AGENDA: FOR THE TOWN OF COALHURST 2022/2023 ORGANIZATIONAL MEETING OF COUNCIL TO BE HELD IN COUNCIL CHAMBERS ON TUESDAY, NOVEMBER 1, 2022

6:30 P.M.

- 1. CALL TO ORDER (Mayor Montina)
- 2. ADOPT THE AGENDA
- 3. **SELECTION OF DEPUTY MAYOR**
- 4. FIX DATES, TIMES & PLACE OF ALL REGULAR MEETINGS
 - a. 2023 Coalhurst Council Meeting Schedule (attached)
- MEMBER APPOINTMENTS: EXTERNAL BOARDS AND COMMITTEES
 - a. External Boards and Committees Policy No. 00-01-03 (attached)
- **MEMBER APPOINTMENTS: INTERNAL COMMITTEES**
 - a. Internal Committees Policy No. 00-01-03 (attached)
- 7. CORPORATE APPOINTMENTS
 - a. Internal Corporate Appointments Policy No. 00-01-05 (attached)
- 8. SIGNING AUTHORITY
- 9. OTHER ORGANIZATIONAL MATTERS
- 10. ADJOURNMENT

Distribution:

Mayor Montina CAO Coffman Councillor Akkermans DCS Passey Councillor Caldwell DO Lewis Councillor Florence Town Staff

Councillor Potrie Town Planner Horvath

2023 Coalhurst Council Schedule

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2022/2023 COMMITTEE APPOINTMENTS

EXTERNAL COMMITTEES

Policy 00-01-03

- Municipal Subdivision & Development Authority (Councillor Caldwell, Councillor Potrie (Chair), Member-at-Large – Stan Reynolds)
- b. Chinook Intermunicipal Subdivision & Development Appeal Board
 (Councillor Akkermans, Members-at-Large Irene Hildebrandt, Brody Prete)
- c. Green Acres Foundation (Councillor Caldwell)
- d. Oldman River Regional Services Commission (Councillor Potrie)
- e. Emergency Advisory Committee (Councillor Caldwell, Councillor Florence, Members-at-Large Barbara Edgecombe-Green)
- f. Community Futures Lethbridge Region (Councillor Florence)
- g. SouthGrow Regional Initiative (Councillor Akkermans)
- h. Barons-Eureka-Warner F.C.S.S. Board (Mayor Montina)
- i. Chinook Arch Regional Library System (Mayor Montina)
- j. Regional Local Assessment Review Board (Councillor Potrie)
- k. Regional Composite Assessment Review Board (Councillor Potrie)
- I. Oldman Watershed Council (Councillor Akkermans)
- m. Intermunicipal Committee with Lethbridge County (Mayor Montina, Councillor Caldwell, Councillor Florence (Chair))
- n. Intermunicipal Committee (Mayor Montina, Councillor Florence, Councillor Akkermans)
- o. Mayor's/Reeves (Mayor Montina)

2022/2023 COMMITTEE APPOINTMENTS

INTERNAL COMMITTEES

Policy 00-01-03

- a. Agenda Setting Committee (Mayor Montina, Deputy Mayor)
- b. Policy/Bylaw Review and Risk Management Committee (Councillor Florence, Councillor Akkermans)
- Recreation and Culture Committee (Councillor Caldwell, Councillor Potrie, members-at-large – Stephenie Karsten, Chris Evetts and Aaron Wolfe)
- d. Staff/Community Leadership Appreciation Event Committee (Councillor Florence, Councillor Potrie)
- e. Committee of the Whole (All Council) Mayor Montina, Chair
- f. Finance Committee (All Council) Mayor Montina, Chair

TOWN OF COALHURST POLICY & PROCEDURE MANUAL

SECTION:

ORGANIZATION

POLICY:

COMMITTEES/BOARDS
COUNCILLORS

POLICY NUMBER: *00-01-03*

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
 - 1. CHINOOK ARCH REGIONAL LIBRARY SYSTEM
 - m. INTERMUNICIPAL COMMITTEE WITH LETHBRIDGE COUNTY
 - n. INTERMUNICIPAL COMMITTEE

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#31 – October 3, 2017 Revision #32 – October 23, 2018 Revision #32 – April 30, 2019 Revision #33 – October 27, 2020

2022/2023 CORPORATE APPOINTMENTS

INTERNAL APPOINTMENTS

Policy 00-01-05

- a. Assessor Benchmark Assessment Consultants Inc. Lance Wehlage
- b. Assessment Review Board Clerk ORRSC
- c. Chinook Intermunicipal Subdivision & Development Appeal Board Clerk ORRSC
- d. Director of Emergency Management Chris Evetts
- e. Deputy Director of Emergency Management To Be Determined
- f. Public Information Officer Mike Passey
- g. Disaster Social Services/Transportation Services Officer Barbara Edgecombe-Green
- h. Health Inspector Alberta Health Services
- i. Engineer (for services less than \$75,000.00) MPE Engineering Ltd.
- j. Solicitor North & Company Kerry Gellrich
- k. Auditor KPMG Mark DeBlois
- I. Risk Management Coordinators Chief Administrative Officer and Kevin Lewis
- m. Development Officer Sarah Mitchell
- n. Weed Inspector Kevin Lewis
- o. FOIP Head Chief Administrative Officer
- p. Pest Control Inspector Kevin Lewis
- q. Tangible Capital Asset Engineer d.e. Mapping Ltd.
- r. Quality Management Plan (QMP) Manager Chief Administrative Officer
- s. Safety Codes Services Park Enterprises Ltd.

TOWN OF COALHURST POLICY & PROCEDURE MANUAL POLICY: INTERNAL APPOINTMENTS SECTION: ORGANIZATION POLICY NUMBER: 00-01-05

PURPOSE

To establish a list of internal appointments.

COUNCIL POLICY

- 1. The following internal appointments will be made by Council at the annual Organization Meeting (current appointees are shown in brackets);
 - a. Assessor (Benchmark Assessment Morgan Strate)
 - b. Assessment Review Board Clerk (ORRSC)
 - c. Chinook Intermunicipal Subdivision & Development Appeal Board Clerk (ORRSC)
 - d. Director of Emergency Management (
 - e. Deputy Director of Emergency Management ()
 - f. Public Information Officer (Kyle Bullock)
 - g. Disaster Social Services/Transportation Services Officer (Barbara Edgecombe-Green)
 - h. Health Inspector (Alberta Health Services)
 - i. Engineer for services less than \$75,000 (MPE Engineering Ltd.)
 - j. Solicitor (North & Company Kerry Gellrich)
 - k. Auditor (KPMG Mark DeBlois)
 - 1. Risk Management Coordinators (Kim Hauta & Kevin Lewis)
 - m. Development Officer (Leda Kozak Tittsworth)
 - n. Weed Inspector (Kevin Lewis)
 - o. FOIP Head (Kim Hauta)
 - p. Pest Control Inspector (Kevin Lewis)
 - q. Tangible Capital Asset Engineer (d.e. Mapping Ltd.)
 - r. Quality Management Plan (QMP) Manager (Leda Kozak Tittsworth)
 - s. Safety Codes Services (Park Enterprises Ltdl)
- 2. All appointments are held at the pleasure of Council except where there is an existing contract.

Revision #21 – October 17, 2017

Revision #22 – October 27, 2020

Revision #23 – October 26, 2021