



# Council Agenda

October 4, 2022 7:00 PM  
Coalhurst Town Office

A. CALL TO ORDER

B. ADOPTION OF AGENDA

1. The Agenda for the October 4, 2022 Regular Meeting of Council

**Motion:**

**That Council adopt the Agenda for the October 4, 2022 Regular Meeting of Council as presented.**

C. MINUTES

1. Minutes from Previous Meetings  
Attachment – September 6, 2022 Minutes  
Attachment – September 21, 2022 Minutes

**Motion:**

**That Council accept the minutes from the September 6, 2022 Regular Meeting of Council.**

**Motion:**

**That Council accept the minutes from the September 21, 2022 Special Meeting of Council.**

D. ATTENDANCE AT MEETINGS

1. EOEP Strategic Planning Course

**Motion:**

**That Council approve Councillor Scott Akkermans and Councillor Deb Florence to attend the EOEP Strategic Planning course.**



E. REPORTS FROM STAFF

1. CAO Appointment

**Motion:**

**That Council appoint Jeffrey Coffman as the Interim Chief Administrative Officer for the Town of Coalhurst, in accordance with CAO Bylaw No. 326-07, and thank Mike Passey for his time of service as the Acting CAO.**

F. CLOSED MEETING SESSION (IN-CAMERA)

Attachment – Policy 00-01-03 Committees/Boards Councillors

**Motion:**

**That the meeting move into an in-camera session.**

1. CAO Update – *FOIP s. 24(1)*
2. Land Development – *FOIP s. 16(1)*
3. Council Objectives – *FOIP s. 24(1)*
4. Council Committees – *FOIP s. 24(1)*

**Motion:**

**That the meeting return to open session.**

G. ADJOURNMENT

1. Adjourn the meeting.

**Motion:**

**That the meeting be adjourned.**

**MINUTES: OF THE SIXTEENTH REGULAR MEETING OF COUNCIL,  
2021/2022 HELD IN COUNCIL CHAMBERS ON TUESDAY,  
SEPTEMBER 6, 2022**

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COUNCIL:	LYNDSAY MONTINA HEATHER CALDWELL SCOTT AKKERMANS DEBORAH FLORENCE JESSE POTRIE	MAYOR DEPUTY MAYOR COUNCILLOR COUNCILLOR COUNCILLOR
STAFF:	KIM HAUTA LESLEY LEBLANC	CHIEF ADMINISTRATIVE OFFICER EXECUTIVE ASSISTANT TO THE CAO

Mayor Montana called the meeting to order at 6:59 p.m.

M#7214-22 Councillor Akkermans moved the adoption of the Minutes of the Fifteenth Regular Meeting held August 9, 2022. Carried

M#7215-22 Councillor Florence moved the adoption of the agenda as circulated. Carried

**BUSINESS ARISING**

1. Minister of Municipal Affairs: correspondence had been received from Alberta Municipal Affairs regarding a meeting with The Honourable Ric McIver, Minister of Municipal Affairs, during the 2022 Alberta Municipalities Convention and Tradeshow.
2. Lethbridge County: correspondence had been received from Lethbridge County regarding the Notice of Decision – Development Permit Application 2022-136 located at SE 22-9-22-W4M for a mechanical shop.
3. Federation of Canadian Municipalities: RCMP Retroactive Costs

M#7216-22 Deputy Mayor Caldwell moved that the Council of the Town of Coalhurst hereby authorizes Administration to submit an e-mail to Rachael Thomas, M.P. – Lethbridge Constituency requesting assistance in requesting the federal government to cover all retroactive costs associated with the new RCMP labour agreement. Carried

4. Minister of Justice and Solicitor General: correspondence had been received from The Honourable Tyler Shandro, Minister of Justice and Solicitor General regarding the Alberta Police Service: Deployment Model Report.
5. Alberta Municipalities: correspondence had been received from Alberta Municipalities regarding a public safety task force.
6. Lafarge Stockpile: correspondence had been received from Candice Dudley regarding concerns about the Lafarge stockpile behind the properties on 8 Street.

**MINUTES: OF THE SIXTEENTH REGULAR MEETING OF COUNCIL, 2021/2022 HELD ON TUESDAY, SEPTEMBER 6, 2022**

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**BY-LAWS/REPORTS**

The following reports were received and reviewed by Council:

**1. Internal Reports:**

- a. Financial Report: Year to Date

M#7217-22 Councillor Potrie moved that the Internal Reports presented in this meeting are accepted. Carried

**2. CAO Report:**

CAO Hauta presented a written report to Council.

i. CAO

- Peace Officer Posting
- MAMP (Municipal Asset Management Program) Grant Application
- Area Structure Plan Concept Meeting
- Lethbridge County Parcel W

M#7218-22 Councillor Florence moved that Mayor Montana and Deputy Mayor Caldwell are hereby authorized to attend the KAIROS Blanket Exercise in Diamond City on September 28, 2022. Carried

ii. Director of Operations

- Stolen Town Trucks
- 2022 Roads and Sidewalk Capital Project
- Spray Park
- Emergency Back-Up Power Generators

M#7219-22 Councillor Akkermans moved that the Chief Administrative Officer's Report is hereby accepted as presented. Carried

**3. Council Member Reports/Questions**

In addition to the internal committee meetings already reported, Council members gave reports on their attendance at external Boards, seminars, asked questions and provided other information.

- a. Councillor Potrie: Miner's Days, The Future of Alberta Policing Webinar, ORRSC Executive meeting
- b. Deputy Mayor Caldwell: Miner's Days, The Future of Alberta Policing Webinar, Picture Butte parade

**MINUTES: OF THE SIXTEENTH REGULAR MEETING OF COUNCIL, 2021/2022 HELD ON TUESDAY, SEPTEMBER 6, 2022**

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- c. Councillor Akkermans: Miner's Days, The Future of Alberta Policing Webinar, SouthGrow Executive meeting
- d. Councillor Florence: Miner's Days, The Future of Alberta Policing Webinar
- e. Mayor Montana: Miner's Days, The Future of Alberta Policing Webinar, meeting with Minister Shandro

**4. External Reports**

- a. SouthGrow Regional Initiative: Rural Immigration Stream Workshop

M#7220-22 Councillor Florence moved that the External Reports presented in this meeting are accepted. Carried

**CORRESPONDENCE**

- a. Lethbridge County re: Fire Ban Lifted
- b. Minister of Justice and Solicitor General re: Article on Policing
- c. Alberta Municipalities re: Response to Government Plan for a Provincial Police Service
- d. Government of Alberta re: A Blueprint for More Police Officers
- e. Town of Ponoka re: Monetary Questions Concerning the RCMP Debate
- f. Town of Tofield re: Victim Services Redesign
- g. Alberta Municipalities re: Ask UCP Leadership Contenders
- h. Alberta Municipalities re: 2022 Notice of Special Resolutions
- i. Alberta Municipalities re: 2022 ABmunis Award Winners
- j. Alberta Health Services/Alberta Health re: Health Engagement Tour Update
- k. Alberta Municipalities re: QEII Platinum Jubilee Medal

M#7221-22 Mayor Montana moved that the correspondence presented in this meeting is hereby acknowledged and filed. Carried

**OTHER BUSINESS**

- a. Lethbridge County: Development Permit Application 2022-148

M#7222-22 Councillor Florence moved that the Council of the Town of Coalhurst hereby authorizes Chief Administrative Officer Hauta to submit a letter to Lethbridge County indicating that the Town has no concern with Development Permit No. 2022-148 (Outdoor Storage) at the location of Plan 9711954, Lot 3 (92041 River Ridge Road, as presented in an August 18, 2022 application. Carried

- b. Justice and Solicitor General, Government of Alberta: The Future of Alberta Policing: A Webinar Series

**MINUTES: OF THE SIXTEENTH REGULAR MEETING OF COUNCIL, 2021/2022 HELD ON TUESDAY, SEPTEMBER 6, 2022**  
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M#7223-22 Councillor Akkermans moved that Mayor Montana, Deputy Mayor Caldwell and Councillor Potrie are hereby authorized to attend The Future of Alberta Policing: A Webinar Series on September 9, 2022. Carried

c. Ministry of Justice: Municipal Engagement Opportunity with Minister Tyler Shandro

M#7224-22 Councillor Potrie moved that Mayor Montana and Councillor Florence are hereby authorized to attend the Municipal Engagement Opportunity with Minister Tyler Shandro in Lethbridge on September 27, 2022. Carried

d. National Day for Truth and Reconciliation: Statutory Holiday

M#7225-22 Mayor Montana moved that the Council of the Town of Coalhurst hereby observe the National Day for Truth and Reconciliation on September 30, 2022 and close all Town facilities and lower all flags to half-mast. Furthermore, that Policy No. 99-01-07 – Holidays be amended to include the National Day for Truth and Reconciliation. Carried

e. ATCO Natural Gas Division: ATCO Gas and Pipelines Ltd. Franchise Agreement

f. Alberta Municipalities: Financing and Municipal Infrastructure in Alberta Webinar

M#7226-22 Mayor Montana moved that Deputy Mayor Caldwell, Councillor Florence and Councillor Akkermans are hereby authorized to attend a Financing and Municipal Infrastructure in Alberta Webinar on September 8, 2022. Carried

**ADJOURNMENT**

M#7227-22 Councillor Florence moved the meeting adjourned at 8:56 p.m. Carried

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

**MINUTES: OF THE SPECIAL MEETING OF COUNCIL HELD SEPTEMBER 21, 2022**

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COUNCIL:	LYNDSAY MONTINA HEATHER CALDWELL SCOTT AKKERMANS DEBORAH FLORENCE JESSE POTRIE	MAYOR DEPUTY MAYOR COUNCILLOR COUNCILLOR COUNCILLOR
STAFF:	MIKE PASSEY	DIRECTOR OF CORPORATE SERVICES/ ACTING CAO

Mayor Montina called the meeting to order at 3:25 p.m.

M#7228-22 Councillor Akkermans moved the adoption of the agenda as circulated.

**BUSINESS ARISING**

**1. CAO Appointment**

M#7229-22 Deputy Mayor Caldwell moved that Council end the appointment of Robert Kim Hauta as Chief Administrative Officer for the Town of Coalhurst effective immediately.

M#7230-22 Councillor Akkermans moved that Council appoint Director of Corporate Services Michael Passey as Acting Chief Administrative Officer for the Town of Coalhurst effective September 21, 2022, until such a time as an interim Chief Administrative Officer or permanent Chief Administrative Officer is hired.

**ADJOURNMENT**

M#7231-22 Councillor Florence moved that Council adjourn the meeting at 3:27 p.m.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

<b>TOWN OF COALHURST POLICY &amp; PROCEDURE MANUAL</b>	<b>SECTION: <i>ORGANIZATION</i></b>
<b>POLICY: <i>COMMITTEES/BOARDS COUNCILLORS</i></b>	<b>POLICY NUMBER: <i>00-01-03</i></b>

**PURPOSE**

To establish a list of Council appointments to various Committees, Boards and Agencies

**COUNCIL POLICY**

1. Councillors will be appointed to the following Committees, Boards and Agencies at the annual Organizational Meeting:
  - a. REGIONAL LOCAL ASSESSMENT APPEAL BOARD
  - b. REGIONAL COMPOSITE ASSESSMENT APPEAL BOARD
  - c. MUNICIPAL SUBDIVISION & DEVELOPMENT AUTHORITY (2 - members of Council, 1 - member-at-large)
  - d. MUNICIPAL SUBDIVISION & DEVELOPMENT APPEAL BOARD (3 - members of the ORRSC Intermunicipal Subdivision and Development Appeal Board)
  - e. GREEN ACRES FOUNDATION
  - f. OLDMAN RIVER REGIONAL SERVICES COMMISSION
  - g. EMERGENCY MEASURES
  - h. COMMUNITY FUTURES LETHBRIDGE REGION
  - i. SOUTHGROW REGIONAL INITIATIVE
  - j. BARONS-EUREKA-WARNER F.C.S.S. BOARD
  - k. OLDMAN WATERSHED COUNCIL
  - l. CHINOOK ARCH REGIONAL LIBRARY SYSTEM
  - m. INTERMUNICIPAL COMMITTEE WITH LETHBRIDGE COUNTY
  - n. INTERMUNICIPAL COMMITTEE



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**POLICY #00-01-03**  
**COMMITTEES/BOARDS COUNCILLORS**

- o. Miners Days Historical Association of Coalhurst – 2015
- p. Mayor's/Reeves

A list of proposed appointments to be circulated to all members of Council prior to the Organizational Meeting. Appointments will be made by a decision of Council.

2. The following internal Committees are hereby established, and the Chair of the Committee will be decided upon at the first meeting of the Committee and shall be a Council member (the Terms of Reference for each of these Committees are to be inserted in this book immediately following this page):
  - a. COMMITTEE OF THE WHOLE
  - b. RISK MANAGEMENT COMMITTEE
  - c. POLICY/BYLAW REVIEW COMMITTEE
  - d. COMMUNITY SUSTAINABILITY/ENHANCEMENT COMMITTEE
  - e. STAFF/VOLUNTEER APPRECIATION EVENT COMMITTEE
3. The appointment to any sub and/or secondary Committees, within a Council member's assigned Committee, shall be at the decision of Council.
4. Council appointments to Community Committees shall be in a liaison capacity only.

**Revision #32 – April 30, 2019**  
**Revision #33 – October 27, 2020**  
**Revision #34 – January 10, 2022**

## **COMMITTEE OF THE WHOLE**

Terms of Reference

Policy 00-01-03

**MEMBERSHIP:** Town Council, CAO and other administrative heads, as required.

**NUMBER OF MEETINGS:** As required by Council.

**PURPOSE:**

1. To meet for discussion and in depth consideration of all matters of the Town.
2. To set up ad hoc sub-committees as the need arises.
3. To make recommendations to Council.

## **RISK MANAGEMENT COMMITTEE**

Terms of Reference

Policy 00-01-03

**MEMBERSHIP:** Two (2) members of Council, Chief Administrative Officer, Director of Operations, Fire Chief

**NUMBER OF MEETINGS:** A minimum of two (2) meetings per year, at the beginning of April and mid September. Additional meetings to be convened when needed, or upon direction of Council.

**PURPOSE:**

1. To inspect and assess the streets, roads, sidewalks, alleys, parking areas and drainage of the Town each spring to identify potential problem areas.

- a. Keep a list of all such areas.
- b. Obtain cost estimates for correcting problem(s).
- c. Review the list established in (a) and prioritize for recommendation to Council for future budgetary considerations.

2. To inspect the various facilities, parks and green spaces owned and operated by the Town:

- |                    |                                    |
|--------------------|------------------------------------|
| * Water Reservoir  | * Miners Memorial Park             |
| * Sewer Buildings  | * Krahn Neighbourhood Park         |
| * Office           | * Imperial Meadows Park            |
| * Shop             | * Town Entrance                    |
| * Community Centre | * Sundance Ridge Subdivision Parks |
| * Park Buildings   | * Other Town Property              |
| * Fire Hall        | * Sundance Ridge Lift Station      |

a. Inspections will include the review of maintenance and safety records for:

- |                              |                              |
|------------------------------|------------------------------|
| (1) - WHMIS compliance       | - playground equipment       |
| - chemical storage           | - trees/shrubs               |
| - flammable liquid storage   | - water sprinkler systems    |
| - lubricant storage          | - lawn maintenance equipment |
| - other hazardous substances |                              |

(2) Buildings

- appearance
- structural integrity

(3) Vehicles

b. Make recommendations to Council with regard to maintenance, improvements and new construction requirements prior to October for potential inclusion for future budgetary considerations.

## **POLICY/BYLAW REVIEW COMMITTEE**

Terms of Reference

Policy 00-01-03

**MEMBERSHIP:** Two (2) members of Council and the CAO, plus other staff when appropriate.

**NUMBER OF MEETINGS:** 2<sup>nd</sup> Monday of the month, as required

### **PURPOSE:**

1. To review the policies and bylaws of Council ensuring they are consistent with legislation and procedures; and that they can be accomplished within the given resources allotted to that function.
2. Review proposed policies and bylaws, except for those that are designated as administrative, before presentation to Council.
  - i. Administrative policies can be amended by the appropriate administrator and presented directly to Council.
3. Ensure that Council policies and bylaws are consistent with approved risk management practices.

## **ECONOMIC DEVELOPMENT COMMITTEE**

Terms of Reference

Policy 00-01-03

- MEMBERSHIP:** Two members of Council and the Chief Administrative Officer, plus the Director of Operations, Community Futures Lethbridge Region representatives or other resources as deemed appropriate.
- NUMBER OF MEETINGS:** As required.
- TERM:** Chair – rotating between the two members of Council.
- Committee may request the input of local community representatives, as may be required, and if requested by the Committee to attend a meeting, the representative(s) shall be remunerated in accordance with the current Council Remuneration and Payment of Expenses Policies.
- PURPOSE:** Create an economic development plan with clear short and long term goals. Objectives are to be revisited annually.
- Promote socio-economic growth and well being of the community.

February 25, 2002 amended May 18, 2004  
Amended April 8, 2008

## **COMMUNITY SUSTAINABILITY/ENHANCEMENT COMMITTEE**

Terms of Reference

Policy 00-01-03

**MEMBERSHIP:** Two (2) members of Council, plus the Chief Administrative Officer and other department heads, as required.

### **TERM:**

Council appointments will be reviewed annually and will cease with the end of each Council term.

### **NUMBER OF MEETINGS:**

3<sup>rd</sup> Thursday of the month, as required.

### **PURPOSE:**

1. To develop, co-ordinate, support and identify the trends and needs of Town facilities and staffing.
2. To be representative and responsive to the needs of community organizations.
3. To work to ensure that the community remains welcoming and inclusive in infrastructure and activities.
4. To make requests to other Committees with regard to further consideration of certain items, within their discretion.

### **MINUTES AND AGENDA:**

1. Agendas for meetings will be prepared and distributed prior to each meeting of the Committee. A standard Agenda template will be provided by the Town Office which will be followed.
2. Minutes will be prepared for every meeting and will be reviewed at the next scheduled meeting of the Committee. All minutes will be made available for inclusion in the next regular Council Agenda.
3. Meeting minutes may be taken by administrative staff. A Committee member may be asked to perform this function in the absence of administrative staff.
4. Only recommendations as they appear in the Minutes will be considered as officially representing the positions of the Committee.
5. Amendments to the Terms of Reference may be proposed for recommendation to Council, if a majority of members are present. Amendments shall only be made if approved by Council.
6. Council may provide a budget to cover special projects, as requested by the Committee, which must be approved in advance through the budget process.

# **RECREATION AND CULTURE COMMITTEE**

## **Terms of Reference**

### **Policy 00-01-03**

#### **PURPOSE**

To establish a policy outlining the Terms of Reference for the Committee for Recreation and Culture in the Town of Coalhurst.

#### **TERMS OF REFERENCE**

##### **1. NAME**

The name of the committee shall be the **Committee for Recreation and Culture in the Town of Coalhurst** (Rec & Culture Comm). Referred to as the/this Committee in this document.

##### **2. THE PURPOSES OF THIS COMMITTEE ARE:**

- a. To develop, co-ordinate, support and identify the trends and needs of recreation facilities, programs and activities for the residents of Coalhurst and surrounding district.
- b. To be representative and responsive to the recreation, culture and heritage needs of Coalhurst and surrounding district residents.
- c. To provide a focal point for the planning and delivery of community events and activities.
- d. To build a sense of community within Coalhurst, to recognize and promote equal opportunities for everyone and to encourage residents to get involved.
- e. To maintain liaison and coordination with Council, Palliser Regional Schools, community groups, and neighbouring Recreation Committees as may be appropriate.
- f. To create and present recommendations for the operating and capital portion of the recreation/cultural annual budget for Council approval.

##### **3. THE OBJECTIVES OF THIS COMMITTEE ARE:**

- a. To ensure the successful delivery of community activities and programs that include but are not limited to: Miner's Days Community Events, Festivals, Community celebrations, Summer and Winter activities for all ages.
- b. To promote and fundraise for recreational projects decided on by the Committee and/or as requested by Council, working in co-operation with other agencies such as, but not limited to, the Coalhurst Parks and Recreation Society.
- c. To hear and consider representation by an individual, organization, or group of residents/businesses with respect to Recreational or Cultural Activities, and to provide a recourse for citizens who have specific concerns regarding recreation and cultural services.
- d. To conduct surveys and polling of residents and groups to determine needs and wants of the community pertaining to Recreation and Culture.
- e. To ensure positive communication and promotion of new programs and policies occurs.

- f. To work towards the accomplishment of objectives set by the Strategic Plan of the Town of Coalhurst as set by Council.
- g. To review issues brought forward by Council, from time to time, with the purpose of reporting comments and recommendations back to Council.
- h. To annually review and evaluate the effectiveness and quality of the recreational and cultural services being provided to the Town, in relation to the goals of the Committee and the Strategic Plan of the Town.
- i. The Town and the Committee shall make this review prior to December 31 of each year.

**4. THE MEMBERSHIP OF THIS COMMITTEE SHALL BE APPOINTED BY COUNCIL AND SHALL CONSIST OF:**

- a. Two (2) members of Council;
- b. Two (2) members of the Coalhurst Parks and Recreation Society;
- c. Three (3) members of the Town of Coalhurst at large, consisting of:
  - i) One member who shall be designated as a representative to Palliser Schools,
  - ii) One member who shall be designated as a representative to the 55+ Club and seniors,
  - iii) One member who shall be designated as a representative to Coalhurst's cultural groups; and
- d. A non-voting member of the Administrative Staff to provide clerical and administrative support.

**5. THE QUALIFICATIONS FOR NON-COUNCIL MEMBERS ON THIS COMMITTEE ARE THAT THEY:**

- a. Must reside in the Town of Coalhurst or operate a business (or non-profit organization) located within the Town of Coalhurst.
- b. Have a demonstrated expertise, interest and/or involvement in recreation and/or cultural activities.
- c. Must be able to focus broadly, rather than on just a single area of interest.
- d. Must be able to commit the time required to work on the Committee.
- e. Must abide by the Code of Conduct of the Town of Coalhurst; are bound by the requirements of the MGA regarding Pecuniary Interest; and must familiarize themselves with these requirements through the Town Administration Staff as needed.

**6. THE TERM OF COMMITTEE MEMBERS**

- a. Council appointments will be reviewed annually and will cease with the end of each Council term.
- b. Community member appointments will be for a three (3) year period, with the option of reappointment for an additional three (3) year term. As special circumstances may dictate, a Community member may be granted a third three (3) year term with the approval of a majority vote of the Committee along with the re-appointment by Council.
- c. In the event of a vacancy, the Chair will advise the Mayor and Council, as soon as possible, and a recommendation for filling the position for the remainder of the term will be considered.



## **7. POSITIONS ON THE COMMITTEE**

- a. At the first meeting following the Annual Organizational Meeting of Council, the Committee shall elect a Chairperson and a Vice-Chairperson to sit for a one-year term.
- b. A Chairperson or Vice-Chairperson may be chosen to serve for following one-year terms.
- c. The Members of Council may not be chosen to serve as Chairperson or Vice-Chairperson.
- d. The two members of the Coalhurst Parks and Recreation Society may not both serve as Chairperson and Vice-Chairperson at the same time.
- e. The Chairperson shall preside over all Regular meetings of the Committee and any special meetings of the whole Committee as may be called from time to time.
- f. The Chairperson does not have special privilege over or within ad-hoc or standing sub-committees, or working groups (task forces), as may be struck from time to time, but may be a member of these sub-committees or working groups if selected by the Committee to do so.
- g. The Vice-Chairperson assumes the role of the Chairperson in the Chairperson's absence and for the time that the Chairperson is absent only. The Chairperson will reassume their role at the first practical opportunity after the Chairperson becomes present.

## **8. AGENDA, MINUTES, AND CONDUCT OF MEETINGS**

- a. Agendas for meetings will be prepared and distributed prior to each meeting of the Committee. A standard Agenda template will be provided by the Town Office which will be followed.
- b. Minutes will be prepared for every meeting and will be reviewed at the next scheduled meeting of the Committee. All minutes will be made available for inclusion in the next regular Council Agenda. The minutes of the Committee for Recreation and Culture are a public document and will be archived and treated as such.
- c. Meeting minutes shall be taken by administrative staff. A Committee member may be asked to perform this function in the absence of administrative staff.
- d. Only recommendations as they appear in the Minutes will be considered as officially representing the positions of the Committee.
- e. A Motion of a committee member does not require a seconder. The Chairperson shall vote on all motions. A tie vote is defeated.
- f. Meetings shall be conducted through a modified use of Robert's Rules of Order, as outlined for committees of the Town of Coalhurst in the Procedural Bylaw. The Chairperson shall receive appropriate training in conducting meetings to ensure that the Committee's time is used both efficiently and productively.

## **9. MEETINGS**

- a. Regular meetings of the Committee shall normally be held once monthly. The regular time and day of these monthly meetings will be confirmed annually at the first meeting after the Annual Organizational Meeting of Council.
- b. A simple majority of members must be present to constitute a quorum and allow recommendations to be made.
- c. Committee members appointed by Council will receive a per meeting honorarium for their attendance at a Regular Committee meeting or special meeting held for the whole of the Committee, in the amount set annually by Council. Sub-committee, ad-hoc committee, or standing committee meetings, or work/task groups attended are to be considered as volunteer time donated by Committee members.

## **10. FINANCES**

- a. The Town of Coalhurst shall provide a budget for Committee purposes as set annually by the Council.
- b. Prior to December 1 of each year, the Committee (through its Chairperson and Vice-Chairperson) shall present to Council its recommendations for the following year's budget. This should include recommendations for Capital projects in accordance with the Strategic Plan, as well as for Operational requirements as determined by an annual plan. Council will be solely responsible for any decision regarding the Capital or Operational Budget.
- c. At no time may the Committee, or any member of the Committee, commit the Town of Coalhurst Council, administration, employees, facilities or funds to a course of action, group, or task.
- d. Official communication of matters pertaining to this Committee including events/activities or projects must be retained as the responsibility of the Town of Coalhurst.
- e. All items that have been funded through the Town of Coalhurst are the property of the Town of Coalhurst.

## **11. GENERAL PROVISIONS**

- a. A Committee member that is not qualified, or becomes disqualified during the member's term, in accordance with the provisions in Section 5 above, may be immediately removed as a member of the committee by Council.
- b. Failure of a member to attend two (2) consecutive regular meetings or four (4) regular meetings in the course of a year may be grounds for replacement by Council. Excuse may be granted for circumstances found to be acceptable to the Committee Chairperson and/or Council.
- c. Any use of Town equipment, facilities or vehicles must be done with the permission of the Town.
- d. Amendments to the Terms of Reference may be proposed by the Committee to the Council for consideration. Amendments to the Terms of Reference shall normally only be considered annually and directly following the Annual Organizational Meeting of Council.