



**REGULAR COUNCIL MEETING MINUTES  
DECEMBER 11, 2017 – 5:30 PM  
COUNCIL CHAMBERS**

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**PRESENT:**

<b>Mayor</b>	<b>K. Craig</b>
<b>Councillors</b>	<b>J. Abrey, B. Chapman, R. Hohm, B. Simpson, D. Lloyd, B. Pauls</b>
<b>Administration/Staff</b>	<b>K. Hastings, S. Croil, C. L’Hirondelle, M. Overbeeke, M. Murphy, K. Bly</b>
<b>Recording Secretary</b>	<b>L. Unger</b>
<b>Media</b>	<b>N. Jamieson</b>
<b>Gallery</b>	<b>L. Hoggan, B. Morishita, V. Leahy, C. Giacchetta, J. Braun, B. Martens, G. Schinkel, S. Duda</b>

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**ITEM 320      1.0      CALL TO ORDER**

- Mayor Craig called the meeting to order at 5:30 p.m.

**ITEM 321      1.1      CONFLICT OF INTEREST DECLARATION**

- Mayor Craig inquired as to any declarations of pecuniary or non-pecuniary interest in the meeting. None declared.

**ITEM 322      2.0      ADDITIONS TO/ADOPTION OF THE AGENDA**

**MOTION 452.17      *Councillor Hohm moved that Council accept the December 11, 2017, Agenda as presented.***  
***7-0 Carried***

**ITEM 323      3.1      REGULAR COUNCIL MEETING MINUTES – NOVEMBER 27, 2017**

**MOTION 453.17      *Councillor Chapman moved that Council accept the Regular Council Meeting minutes from November 27, 2017, as presented.***  
***7-0 Carried***

**ITEM 324      7.1      MODERNIZED MGA CHANGES – S. Croil**

- S. Croil, Director of Planning & Community Development, presented proposed changes to the Municipal Government Act, on behalf of himself and L. Unger, Legislative Coordinator.
- Suggested to have key staff undertake formal Public Participation training.
- Councillor Chapman inquired is this for the SDAB (Subdivision and Development Appeal Board) be incumbent on Council to become familiar with this, or the members appointed? S. Croil responded that the Oldman River Regional Service Commission is quite knowledgeable in this topic area so suggested to continue with that resource.

**MOTION 454.17**      ***Councillor Simpson moved that Council direct administration to initiate the work required to prepare a Public Participation Policy in advance of the July 2018 deadline.***

***7-0 Carried***

**MOTION 455.17**      ***Councillor Simpson moved that Council accept the Modernized MGA Report as information.***

***7-0 Carried***

**ITEM 325      4.1      RESPONSE TO CHEQUE LISTING APPROVAL – M. Overbeeke**

- M. Overbeeke, Director of Financial Services, provided background to matter.
- Councillor Chapman, inquired what are the compared populations that the research came from? M. Overbeeke confirmed that she surveyed 7 municipalities including Okotoks, Brooks, and Lethbridge County. Councillor Chapman wondered if smaller municipalities have a different process. M. Overbeeke confirmed that larger municipalities do not have those controls.
- Councillor Hohm, inquired if a cheque listing can be brought to council as a whole, and that we are approving as information only and will allow us to ask questions and not approving something that is already spent? M. Overbeeke shared that it does not close the loop of that process. R. Hohm sees no difference as approving information or approving the list. M. Overbeeke, said there are two types of controls, preventative control happens before, detective controls happen after. That is auditor's opinion to ensure the control is in detective control is in place to ensure the control is not missing. CAO shared that when you look at how the Council Agenda package is structured, Information Items is not so much to discuss, or to approve or disapprove, just to accept. There is a higher level of scrutiny with approval process when it is under New Business from a discussion perspective.
- Councillor Hohm inquired why would we not be able to leave the cheque listing in the Council package with proper administrative practices in place as have in the past. Councillor Hohm further suggested to have all cheques listed. Feels uncomfortable approving something that is already spent.
- Councillor Simpson shared that is easier this way, it is still a control. Even though you are seeing a cheque after the fact, it is still being seen.

- Mayor Craig shared that he was thankful for the reach out to our auditors as they understand our processes, further sharing that he saw no real reason to deviate from that process.

**MOTION 456.17**      ***Councillor Abrey moved that Council keeps the present practice of including the cheque listings for Council's approval.***

***6-1 Carried.***

***Mayor Craig, Councillor Lloyd, Councillor Pauls, Councillor Abrey, Councillor Chapman, Councillor Simpson all in favor.***

***Councillor Hohm opposed.***

**ITEM 326      0.1      PUBLIC HEARING 5:45pm - PROPOSED LAND USE BYLAW AMENDMENT #736-P-11-17 – S. Croil**

- Mayor Craig declared the public hearing open at 5:53 pm.
- S. Croil provided a summary of the proposed Land Use Bylaw.
- Mayor Craig confirmed with S. Croil regarding the requirements for advertising and further confirmed that no feedback has been received to-date on the matter.
- Councillor Chapman inquired about the length of the containers, if they are 40-foot container on residential, it would only be for compliance purposes to the period of time allowed permitted? S. Croil said that you would not be able to meet the setback from property requirements, so that potential issue would be self-correcting.
- S. Croil shared that Council in 2016, allowed a grace period to residents to enforce, this has since passed. S. Croil asked if there is additional time now allowed to enforce.
- Mayor Craig asked the gallery for anyone to speak to the matter.
- J. Braun, 1409 – 19 Avenue Coaldale, I have seen some beautiful homes built from c-cans, see this as something against this idea as you are not allowed to have more than one on property. Wondering if in the future, would like to build homes, is this going to be possible for us? S. Croil responded that this would be allowed – once a container is used as NOT a container, it is allowed and would be allowed to add to it.
- Councillor Chapman inquired about the reference from building to permanent, would this need to go through MPC? S. Croil responded that the container would stop being a container and treated as use in the bylaw already. Would still have to meet safety code requirements.
- G. Schinkel, 1507 20 Street, has large lot almost 400 feet deep, if I decide to put two containers on my land to be used as a shed, is it considered part of the garage? S. Croil, responded that as it is more than 100 square feet, it would still have to meet Alberta building code, and it would have to be have a waiver application brought forward to the Municipal Planning Commission.
- B. Martens, 2402 – 11A Street, inquired what makes a shipping container a permanent structure? S. Croil responded that permanent is defined as being there past 90 days, if still used as a shipping container. If it's a shed, would still have to be compliant to building code.
- Mayor Craig inquired if there was anyone else present that would like to speak to the matter that has not already. No one came forward.
- Mayor Craig declared the public hearing closed at 6:15pm.

**ITEM 327      5.1      DELEGATION 6:15PM, CANADIAN BADLANDS – L. Hoggan,  
B. Morishita**

- Delegation commenced at 6:15pm, L. Hoggan, Administrative Manager and B. Morishita, President and Mayor of Brooks, provided summary of Canadian Badlands organization.
- Encouraged to post information on Canadian Badlands website whenever events are happening.
- Looking to amend bylaws to move the ability for Council to set the fees. Then each individual Council could decide on their own accord if they support.
- Councillor Lloyd inquired about the list of attractions in their publication and asked who decides what is included? Further sharing that Coaldale has other yearly events not listed. B. Morishita said they include what they think will attract tourism but is open for discussion and feedback.
- Councillor Chapman inquired about the grant the Birds of Prey received. B. Morishita responded that they had unused funds from grant, so in consultation from the government was able to re-assign funds. There were 9 projects that we invited input from. Birds of Prey was expanding and was awarded approximately \$9 K.
- B. Morishita said goals are to have projects completed in calendar year. The province has indicated to us that we will be able to do that in the future so at the end of 3 years, you will have chance to finish project. Will be great for smaller communities.
- Councillor Chapman, inquired with L. Hogan, noted observation that communication from Badlands to our municipality has been very little. Has struggled with our participation, as we were not aware of what was going on. Was pleasantly surprised at conference. L. Hogan responded that she invited council to reach out to her as they do hear that. They did conduct phone calls directly to shareholders but encouraged to phone them if you have event. They did lose their Communication employee this fall that would help in that way with communication, social media, etc. B. Morishita also noted that the province does not fund them, its hard to inform 60 members of events. Will push to have bylaw amended at the AGM and will improve that. We currently rely on municipalities to take on leadership role in this way.
- B. Morishita encourages everyone to follow Influencer Program on Instagram in Lethbridge area. They can help create unique images and highlight stories and events in our area.
- Mayor Craig thanked them for the delegation, concluding at 6:40pm.

**ITEM 328      5.2      DELEGATION 6:30PM, ST. JOSEPH’S SCHOOL PLAYGROUND –  
V. Leahy & C. Giacchetta**

- Delegation started at 6:42pm, C. Giacchetta, Chair of Friends of St. Joseph’s School and V. Leahy, Principal, presented their school playground proposal.
- They hired a grant writer to assist with soliciting funds. Old playground was built in 2003, is small in size and is not wheelchair accessible.

- Requesting a letter of support that Council supports their playground concept as well as continued support for maintenance of their school field.
- Asking for funds support. Progress to-date is \$58 K. Need \$ 300 K.
- Every year each class gets \$300 to each classroom for discretionary funds. The rest we have accumulated for fundraising. Trying to obtain larger funds with matching grants and donations.
- Councillor Chapman inquired what timeline is for project? Principal Leahy responded that they hoped to build by summer of 2018, but could go to summer of 2019.
- Councillor Hohm inquired if they are looking for cash and in-kind? V. Leahy said they are looking for both, would be appreciated.
- Mayor Craig said St. Joseph's School is the last school to cycle through the playground rebuild in the Town.
- Mayor Craig thanked them for their delegation, concluding at 6:50pm.

**ITEM 329      6.1      PROPOSED LAND USE BYLAW AMENDMENT #736-P-11-17 – S. Croil**

- S. Croil added that if Council should see fit to pass 2<sup>nd</sup> and 3<sup>rd</sup> reading today of the amended version, that they consider the enforcement date of compliance for those effected in the community.
- Councillor Chapman inquired if he feels confidence in questions brought forward tonight? S. Croil shared that the bylaw requires some level of negotiation and configuration, but is a good step in the right direction should Council wish to proceed.
- Councillor Chapman, what is timeline request on properties effected would be a separate motion? S. Croil, said one property has already been extension for March 2018, further suggesting to match the 2 other so all become compliant at the same time.
- Councillor Lloyd shared that she feels more comfortable with option 2. Is there any more information that you can provide at this time? S. Croil responded that it has taken quite some time to get to this point, so am open to answer any inquiries of additional information requests from Council to be able to make a decision.
- Mayor Craig said we have closed the public hearing and have not received any negative feedback to substantiate not proceeding.

**MOTION 457.17                      *Councillor Abrey moved that Council approve SECOND reading of amending Land Use Bylaw #736-P-11-17.***  
***7-0 Carried.***

**MOTION 458.17                      *Councillor Hohm moved that Council approve THIRD reading of amending Land Use Bylaw #736-P-11-17.***  
***7-0 Carried.***

**MOTION 459.17**      **Councillor Simpson moved that Council approve the alignment of the previously granted extension of April 30, 2018, regarding enforcement of shipping containers under the new guidelines.**

**7-0 Carried.**

**ITEM 330      6.2      PROPOSED SOLID WASTE BYLAW AMENDMENT #737-R-12-17 –  
C. L’Hirondelle**

- C. L’Hirondelle, Development & Environmental Services Manager, provided summary of the proposed amendments to the Solid Waste Bylaw.
- Councillor Chapman inquired with the wording change to solid waste, further inquiring if it will provide clarity to consumers on what is recyclable waste. C. L’Hirondelle responded that the change has been made on utility bills and has gone out in past communication referencing composting, indicating it is the 3<sup>rd</sup> stream of waste collection.

**MOTION 460.17**      **Councillor Hohm moved that Council approve FIRST reading of amending Solid Waste Bylaw #737-R-12-17.**

**7-0 Carried.**

**MOTION 461.17**      **Councillor Abrey moved that Council approve SECOND reading of amending Solid Waste Bylaw #737-R-12-17.**

**7-0 Carried.**

**MOTION 462.17**      **Councillor Chapman moved that Council approve UNANIMOUS CONSENT to give all three readings of amending Solid Waste Bylaw #737-R-12-17.**

**7-0 Carried.**

**MOTION 463.17**      **Councillor Pauls moved that Council approve THIRD reading of amending Solid Waste Bylaw #737-R-12-17.**

**7-0 Carried.**

**ITEM 331      7.2      NOVEMBER CHEQUE LISTING – M. Overbeeke**

- Councillor Hohm inquired about cheque 71575, payable to Benchmark, inquiring if this company does our property appraisals and is this tendered out every year? M. Overbeeke responded that we have a contract and it did expire, Benchmark is the only one that services in this area. As result, we have done a short agreement while we shop around. CAO Hastings further shared that we could also look into an inter-municipal cost share with another municipality compared to private enterprise.
- Mayor Craig encouraged Council to continue to forward inquiries to M. Overbeeke via email ahead of time to help field inquiries as they arise.

**MOTION 464.17**      **Councillor Simpson moved that Council approve the Accounts Payable Cheque Lists for cheque numbers 071570 to 071642;**

**071643 to 071682; 071686 to 071747; 071748 to 071789; 071790 to 071850 and 071851 to 071928.  
7-0 Carried.**

**ITEM 332      7.3      NOVEMBER BUDGET VARIANCE – M. Overbeeke**

- M. Overbeeke provided summary of report.
- Councillor Abrey inquired about what is new snow removal plan is? CAO, speaking as interim Director of Operations, shared that the plan is to put all major equipment purchases in Operations, on hold until we can develop an updated master plan in consultation with Council. For this season, we are utilizing a platoon type system, with groups of staff on call in teams so can address on larger scale for shorter period of time. It is also in the plans to do snow removal in less busy time periods by starting at 5am instead of mid-day as has been in the past. Originally, we were replacing our sander for \$50 K, but noted that there may be a better solution out there so we are saving all dollars until a master plan is done. Councillor Abrey further inquired if this is something that has been tendered out. CAO Hastings responded that we did put out an RFP which gives us lots of flexibility to utilize others' equipment that we may not have a full seasonal use for.
- M. Overbeeke further shared that we will finish up with surplus this year. We are within budget for most expenses.
- Councillor Chapman commented that his spouse is on the Community Wellness board and inquired if he would need to remove himself from discussion on that item? M. Overbeeke shared that the Board decides the funding, and that we are only the bankers for that board and as result, there would be no conflict. Mayor Craig further added that unless you are recipient of that grant, there is no issue.

**MOTION 465.17      *Councillor Pauls moved that Council approve the November 2017 Capital and Operating Budget Variance report as presented.*  
7-0 Carried.**

**ITEM 333      7.4      INTERIM 2018 BUDGET – M. Overbeeke**

- M. Overbeeke, shared that the proposed 2017 Operating Budget gets moved forward to 2018, until the 2018 is approved, with the exception of a Fleet item that needs immediate attention and Council decision.

**MOTION 466.17      *Councillor Chapman moved that Council adopt the 2018 interim budget based on 2017's approved operating budget until such time that a revised 2018 budget can be presented and approved.*  
7-0 Carried.**

- M. Overbeeke presented the Fleet replacement capital item, further sharing that there are reserve funds in place for this purchase.

**MOTION 467.17**      ***Councillor Lloyd moved that Council approve the 2018 Fleet replacement as presented.***  
***7-0 Carried.***

**ITEM 334**      **7.5**      **REQUEST TO WAIVE DEVELOPMENT FEES – C. L’Hirondelle**

- C. L’Hirondelle presented the request for development fee waiver.
- Councillor Chapman inquired if legal would not have caught it back in 2003? C. L’Hirondelle responded that they should of as it was unsigned.
- Mayor Craig inquired how much time have you spent on this matter? C. L’Hirondelle shared that she has spent approximately two hours on this matter.
- Councillor Lloyd inquired of how often does this happen? C. L’Hirondelle responded that this is first request since she has been here for a compliance letter waiver refund.
- Councillor Lloyd asked if the owner had received a copy of the real property report, C. L’Hirondelle said it was likely as it is a site plan.
- Councillor Abrey shared that if we refunded the funds, we would be setting precedent.

**MOTION 468.17**      ***Councillor Abrey moved that Council refuse the request to waive the \$100 Development Fee.***  
***7-0 Carried.***

**ITEM 335**      **7.6**      **TOWN OF COALDALE / U OF L PARTNERSHIP – REQUEST FOR WILDFIRE PLAN PROJECT – S. Croil, M. Murphy**

- S. Croil co-presented the joint project with M. Murphy, Director of Emergency Management and also noted it was a joint effort with Fire Chief K. McKeown
- Mayor Craig inquired if there is any financial commitment from the Town? S. Croil responded that the work is in-kind with students for the educational experience.
- M. Murphy further noted that they have also contacted Lethbridge County and they have agreed to allow use of some of their GIS for properties west of Town.

**MOTION 469.17**      ***Councillor Chapman moved that Council approve the University of Lethbridge project as proposed.***  
***7-0 Carried.***

**ITEM 336**      **8.1**      **EMERGENCY MANAGEMENT PUBLIC SAFETY YEARLY UPDATE – M. Murphy, S. Duda**

- M. Murphy provided summary of the Community Peace Office Program and the Emergency Management Program.
- Councillor Pauls inquired if a signed complaint is required before a CPO would address a messy yard or travel trailer in violation? M. Murphy responded that the goal of the program is to be proactive as can be and if the CPO’s see it, they will stop and address it. They also rely on the public to inform them.



- Councillor Chapman inquired about the 42% that the Province of Alberta takes from the photo radar revenues, can you explain? M. Murphy responded that photo radar revenue has 15% goes to victims of crime, 26% goes to administrative costs for the Government of Alberta for judicial time including administrative, courts, etc.
- Councillor Hohm shared that we have had photo radar up for awhile. With speed signs moving around, have you done statistics on when sign is displayed and if it is affecting residents changing their speed? M. Murphy responded that we have not done statistical observations or comparisons yet, our plans for 2018 will include highway 3.
- Councillor Simpson, noted that she knows a resident on Cottonwood Drive that have noticed reduced speeds in that area.
- M. Murphy welcomed S. Duda, Chairperson for the Emergency Advisory Committee.
- Councillor Abrey inquired about what happens in the event of an emergency when our senior management live in Lethbridge? How are we prepared for an emergency when our staff is out of Town? M. Murphy responded that we now have more senior managers on the notification list, along with a detailed list of who is away on vacation so others can be appointed a lead in the event. If we did have an event, our notification system still goes out to all staff.

**MOTION 470.17**            ***Councillor Hohm moved that Council accept the Emergency Management Yearly Update report as information.***  
***7-0 Carried.***

**ITEM 337**            **8.2**            **NOVEMBER DEVELOPMENT STATISTICS – C. L’Hirondelle**

**MOTION 471.17**            ***Councillor Pauls moved that Council accept the November Development Statistics report as information.***  
***7-0 Carried.***

**ITEM 338**            **5.1**            **CANADIAN BADLANDS**

**MOTION 472.17**            ***Councillor Simpson moved that Council receive the Canadian Badlands delegation as information and defer further decision of membership pending budget deliberations.***  
***7-0 Carried.***

**ITEM 339**            **5.2**            **ST. JOSEPH’S SCHOOL PLAYGROUND**

**MOTION 473.17**            ***Councillor Lloyd moved that Council direct administration to issue a letter of support to the St. Joseph’s School playground project.***  
***7-0 Carried.***

**MOTION 474.17**            ***Councillor Lloyd moved that Council defer the financial request from St. Joseph’s School playground project pending budget deliberations.***  
***7-0 Carried.***

**ITEM 340      11.1      CANADIAN BADLANDS – BOARD MEETING MINUTES,  
SEPTEMBER 7, 2017**

**MOTION 475.17      *Councillor Hohm moved that Council accept the Canadian Badlands Board Meeting Minutes from September 7, 2017, as information.  
7-0 Carried.***

**ITEM 341      12.0      IN CAMERA**

**MOTION 476.17      *Councillor Simpson moved that Council go in-camera at 7:50pm.  
7-0 Carried.***

*There were no additional people in attendance for the In-Camera session besides all members of Council and the CAO.*

**MOTION 477.17      *Councillor Simpson moved that Council come out of camera at 8:37 pm.  
7-0 Carried.***

**ITEM 342      12.1      CAO REPORT – K. Hastings (FOIP SECTIONS 16, 17, 23 & 24)**

**MOTION 478.17      *Councillor Simpson moved that Council authorize administration to sell the property legally described as Lots 23 & 24, Block 8, Plan 6476AA, on the condition that a development permit be obtained from the Town by the purchaser.  
7-0 Carried.***

**MOTION 479.17      *Councillor Pauls moved that Council adjourn at 8:38 p.m.***

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**Kim Craig, MAYOR**

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**Kalen Hastings, CAO**