600 per cubic meter January 1, 2020 per premises or individual dwelling unit as determined by the Town in its sole discretion.

3.4 OUT OF TOWN CONSUMERS users shall be charged as follows:

3.4.1 DOMESTIC CONSUMERS shall be billed:

\$34.76 per calendar month January 1, 2020 per individual dwelling unit

plus

\$2.830 for each cubic meter of water used per calendar month January 1, 2020 per individual dwelling unit.

3.4.2 COMMERCIAL CONSUMERS shall be billed:

\$34.76 per calendar month January 1, 2020 per premises or individual dwelling unit as determined by the Town in its sole discretion

plus

\$2.830 for each cubic meter of water used per calendar month January 1, 2020 per premises or individual dwelling unit as determined by the Town in its sole discretion.

4. SANITARY SEWER RATES

4.1 DOMESTIC CONSUMERS shall be billed:

\$15.70 per calendar month January 1, 2020 per individual dwelling unit;

plus

\$1.063 for sewage discharge volume as determined by the average winter water consumption January 1, 2020 per individual dwelling unit.

4.2 COMMERCIAL CONSUMERS shall be billed:

\$15.70 per calendar month January 1, 2020 per premises or individual dwelling unit as determined by the Town in its sole discretion

plus

\$1.063 for sewage discharge volume as determined by water consumption January 1, 2020 per premises or individual dwelling unit as determined by the Town in its sole discretion.

4.3 OUT OF TOWN CONSUMERS shall be charged as follows:

4.3.1 **DOMESTIC CONSUMERS** shall be billed:

\$17.60 per calendar month January 1, 2020 per individual dwelling unit

plus

\$1.159 for sewer discharge volume as determined by the average winter water consumption January 1, 2020, per individual dwelling unit.

4.3.2 **COMMERCIAL CONSUMERS** shall be billed:

\$17.60 per calendar month January 1, 2020 per premises or individual dwelling unit as determined by the Town in its sole discretion

plus

\$1.159 for sewer discharge volume as determined by the water consumption January 1, 2020 per premises or individual dwelling unit as determined by the Town in its sole discretion.

5. SOLID WASTE SERVICES RATES:

5.1 **DOMESTIC CONSUMERS** shall be billed:

\$29.50 per calendar month for one (1) solid waste and recycle pick-up per week January 1, 2020

5.2 **COMMERCIAL CONSUMERS** shall be billed:

5.2.1 \$59.15 per month shall be levied for two (2) solid waste pick-ups and one (1) recycling pick-up per week January 1, 2020 per bin;

5.2.2 A charge of \$26.25 per pick-up shall be levied for each additional pick-up of solid waste over the regular two (2) pick-ups per week January 1, 2020

5.2.3 A charge of \$13.00 per pick-up shall be levied for each additional pick-up of recycling over the regular one (1) pick-up per week January 1, 2020.

6. STORM WATER DRAINAGE RATES

6.1 **DOMESTIC CONSUMERS** be billed:

\$7.95 per calendar month January 1, 2020 per residential dwelling unit.

6.2 **COMMERCIAL CONSUMERS** shall be billed:

\$7.95 per calendar month January 1, 2020 per premises or individual dwelling unit as determined by the Town in its sole discretion.

7. TRANSFER FEE

7.1 DOMESTIC AND COMMERCIAL CONSUMERS: Fee for transfer of unpaid utilities to the property tax account as per the various utility Bylaws for the Town shall be:

\$30.00 January 1, 2020 per transfer.

8. WATER METER FEE

8.1 DOMESTIC CONSUMERS:

8.1.1 New and redeveloped Domestic Consumers with up to one (1) inch (25 mm) water service shall be charged a one-time water meter fee with the development permit application. Water meters shall be supplied and owned by the Town of Coaldale:

\$630.00 per water meter, effective January 1, 2020.

8.1.2 New and redeveloped Domestic Consumers with up to two (2) inch (51 mm) water service shall be charged a one-time water meter fee with the development permit application. Water meters shall be supplied and owned by the Town of Coaldale:

\$1,580.00 per water meter, effective January 1, 2020.

8.2 COMMERCIAL CONSUMERS:

8.2.1 New and redeveloped Commercial Consumers with up to one (1) inch (25 mm) water service shall be charged a one-time water meter fee with the development permit application. Water meters shall be supplied and owned by the Town of Coaldale:

\$630.00 per water meter, effective January 1, 2020.

8.2.2 New and redeveloped Commercial Consumers with up to two (2) inch (51 mm) water service shall be charged a one-time water meter fee with the development permit application. Water meters shall be supplied and owned by the Town of Coaldale:

\$1,580.00 per water meter, effective January 1, 2020.

8.2.3 New and redeveloped Commercial Consumers with water service exceeding two (2) inches (51 mm) shall be charged a one-time water meter fee of the cost of the water meter and MXU plus a 15% set-up fee with the development permit application. Water meters shall be supplied and owned by the Town of Coaldale.

9. MISCELLANEOUS UTILITY FEES

9.1 Connect/Disconnect fees will be billed as follows:

\$58.25 per service activity January 1, 2020.

9.2 New Utility Service Account fees will be billed as follows:

\$20.00 per new account set up January 1, 2020.

9.3 Hourly Labour Rate Utilities will be billed as follows:

\$58.25 per hour January 1, 2020.

9.4 Deposit for a new water meter, for new construction or development:

\$500.00 per meter January 1, 2020.

9.5 Replacement fees for water meter components will be billed as follows:

9.5.1 \$350.00 - Residential/Commercial up to 1" meter;

9.5.2 \$1,400.00 - Commercial up to 2" meters;

9.5.3 Meter replacement Cost + 15% - Commercial greater than 2" meters;

9.5.4 \$325.00 - MXU (remote radio meter reader)

9.6 Water meter testing will be billed as follows:

\$159.15 per test on one (1) meter January 1, 2020.

9.7 Fees for Fire Hydrant meter rental will be billed as follows:

9.7.1 \$3.66 per cubic meter, effective January 1, 2020,

9.7.2 \$20.00 per day,

9.7.3 \$750.00 damage deposit required at time of rental, and

9.7.4 If the unit or hydrant is damaged the renter, will be responsible for the full replacement cost.

9.8 Fees for irrigation meter rentals will be billed as follows:

9.8.1 \$100.00 per season per meter; and

9.8.2 \$1.093 per cubic meter, effective January 1, 2020.

9.9 Fees for damaged curbstops that require excavation equipment to repair, will be billed as follows:

9.9.1 \$1,000.00

10. FEES FOR VIOLATION OF WATER RATIONING ORDERS

10.1 Non-compliance with outdoor water use prohibitions and restrictions will be billed as follows:

10.1.1 \$100.00 per violation of a Stage 1 Water Rationing Order;

10.1.2 \$200.00 per violation of a Stage 2 Water Rationing Order;

10.1.3 \$300.00 per violation of a Stage 3 Water Rationing Order;

10.1.4 \$400.00 per violation of a Stage 4 Water Rationing Order; and

10.1.5 \$500.00 per violation on prohibitions and restrictions associated with a Water Emergency Rationing Order.

11. APPEALING FEES AND RATES

A Consumer who uses, receives, or pays for Utility Services through a Utility Service Account with the Town, may appeal a service charge, rate, or toll charged under this Bylaw, to the Alberta Utilities Commission on the following grounds: that such service charge, rate, or toll does not conform to the established public utility rate structure, has been improperly imposed, or is discriminatory.

12. BYLAW RESCINDED

Bylaw 761-R-07-19 and any amendments are hereby rescinded.

13. EFFECTIVE DATE

This Bylaw shall come into full force and effect when this Bylaw has achieved third reading and is duly signed.

READ a FIRST time this 16th day of December, 2019.

Mayor – Kim Craig

CAO – Kalen Hastings

Motion #:

READ a SECOND time this 16th day of December, 2019

Mayor – Kim Craig

CAO – Kalen Hastings

Motion #:

UNANIMOUS CONSENT to hold THIRD and FINAL reading this 16th day of December, 2019.

Mayor – Kim Craig

CAO – Kalen Hastings

Motion #:

READ a THIRD and FINAL time this 16th day of December, 2019.

Mayor – Kim Craig

CAO – Kalen Hastings

Motion #:



Certificate of Recognition

What is a Certificate of Recognition(COR)?

- Evaluated safety management system
- Established standard by OHS
- Certificates are issued by certifying partners
- Co-signed by Alberta Labour



Why get a COR?

- Injury and illness prevention
- Study from University of British Columbia in 2018
 - Alberta COR holders had:
 - 21% lower LTC
 - 13% lower disabling injury
- Lower costs
- Injury prevention
- Eligible rebate
- Morale and productivity
- Competitive advantage
 - Contractors require COR

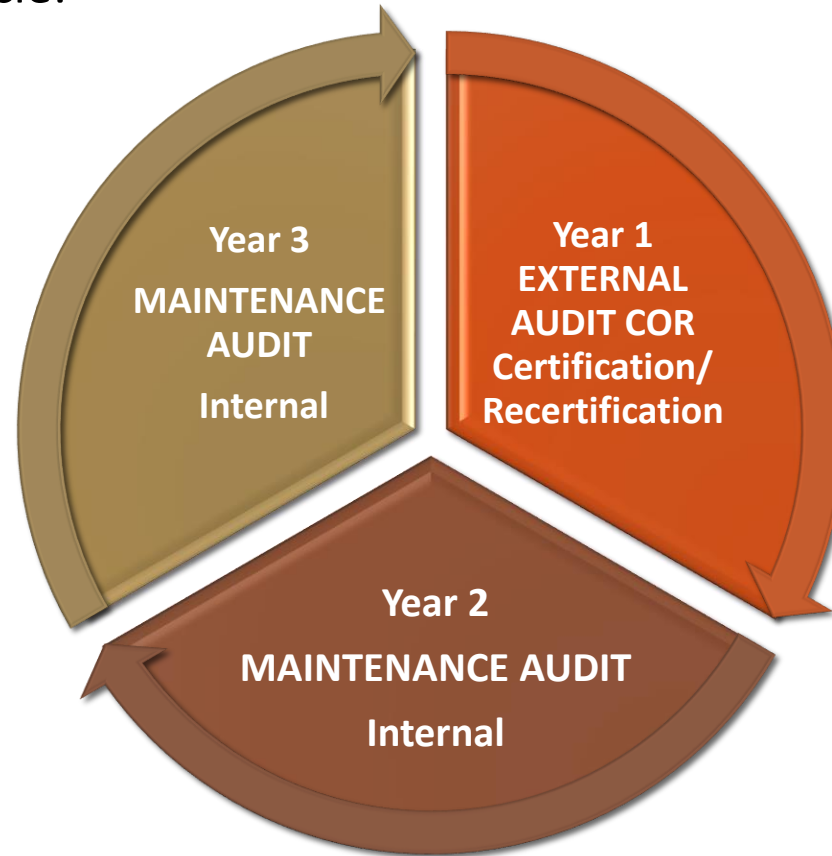


How do we get COR?

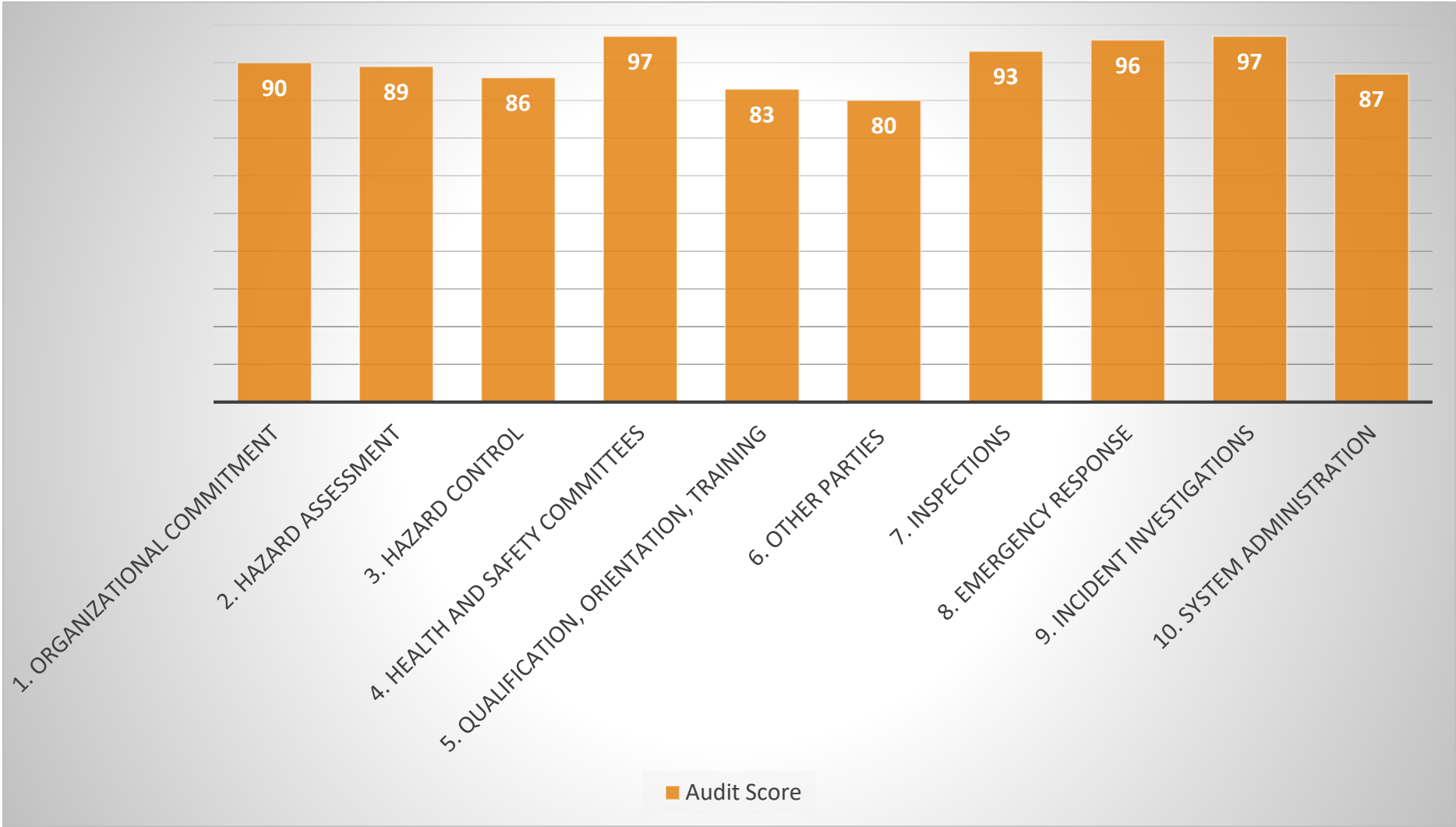
- External audit of our health and safety program
 - Minimum score of 80%, with no less than 50% in any one of the 10 elements.
1. Management, leadership and organizational commitment
 2. Hazard assessment
 3. Hazard control
 4. Joint work site health and safety committees (HSCs), and health and safety (HS) Representatives
 5. Qualifications, orientation and training
 6. Other parties at or in the vicinity of the work site
 7. Inspections
 8. Emergency response
 9. Incident investigations
 10. System administration

How do we maintain COR?

The COR process involves a 3-year cycle:



Our score

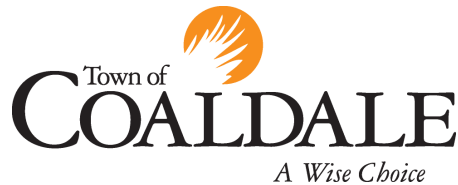


Overall score 90%

Closing

Any Questions?

Thank you



Request for Decision

DECEMBER 16, 2019 SPECIAL COUNCIL MEETING

COMMUNITY SERVICES – 2020 EVENTS UPDATE

PURPOSE:

The following report is to provide Council with information in regards to operational budgets for Town events planned by Community Services and to ask Council to consider and make decisions based on the information and recommendations provided.

BACKGROUND:

During budget discussions, Council had requested to get details on what annual community events Community Services currently plans and the cost of each event.

OVERVIEW:

11 annual events are budgeted each year. Seven of the events are high profile in the community (Community Fest, Settler Days, Movie in the Park, BBQ and Mass Registration, Remembrance Day, Night of Lights and Christmas Skate; one event is under review by Community Services (Volunteer Appreciation); one event is new in 2019 (Winter Light Festival); one event was approved in 2016, but has never been implemented (Recreation & Culture Achievement Awards); one event was implemented several years ago, but did not prove to be a well attended event (AB Culture Days). Depending on Council's decisions based on the recommendations provided, there is a possible budget savings of \$9300.

PUBLIC ENGAGEMENT:

N/A

RECOMMENDATION:

1. THAT Council consider the recommendations provided and make decisions on the annual events provided to the community through Community Services.

Respectfully Submitted:

Cindy Hoffman
Community Services Manager

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

Department	Signature
Community Services	Cindy Hoffman

Community Services 2020 Events Budget

Community Fest (Feb 17)

- Mid-winter family event including lunch, skating, laser tag, wagon rides, face painting, balloon artists, crafts and art station, small animal petting zoo and more. Well established event that the community looks forward to. Estimated attendance 1200.
 - Total Budget: \$3700
 - Recommendation: Maintain full amount

Volunteer Appreciation (week of April 19-25)

- Annual celebration to thank our community volunteers. In the past, a sit down dinner with entertainment has been planned. Attendance has declined. We are looking into other options for this event and would like to retain the full budget dollars for 2020 until we decide on a plan for the event. 2017 attendance 165; 2018 attendance 55; no event in 2019
 - Total Budget: \$6500
 - Recommendation: Maintain full amount for 2020 with review of budget for 2021

Settler Days (July 3-4)

- Feature family event including Candy Parade, inflatables, petting zoo, face painting and air brush tattoos, crafts, sparkle tattoos, wagon rides, music entertainment and stage line-up, fireworks, and more. Estimated attendance 4000+
 - Total Budget: \$45,000
 - Recommendation: Approve full budget request

Community Services 2020 Event's Budget

Outdoor Movie Night (Aug 21)

- Outdoor inflatable movie screen showing in Millennium Park. Estimated attendance 600+
 - Total Budget: \$2800
 - Recommendation: Maintain full amount

Family BBQ and Mass Registration (Sept 9)

- BBQ and Community Group Promotion and Registration. In the past we have provided live entertainment (musicians) which was well received. In 2019 we started charging \$2 for a hotdog, drink and chips. Estimated attendance 200
 - Total Budget: \$3050
 - Recommendation: Reduce budget to \$1000 if we continue with entertainment. \$600 if no entertainment.

Remembrance Day (Nov 11)

- Estimated attendance 600+. Will continue to add to the Coaldale Tribute Video as new names and information become available. Replacement of wreathes ongoing, honorariums and volunteer rehearsal refreshments included in this budget.
 - Total Budget: \$1500
 - Recommendation: Maintain full amount

Community Services 2020 Event's Budget

Country Christmas Night of Lights (Nov 20)

- Feature family event with tremendous support from businesses and community groups. Includes Night of Lights Parade, hot chocolate and treats, story time and pictures with Santa, family activities and crafts, bon fires and more.
 - Total Budget: \$5000
 - Recommendation: Maintain full amount

Festival of Lights (Nov 21 – Jan 3)

- Light Display at Kin Picnic Shelter. The park is open two nights a week and hosted by Community Services and Community Groups. Different family activities are featured each night including gingerbread house decorating, crafts, scavenger hunt, live musical performances, hot chocolate, apple cider, smores, bonfire, wagon rides, hotdogs and more.
 - Total Budget: \$15,000 for the purchase of more lights to expand the light display in 2020. 2019 light purchase was \$14,500. Community Grant of \$11,000 and sponsorship from Telus of \$3000 in 2019 was used for expenses incurred from hanging the lights, power cords, additional light purchases, vendor sheds, entertainment, general family activities
 - Recommendation: Approve full budget request

Christmas Skate (Dec 12)

- Skating and pictures with Santa and Mrs. Claus, face painting, hot chocolate and hot dog lunch
 - Total Budget: \$4300
 - Recommendation: Reduce budget to \$1200

Community Services 2020 Event's Budget

Alberta Culture Days

- No planned event
 - Budget: \$1000
 - Recommendation: Remove this line item from the budget

Recreation and Culture Achievement Awards

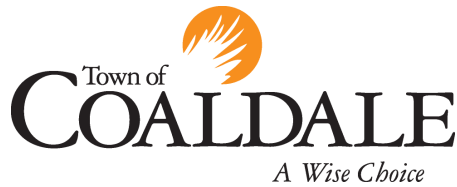
- Event approved in 2016. To date, no event has been planned or executed.
 - Total Budget: \$6500
 - Recommendation: Consider becoming a part of the Coaldale & District Chamber of Commerce Awards Banquet. This is a well established awards banquet. By sponsoring awards within this event, the Town budget for this event could be reduced by approximately half and the focus would be on one all inclusive Coaldale awards banquet instead of two separate awards banquets. (Please refer to Staff Report presented at Dec 16 Council meeting). Recommended Budget: \$3350

Contingency for Any Event

- Approved in 2018 and to be used at discretion for any event needing additional funding.
 - Total Budget: \$5000
 - Recommendation: Maintain full amount

Community Services 2020 Event's Budget Overview

Event	2019 Spend (\$)	2018 Spend (\$)	2020 Budget (\$)	2020 Request (\$)	Variance (\$)
Community Fest	4110	1900	3700	3700	0
Volunteer Appreciation	0	4400	6500	6500	0
Settler Days	47,800	15,800	45,000	45,000	0
Outdoor Movie Night	2063	2700	2800	2800	0
Family BBQ and Mass Registration	500	550	3050	1000	+2050
Remembrance Day	332	1210	1500	1500	0
Night of Lights	3364	3620	5000	5000	0
Festival of Lights	25,000	N/A	15,000	15,000	0
Christmas Skate	900	952	4300	1200	+3100
Alberta Culture Days	0	0	1000	0	+1000
Rec & Culture Awards	0	0	6500	3350	+3150
Contingency	0	5000	5000	5000	0
	84,069	36,132	99,350	90,050	+9300



DECEMBER 16, 2019 SPECIAL COUNCIL MEETING

2020/2022 OPERATING BUDGET

PURPOSE:

The purpose of this report is to present the 2020-2022 Operating Budget to Council for approval. Per the Municipal Government Act, operating budgets need to be passed annually – even while long range operating plans are in place.

OVERVIEW:

This budget presents Council's commitment to the residents and businesses of Coaldale to increase services while maintaining fiscal responsibility. The proposed tax rates are based on assessment growth projections from December 2019. Final figures will be known in April 2020.

As part of the 2019 Operating Budget, a \$120 recreation levy was applied to all developed residential parcels within the municipal boundaries of Coaldale to fund the design and construction of a multi-use recreation centre. To offset this cost to the residents of Coaldale, a 0% tax increase in the residential municipal tax rate was mandated for 2019 and 2020.

With a focus on reviewing internal operations and identifying efficiencies, Council has provided further direction to reduce residential municipal taxes by 1.38% between 2019 (0.75%) and 2020 (0.63%). This decrease in combination with the recreation levy for two years (2019 & 2020) was compared to a compounded 2% increase in taxes with no recreation levy over the same period of time. The net effect for an average residential property value in Coaldale results in no change to their municipal property taxes.

The non-residential municipal tax rate for 2020 will remain unchanged from the previous year at 10.5451. This represents a 2% increase in non-residential taxes after adjusting for inflation.

HIGHLIGHTS

Below is a summary of the highlights from the 2020 budget:

- The collective cost of salaries, wages and benefits have been reduced by \$12,230 – 0.20%;
- Other operating expenditures have been reduced by \$333,178 – 3.5%;

- The reduction in expenses do not result in any reductions of service levels for the residents and business of Coaldale. Rather, these savings are a result of reviewing external contracts—many of which were RFP'd—which has resulted in various operational efficiencies;
- In 2020, it is expected that the total RCMP policing cost will be \$1,406,240. It is important to note that the Town of Coaldale remains the only municipality in Canada—with a population size between 5000 and 15,000 residents—that pays 100% cost for its RCMP policing resources; all other municipalities in Canada between 5000 and 15,000 people pay 70% of the cost of policing.
- There was a \$107,000 reduction in photoradar and traffic fine revenue, as the Province, due to recent policy changes, now takes a higher percentage of fine revenue than in years previous (40% as opposed to 27%).
- An additional \$20,000 has been re-directed to the annual Settler's Days event in order to maintain the firework show, and an additional \$15,000 was set aside to enhance the Festival of Lights show.
- A 0% increase in municipal utility rates.

Below is a summary of the 2020/2022 Operating Budget. Future correspondence through a budget book will be available in January/February 2020.

TOTAL TAX SUPPORT	2020	2021	2022
Council	302,535	306,938	311,576
Administration	1,517,486	1,565,157	1,607,683
Infrastructure Services	504,075	518,287	527,895
Operations	2,979,810	3,098,756	3,153,410
Planning & Community Development	1,669,472	1,749,298	1,798,997
Protective Services	2,413,856	2,416,177	2,448,369
General	(922,540)	(938,199)	(872,096)
	\$ 8,464,694	\$ 8,716,412	\$ 8,975,834

REVENUES	2020	2021	2022
Property Taxes	8,464,694	8,716,412	8,975,834
Recreation Levy	380,689	384,496	388,341
Sales of Goods & Services	5,589,956	5,736,507	5,848,856
Investments, Land Sales, Development, Franchise	1,992,100	1,977,650	1,789,005
Fines, Penalties, Permits, Other	763,151	771,370	781,167
Grants	858,685	838,685	815,965
Transfers from Reserves	1,239,272	398,972	567,741
	\$ 19,288,547	\$ 18,824,091	\$ 19,166,909

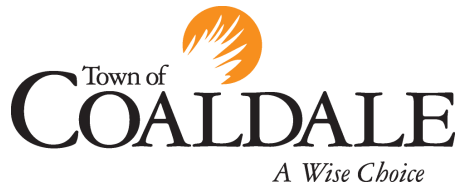
EXPENDITURES	2020	2021	2022
Salaries, Wages and Benefits	6,146,062	6,376,061	6,502,855
Contracted and General Services	6,330,583	5,676,945	5,758,560
Materials, Goods, Supplies and Utilities	2,390,185	2,332,362	2,395,725
Other	169,374	68,068	68,066
Grants/Transfer Payments	179,134	182,862	186,603
Transfers to Reserves	2,663,131	2,784,289	2,858,102
Debentures	1,410,078	1,403,503	1,396,998
	\$ 19,288,547	\$ 18,824,091	\$ 19,166,909

RECOMMENDATION:

1. THAT Council approve the 2020/2022 Operating Budget for the Town of Coaldale.

Respectfully Submitted:

Kyle Beauchamp, CPA, CA
Director of Corporate Services



Request for Decision

DECEMBER 16, 2019 SPECIAL COUNCIL MEETING

RECREATION & CULTURE ACHIEVEMENT AWARDS BANQUET

PURPOSE:

The following report is to ask Council if there would be interest in becoming an annual Platinum Sponsor for the Coaldale & District Chamber of Commerce Awards and Appreciation Banquet in lieu of hosting a separate Recreation and Culture Achievement Awards Banquet, and if there is, to make intentions known prior to Jan 6, 2020 for the 2020 Awards being held March 21, 2020.

BACKGROUND:

On June 13, 2016 a staff report from Community Services was prepared for Council in regards to adding a Recreation and Culture Achievement Awards event. As per the original staff report (attached), "It is the intention of the Town of Coaldale to recognize and showcase excellence in recreation and culture in Coaldale. The Town of Coaldale Recreation & Culture Awards brings together the community to honor the recreation and culture community for their spirit, drive and dedication of volunteers, athletes, artists, officials, coaches and leaders."

To date, this event has not been executed. Each year, \$6500 is allocated to this event in the operating budget but this money remains unused. A Nomination Guideline document for the Town of Coaldale Achievement Awards was created in 2016 (attached) which includes 15 categories and guidelines for nominations. Due to a heavy workload, the Community Services Department has not been able to finalize and execute the event.

OVERVIEW:

The Coaldale & District Chamber of Commerce hosts an annual Awards and Appreciation Banquet for the Community of Coaldale. In discussions with the Coaldale & District Chamber of Commerce, there is an opportunity to become a Platinum Sponsor of the Chamber of Commerce Awards and Appreciation Banquet. The Town of Coaldale would put forward categories that would be of interest and would also present the awards sponsored.

Sponsor requirements:

1. Platinum Sponsorship is \$2000 annually
2. The Town of Coaldale would determine the award categories (maximum 6)
3. The Town of Coaldale would determine the eligibility of the nominees
4. The Town of Coaldale would purchase its own awards (maximum \$100/award)

- a. Chamber of Commerce would order
5. The Town of Coaldale would purchase, from the Chamber of Commerce, the banquet tickets for the Town's award winners and any additional complimentary tickets (currently \$60/plate)
6. Council or administration would select the winners of the Town's awards from all nominations received

The Chamber of Commerce would continue to plan, organize, execute and cover the cost of the banquet; manage the nomination process; order awards; advertise; print and sell tickets.

The Town of Coaldale would be able to honor community members by recognizing and showcasing excellence in recreation and culture in Coaldale and not have to plan a separate awards banquet. The cost of recognizing community leaders in recreation and culture in an already well established and very popular event would be approximately half of what is currently budgeted and no staff hours would be required to plan the event. There is also the added privilege of having the Town of Coaldale and the Chamber of Commerce work together on a community project.

Please find attached an example Sponsorship letter (anything in red is for example purposes only and will be updated or modified with appropriate information if Council agrees to participate).

Please find attached an example Nomination Form. Anything listed under the Town of Coaldale is for example purposes only and will be updated or modified with appropriate information if Council agrees to participate)

PUBLIC ENGAGEMENT:

N/A

RECOMMENDATION:

1. THAT Council consider becoming a platinum sponsor of the 2020 Coaldale & District Awards and Appreciation Banquet and annually there after. If time does not allow, the recommendation would be to become a Bronze (\$250), Silver (\$500), or Gold (\$750) sponsor for 2020 and then commit to the platinum sponsorship in 2021.

Respectfully Submitted:

Cindy Hoffman
Community Services Manager

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

Department	Signature
Community Services	Cindy Hoffman

STAFF REPORT

JUNE 13, 2016 REGULAR COUNCIL MEETING

File/Bylaw/Policy #: _____

RECREATION & CULTURE ACHIEVEMENT AWARDS STRUCTURE

PURPOSE:

To provide Council the details of the proposed awards structure for the addition of the Recreation & Culture Awards Achievement Awards to the existing Volunteer Appreciation Night held annually each Fall.

BACKGROUND:

In past years, the Town of Coaldale has hosted Volunteer Appreciation Nights as a small token of thanks to the countless hours volunteers in our community give back to Coaldale. This night has consisted of dinner and a small gift in thanks of the hours given.

Typically groups that have been invited to the Appreciation dinner have been our local service clubs, Kinsmen and Kinette's, committee members of various Town committees, Coaldale Chamber of Commerce, Coaldale Community Wellness Association, Adopt-A-Space, Communities in Bloom as well as individual's who helped out at any Town run event.

During the budget deliberations of 2016 Council budgeted additional funds for this Volunteer Appreciation event to include a larger awards type night in order to expand our reach to thank other volunteers in the community. This awards night would complement the existing Volunteer Appreciation Night to include an awards ceremony and entertainment for invited guests, town volunteers and award nominees.

It is the intention of the Town of Coaldale to recognize and showcase excellence in recreation and culture in Coaldale. The Town of Coaldale Recreation & Culture Achievement Awards brings together the community to honor the recreation and culture community for their spirit, drive, and dedication of volunteers, athletes, artists, officials, coaches, and leaders.

ATTACHEMENT(S): Volunteer Awards Nomination Guidelines_DRAFT

RECOMMENDATION:

THAT Council approve the Volunteer Awards Nomination Guidelines and direct Administration to promote the new Awards night and nomination procedure beginning in 2016.

THAT Council approve, as amended, the Volunteer Awards Nomination Guidelines and direct Administration to promote the new Awards night and nomination procedure beginning in 2016.

Respectfully Submitted:



Stephanie Wierl

Community Services Manager

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

Department	Signature
CAO- Kalen Hastings	

1st Annual
Town of Coaldale Recreation & Culture Achievement
Awards

Nomination Guidelines

In Recognition of Achievements in 2015-16

Nominations Deadline: September 30, 2016

Awards Ceremony: November 16, 2016

Town of Coaldale Recreation & Culture Achievement Awards

The Town of Coaldale Recreation & Culture Achievement Awards will bring the community together to honor those volunteering, coaching, officiating or participating in the recreation and culture community for their spirit, drive, and dedication. These community members work hard to make Coaldale a preferred place to live, work and play. The Town of Coaldale would like to recognize and showcase this excellence in recreation and culture in our community through the 1st annual Recreation & Culture Achievement Awards.

CONTACT INFORMATION

Town of Coaldale- Community Services Department
Attn: Manager of Community Services
1920 17th Street
Coaldale, AB T1M 1M1
403-345-1325
community@coaldale.ca

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Categories

1. Athletic Performance: Male Athlete of the Year, Female Athlete of the Year, Athlete with a Disability, Special Olympics Athlete
2. Recreation & Sport Excellence: coaching, officiating, team
3. Cultural Excellence: community artist, beautification/green initiatives
4. Leadership in Recreation or Culture: recreation & culture champion, administrator or board member, organization,
5. Spirit in Recreation or Culture: outstanding citizen, recreation & culture volunteer
6. Corporate: business and recreation & culture excellence

Award Winners

Award winners in a single category will receive 2 complimentary tickets to attend the Town of Coaldale Recreation & Culture Achievement Awards, of which one ticket must be used by the award recipient.

Award winners in a team category will receive 2 tickets for each team member to attend the Town of Coaldale Recreation & Culture Achievement Awards, of which one ticket must be used by the award recipient (additional tickets will be available for purchase)

The Town of Coaldale will provide one award per category. Additional (duplicate) copies of awards may be purchased at cost.

Qualifying Period

Eligible nomination entries are for achievements that take place between September 1 and August 31 of each year. Exceptions include information relevant to those categories that honor lifetime achievements.

Who Can Nominate

Anyone can nominate an individual, team or organization for the Town of Coaldale Recreation & Culture Achievement Awards. No individuals may nominate themselves. Nominees must reside in the Town of Coaldale, rural Lethbridge County, or attend school in Coaldale.

It is the nominating person responsibility to accurately select the categories entered. The Town of Coaldale Recreation & Culture Achievement Awards Committee, in consultation with the nominating person, may alter these selections.

Town of Coaldale Recreation & Culture Achievement Awards Committee (likely a 7 person committee) Will consist of Town employees, members of Council and community members at large.

Athletic Performance

These awards are intended to recognize and celebrate outstanding athletic performance.

Eligibility

Each nominee must be a member of a local sport organization or school, support and demonstrate high level of respect for the game, a love of sport, respect for others, and a commitment to fair play and ethical sport.

Male Athlete of the Year

These awards are presented to a male athlete in their respective sport who exhibits the highest level of skill, performance, and dedication to their sport.

Female Athlete of the Year

These awards are presented to a female athlete in their respective sport who exhibits the highest level of skill, performance, and dedication to their sport.

Athlete with a Disability

These awards are presented to an athlete, considered in their respective sport to be an athlete with a disability who exhibits the highest level of skill, performance, and dedication to their sport.

Special Olympics Athlete

These awards are presented to a male or female athlete who competes in at least on Special Olympic sport, who exhibits the highest level of skill, performance, and dedication to their sport.

Outstanding Team

This award is presented to a male, female or co-ed team, who exhibits the highest level of skill, performance and dedication to their sport.

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Recreation & Sport Excellence

These awards are intended to recognize and celebrate an individual's outstanding contribution to the betterment of sport in Coaldale.

Eligibility

Each nominee must be involved with sport in Coaldale and be a leader who supports and demonstrates high level of respect for the game, a love of sport, respect for others, values integrity, inclusiveness, personal growth and development, cooperation and a positive image for sport in Coaldale.

Coaching Excellence

This award is presented to a coach who has achieved outstanding coaching performances and dedicated themselves to grow and develop amateur sport at a local level. The recipient of this award exemplifies dedication and leadership that allows athletes and teams to grow and shape sport in Coaldale.

Officiating Excellence

This award is presented to an official who has demonstrated outstanding commitment and excellence in their role as an official in their chosen sport. The recipient of this award exemplifies dedication and leadership.

Cultural Excellence

These awards are intended to recognize and celebrate an individual's outstanding contribution to the betterment of culture in Coaldale.

Eligibility

Each nominee must be involved with a cultural group or organization in Coaldale and be a leader who supports and demonstrates high level of respect, strives for the advancement of culture, respect for others, values integrity, inclusiveness, personal growth and development, cooperation and a positive image for culture in Coaldale.

Community Artist of the Year

This award is presented to a local artist, working in any medium (visual, musical, performance) who exemplifies excellence towards the development of art and culture in Coaldale.

Excellence in Environmental Initiatives

This award is presented to an individual or organization who has dedicated their time and efforts towards environmental initiatives such as community beautification, recycling, community clean up, or innovation towards environmental initiatives.

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Leadership in Recreation or Culture

These awards are meant to recognize and celebrate an individual or organization's outstanding contribution to the betterment of recreation and culture in Coaldale.

Eligibility

Each nominee must be involved with a recreation or cultural group or organization in Coaldale and be a leader who supports and demonstrates high level of respect, strives for the advancement of recreation and culture, respect for others, values integrity, inclusiveness, personal growth and development, cooperation and a positive image for Coaldale.

Recreation or Culture Champion

This lifetime achievement award recognizes the outstanding contribution of a leader in recreation or culture who exemplifies values demonstrated in ground breaking organizational leadership, innovative practices, and influential communications or positioning of the community in the recreation and culture sector.

Recreation or Culture Administrator

This award is presented to a volunteer recreation or culture administrator or board member who has made an overwhelming contribution to Coaldale.

Recreation or Culture Organization

This award is presented to a community recreation or culture organization incorporated under the Alberta Societies Act who exemplifies values as demonstrated by organizational leadership, evidence of fiscal responsibility, innovative practices, effective internal and external communications, and cutting edge practices within the recreation and culture sectors.

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Spirit in Recreation or Culture

These awards honor outstanding community recreation and culture heroes for their character and actions that help grow and shape our community.

Eligibility

Each nominee must be involved with a recreation or cultural group or organization in Coaldale and be a leader who supports and demonstrates high level of respect, strives for the advancement of recreation and culture, respect for others, values integrity, inclusiveness, personal growth and development, cooperation and a positive image for Coaldale.

Outstanding Recreation or Culture Citizen

This award is presented to a youth who participates in recreation or culture as an athlete, artist, supporter, leader, volunteer or any other capacity that enhances recreation and culture within our community. This young person exemplifies the values of integrity, inclusiveness, leadership, cooperation, personal growth and advocacy for recreation or culture.

Outstanding Volunteer in Recreation & Culture

This award is presented to a volunteer associated with a recreation or culture organization who has made an overwhelming contribution to culture in Coaldale in the areas of leadership, advancement of recreation and or culture, innovation, growth, and community development.

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Corporate Award

This award is intended to celebrate the contribution a local business has provided to the community through recreation and culture.

Eligibility

Each business must be a business which operates or does business in Coaldale or surrounding Lethbridge County; has supported, enabled or facilitated the pursuit of recreation and culture opportunities in Coaldale.

Business in Recreation & Culture Excellence

This award is meant to recognize and celebrate a business or corporation that provides outstanding support to Coaldale recreation and culture. This business or corporation had demonstrated understanding, a strong interest in both monetary and in kind support for a community athlete, artists, program or recreation and culture organization.

The support offered by the business or corporation should not be measured by dollar value but measured in terms of the impact they have had on the Coaldale recreation and culture community.

- Allowed an organization to make a change, advance, develop or grow
- Had measureable impact on a recreation and or culture group
- Shown they understand the need for strong recreation and culture initiatives and helps develop those initiatives
- Inspired other businesses or corporations to get involved

Nomination Form

In Recognition of Achievement in 2015/16

Please complete the following pages to make a nomination. Or visit [\(insert Smartsheet webform link-hyperlink for website version\)](#) for an electronic submission form

Please check which award you are submitting your nomination under. [\(add check box for print version\)](#)

ATHLETIC PERFORMANCE

Male Athlete
Female Athlete
Athlete with a Disability
Special Olympics Athlete
Outstanding Team

RECREATION & SPORT EXCELLENCE

Coaching Excellence
Officiating Excellence

CULTURAL EXCELLENCE

Community Artist of the Year
Excellence in Environmental Initiatives

LEADERSHIP IN RECREATION & CULTURE

Recreation & Culture Champion
Recreation & Culture Administrator
Recreation & Culture Organization

SPIRIT IN RECREATION & CULTURE

Outstanding Recreation & Culture Citizen
Outstanding Volunteer in Recreation & Culture

CORPORATE AWARD

Business in Recreation & Culture Excellence

Nominee Information:

Name of Nominee: _____

Recreation and or Culture Organization Nominee is associated with, if applicable:

Mailing Address of Nominee:

Email Address of Nominee: _____

Nominee Daytime Phone Number: _____

Name of Parent/Guardian if Nominee is a under the age of 18:

Nominator Information:

Name of Nominator: _____

Affiliation with Nominee: _____

Mailing Address:

Email Address: _____

Phone Number: _____

Submission Requirements

Describe your reasons for making this nomination.

Include up to 3 testimonials/letters of support (under 500 words), please list attachments here.

Include any relevant media articles for this nominee, please list attachments here. If submitting via electronic submission form, please email all relevant attachments to communtiy@coaldale.ca referencing the Nominee in the subject line.

By submitting this nomination, I _____ verify that the information is true and fair record of the accomplishments of the nominee.

Submission Requirements cont....

All submissions must include electronic color photo of nominee.

If nominee is nominated for an **ATHLETIC PERFORMANCE AWARD:**

- A letter of support from their coach describing the significance of the nominee's performance is required. Illustrate how the nominee supports high level of respect for the game, a love of sport, respect for others, and a commitment to fair play and ethical sport.
- List all competitions; include name, all relevant results in order of standing, number of entrants, and type of event (local, regional, provincial, national or international).

If nominee is nominated for a **RECREATION & SPORT EXCELLENCE AWARD:**

- Describe the nominee's contribution to Coaldale recreation and sport and the personal and community impact it has made. Illustrate how the nominated individual supports and demonstrates respect for the game, a love of sport, respect for others, values integrity, inclusiveness, personal growth and development, cooperation and a positive image for sport in Coaldale.

If nominee is nominated for **CULTURAL EXCELLENCE AWARD:**

- Describe the nominee's contribution to Coaldale's art, culture and environmental sector and the personal and community impact it has made. Illustrate how the nominated individual supports and demonstrates high level of respect, strives for the advancement of culture, respect for others, values integrity, inclusiveness, personal growth and development, cooperation and a positive image for culture in Coaldale.

If nominee is nominated for **LEADERSHIP IN RECREATION OR CULTURE AWARD:**

- Describe the nominee's contribution to Coaldale recreation, sport, cultural sector and the personal and community impact it has made. Illustrate how the nominated individual supports recreation and culture in Coaldale, respect for others, values integrity, inclusiveness, personal growth and development, cooperation and a positive image for recreation and culture in Coaldale.

If nominee is nominated for **SPIRIT IN RECREATION OR CULTURE AWARD:**

- Describe the nominee's contribution to Coaldale's recreation and culture community. Illustrate how the nominee showcases leadership and who supports and demonstrates high level of respect, strives for the advancement of recreation and culture, respect for others, values integrity, inclusiveness, personal growth and development, cooperation and a positive image for Coaldale.

If the nominee is nominated for **CORPORATE AWARD:**

- Describe the business or corporations contribution to recreation and culture, whether it be to an individual athlete or artists or team or community organization. Illustrate what was made possible by the business or corporations support and identify any visible, active or ongoing senior management or employee support.
- Enter the amount of financial or in kind support they provided over the nomination year period.

COALDALE CHAMBER AWARDS CRITERIA

BUSINESS AND SMALL BUSINESS OF THE YEAR

- Properly licensed to conduct business in the Town of Coaldale and surrounding area.
- Courteous, knowledgeable, and cooperative management and staff.
- Distinguishes itself as a progressive business in terms of general operations, marketing, a recent expansion or increase in employment.
- Brought recognition, product, or service to enhance the awareness of the Coaldale community.
- Displays good business ethics and exceptional customer service.
- Contributions to the community such as participation in non-profit groups and/or voluntarism.

CITIZEN OF THE YEAR

- Significant contribution to the community.
- Participates in current and ongoing activities within the community.
- History of community service or active membership to one or more organizations and/or committees.
- Must be a citizen living in the community at time of presentation.

CUSTOMER SERVICE

- Employee of a business in Coaldale or surrounding area who demonstrates a positive attitude, genuine care for customers, and provides a courteous and friendly experience.

GROUP CITIZENS

- Non-profit community group in operation for three or more years, having made significant contributions to the community and who has brought positive recognition to the area.

SPECIAL TRIBUTE

- Recognition of a citizen for their outstanding achievements is either arts, sports, politics, education or heroism; who has draw attention to Coaldale and surrounding area through their achievements.

TOWN OF COALDALE AWARD CRITERIA

BUSINESS AND SMALL BUSINESS OF THE YEAR

- Properly licensed to conduct business in the Town of Coaldale and surrounding area.
- Courteous, knowledgeable, and cooperative management and staff.
- Distinguishes itself as a progressive business in terms of general operations, marketing, a recent expansion or increase in employment.
- Brought recognition, product or service to enhance the awareness of the Coaldale community.
- Displays good business ethics and customer service.
- Contributions to the community such as participation in non-profit groups and/or voluntarism.

CITIZEN OF THE YEAR

- Significant contribution to the community.
- Participates in current and ongoing activities within the community.
- History of community service or active membership to one or more organizations and/or committees.
- Must be a citizen living in the community at time of presentation.

CUSTOMER SERVICE

- Employee of a business in Coaldale or surrounding area who demonstrates a positive attitude, genuine care for customers, and provides a courteous and friendly experience.

GROUP CITIZENS

- Non-profit community group in operation for three or more years, having made significant contributions to the community and who has brought positive recognition to the area.

SPECIAL TRIBUTE

- Recognition of a citizen for their outstanding achievements is either arts, sports, politics, education or heroism; who has draw attention to Coaldale and surrounding area through their achievements.



Coaldale & District Chamber of Commerce
AWARDS & APPRECIATION BANQUET
Saturday, March 21, 2010



SPONSORSHIP

January 1, 20xx

Business name
Box 1111
Coaldale, Alberta T1M 1B5

Dear Member,

The Coaldale & District Chamber of Commerce is pleased to announce it will be hosting their 39th annual Awards and Appreciation Banquet. This event is one of Coaldale's most prestigious, designed to celebrate the many contributions made by individuals, non-profit groups and businesses to the community of Coaldale. These contributions enhance the Town, making it stand out as a vibrant and active community.

New to the banquet this year will be The Town Council's involvement. As a platinum sponsor, they will be co-hosting the awards ceremony portion of the evening, giving out a variety of awards to the citizens of Coaldale.

The Coaldale Chamber is pleased to receive invited special guests, conservative MP Rachel Harder and MLA for Cardston-Taber-Warner Grant Hunter. **They will also be providing certificates of awards to all the nominees.**

To nominate an individual, non-profit group or business in the Town of Coaldale and surrounding areas, please visit our website at coaldalechamber.com and following the links. The deadline for all nominations is **February 1, 2020**. The following are a list of categories for nominations.

Coaldale Chamber of Commerce

- Business of the year
- Small business of the year
- Citizen of the year
- Customer service award
- Group citizens award
- Special tribute

Town of Coaldale

- Business of the year
- Small business of the year
- Citizen of the year
- Customer service award
- Group citizens award
- Special tribute

Entertainment for the evening will include a live performance from xxxxx, along with a silent auction, 50/50 draw, and Jackpot Draw Prize, with a portion of the proceeds going to xxxxx. Coaldale Chamber Executive Board Members will be contacting businesses regarding sponsorship opportunities. Sponsorships can include a financial or gift-in-kind contribution.

Sponsorships

- **Gold \$750: Medium sized logo on promotional materials**
- **Silver \$500: Small sized logo on promotional materials**
- **Bronze \$250: Business text name in program**

The Awards and Appreciation Banquet will take place on Saturday, March 21, 2020 at the **Coaldale Community Centre** starting at 5 p.m. Tickets are \$50 each and can be secured by contacting the Coaldale Chamber office: 403-345-2358 or info@coaldalechamber.com.

Sincerely,

René van de vendel
President