

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

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- 6:30 P.M.**
- 1. CALL TO ORDER** (Mayor Montana)
  - 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)
  - 5. MEMBER APPOINTMENTS: EXTERNAL BOARDS AND COMMITTEES**
    - a. External Boards and Committees Policy No. 00-01-03 (attached)
  - 6. 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 Montana  
Councillor Akkermans  
Councillor Caldwell  
Councillor Florence  
Councillor Potrie*

*CAO Coffman  
DCS Passey  
DO Lewis  
Town Staff  
Town Planner Horvath*

# 2023 Coalhurst Council Schedule

January							February							March							April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30						29	30	31					29	30	31				

  

May							June							July							August						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28
28	29	30	31				28	29	30					28	29	30	31				28	29	30	31			

FCM May 25-28 Toronto, ON

  

September							October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30	31					29	30	31					29	30	31				

AM Conf. Sept 27-29 Edmonton

## **ITEM 5**

### **2022/2023 COMMITTEE APPOINTMENTS**

#### **EXTERNAL COMMITTEES**

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

- a. 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 Montana)
- i. Chinook Arch Regional Library System (Mayor Montana)
- j. Regional Local Assessment Review Board (Councillor Potrie)
- k. Regional Composite Assessment Review Board (Councillor Potrie)
- l. Oldman Watershed Council (Councillor Akkermans)
- m. Intermunicipal Committee with Lethbridge County (Mayor Montana, Councillor Caldwell, Councillor Florence (Chair))
- n. Intermunicipal Committee (Mayor Montana, Councillor Florence, Councillor Akkermans)
- o. Mayor's/Reeves (Mayor Montana)

**ITEM 6**

**2022/2023 COMMITTEE APPOINTMENTS**

**INTERNAL COMMITTEES**

**Policy 00-01-03**

- a. Agenda Setting Committee (Mayor Montana, Deputy Mayor)
- b. Policy/Bylaw Review and Risk Management Committee (Councillor Florence, Councillor Akkermans)
- c. 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 Montana, Chair
- f. Finance Committee (All Council) – Mayor Montana, 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
  - l. 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**

**ITEM 7**

**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
- l. 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.

<b>TOWN OF COALHURST POLICY &amp; PROCEDURE MANUAL</b>	<b>SECTION: <i>ORGANIZATION</i></b>
<b>POLICY: <i>INTERNAL APPOINTMENTS</i></b>	<b>POLICY NUMBER: <i>00-01-05</i></b>

**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)
  - l. 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**