



BYLAW 446-23

Council Committees Bylaw

BEING A BYLAW OF THE TOWN OF COALHURST IN THE PROVINCE OF ALBERTA, TO ESTABLISH COUNCIL COMMITTEES

WHEREAS Section 145 of the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended, authorizes Council to pass a bylaw to establish Council committees; and

WHEREAS Council may, by bylaw, establish the functions of Council committees and the procedures to be followed; and

WHEREAS the Council of Coalhurst considers it expedient to establish Council committees to support, facilitate and to advise Council on matters relevant to the committee mandates;

NOW THEREFORE, BE IT RESOLVED THAT the Council of the Town of Coalhurst, duly assembled, enacts as follows:

1.0 TITLE AND PURPOSE

- 1.1 This bylaw may be cited as the 'Council Committees Bylaw'.
- 1.2 Each Committee shall be deemed to be a Committee of Council and shall be responsible and accountable only to Council.
- 1.3 This bylaw shall govern the establishment and regulation of Council Committees unless a variance is specifically provided for in the bylaw. Any such variance must be set out in the Committee Terms of Reference attached to and forming part of this bylaw.
- 1.4 This bylaw does not apply to intermunicipal, commission or corporate bodies jointly established under separate bylaw or agreement.
- 1.5 If a matter is not contemplated in the Terms of Reference of a Committee, this bylaw takes precedence.

2.0 INTERPRETATION AND DEFINITIONS

2.1 In this bylaw, the following terms, phrases, words and their derivations shall have the following meanings:

- a. **Act** means the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended;
- b. **Ad-Hoc** means a short-term, special or temporary Committee, a task force or working group established by Council to complete a specific task in a specific time frame;
- c. **Administration** means the operations and staff of the Town under the direction of the Chief Administrative Officer
- d. **Chief Administrative Officer or CAO** means the person appointed by the Council of the Town to carry out the powers, duties and functions of the Chief Administrative Officer;
- e. **Code of Conduct** means the Town's current Code of Conduct Bylaw, which establishes the conduct governing Councillor's and members of council committees;
- f. **Committee** means a committee with members appointed by Council and includes a Standing or Subcommittee which may consist entirely of Councillors, a combination of Councillors and Members-at-Large or, may be entirely of Members-at-Large;
- g. **Council** means the elected officials for the Town of Coalhurst;
- h. **Member** means a person who has been appointed to a Committee by Council in accordance with the current Council Procedures bylaw;
- i. **Organizational Meeting** means the annual Organizational Meeting of Council held pursuant to the Municipal Government Act;
- j. **Procedure Bylaw** means the current Council Procedures Bylaw, as amended or replaced from time to time;
- k. **Subcommittee** means a subcommittee established to assist with the duties of a Committee;
- l. **Terms of Reference** means the Terms of Reference approved by Council that establishes the functions, procedures, membership and other governance characteristics of a Committee, schedules which are attached and form part of this bylaw;
- m. **Town** means the municipality of the Town of Coalhurst, incorporated in the Province of Alberta.



- 2.2 The headings in this bylaw do not form part of this bylaw and shall not affect its interpretation.

3.0 ESTABLISHING COMMITTEES AND SUBCOMMITTEES

- 3.1 Council may establish Committees and their Terms of Reference by bylaw.
- 3.2 Council may establish by resolution, an ad-hoc committee, task force or working group for the purpose of reviewing a specific issue or issues within a specific timeline.
- 3.3 Committees will have the duties, functions, membership, procedures and other characteristics established in their attached Terms of Reference forming part of this bylaw.
- 3.4 Committees may establish by motion, a subcommittee for the purpose of reviewing a specific issue or issues within a specific timeline.

4.0 ACCOUNTABILITY AND REPORTING

- 4.1 All Committees are accountable to Council.
- 4.2 Subcommittees are accountable to the Committee that they were established to assist.
- 4.3 Councillors are responsible for keeping Council as a whole, informed of the activities of the various Committees to which they are appointed.
- 4.4 All Committees are required to provide adopted meeting minutes to the Legislative Services Director for the Corporate Record.

5.0 MEMBERSHIP AND APPOINTMENTS

- 5.1 Membership vacancies that occur between the annual Organizational Meetings may be filled by resolution of Council.
- 5.2 Members-at-Large must be residents of Coalhurst, unless otherwise provided for in the Terms of Reference, and are appointed by Council for the term as outlined in the Terms of Reference. The Terms of Reference may prescribe additional requirements or qualifications for the appointment of a Member-at-Large.
- 5.3 Members-at-Large who cease to be a resident of Coalhurst also cease to be a member of the Committee to which they are appointed unless otherwise provided for in the Terms of Reference of those Committees.

6.0 TERM OF APPOINTMENT AND REMOVAL

- 6.1 Council Representatives are appointed at the annual Organizational Meeting for a specified term.
- 6.2 Appointments to an ad-hoc committee, task force or working group will be the term to complete the work of the committee as established by Council.
- 6.3 If a Members-at-Large resigns mid-term, their replacement will only be appointed for the remainder of the original term.
- 6.4 Members-at-Large serve at the desire of Council and may be removed from a Committee by a resolution of Council.
- 6.5 Members-at-Large may resign from a Committee by providing written notice of their resignation.
- 6.6 A Member-at-Large who is absent from three consecutive meetings without a valid reason ceases to be a Member of that Committee unless the absence is authorized by a motion of the Committee.
- 6.7 Members-at-Large may serve on a Committee for a maximum of two consecutive terms unless otherwise stated in the Committee's Terms of Reference. After serving a second consecutive term, Members-at-Large cannot serve on the Committee for at least one term before being eligible for reappointment. Members-at-Large may sit for a third consecutive term if necessary, by resolution of Council.

7.0 CHAIR AND VICE-CHAIR

- 7.1 The Chair and Vice Chair of a Committee are chosen in accordance with its Terms of Reference.
- 7.2 If the Terms of Reference for a Committee does not provide for the appointment of a Chair or Vice-Chair, the Chair or Vice-Chair will be chosen by the simple majority of the Committee Members in a manner agreed upon by a simple majority of the Members.



8.0 MEETINGS AND MEETING PROCEDURES

- 8.1 Committees will meet on the dates and times established by Council at the annual Organizational Meeting or by resolution of Council or as referenced in its Terms of Reference.
- 8.2 All agendas and minutes of the Committee meetings will be made available to the public.
- 8.3 Additional meetings and special meetings of a Committee may be called in accordance with its Terms of Reference.
- 8.4 Committee meetings are to be conducted in accordance with the current Council Procedure Bylaw, as amended or replaced from time to time.
- 8.5 Committee meetings are to be open to the public except when permitted by legislation to hold parts of the meeting in a closed session.
- 8.6 Individuals, community groups and other organizations that wish to present to a Committee may submit a request to do so in accordance with the current Council Procedure Bylaw or as otherwise outlined in its Terms of Reference.

9.0 CODE OF CONDUCT

- 9.1 Committees established under this bylaw will govern themselves in accordance with the current Code of Conduct Bylaw, as amended or replaced from time to time.

10.0 ADMINISTRATIVE SUPPORT

- 10.1 Committees may receive administrative support as appointed by the Chief Administrative Officer, in a non-voting capacity or as outlined in their Terms of Reference.
- 10.2 Administrative support may include but is not limited to, preparing agendas and minutes, coordinating meetings, providing expertise and advice and other duties that are reasonably required by the Committee to carry out its duties.

11.0 BUDGET AND REMUNERATION

- 11.1 Committees may have the budgets and resources established in the Operating Budget of the Town as approved by Council.
- 11.2 Council members are remunerated in accordance with Town's Council Remuneration and Reimbursement Policy, as amended from time to time, unless the Terms of Reference for a Committee provides for otherwise.



12.0 TERMS OF REFERENCE

12.1 Included as part of this bylaw are the following committee terms of reference:

- a. Agenda Setting Committee
- b. Business Engagement and Retention Committee
- c. Committee of the Whole
- d. Community Celebration Committee
- e. Community Enrichment Advisory Committee
- f. Community Housing Advisory Committee
- g. Intergovernmental Relations Committee
- h. Intermunicipal Committee with Lethbridge County
- i. Staff and Volunteer Appreciation Committee
- j. Wetlands Advisory Committee

13.0 SEVERABILITY

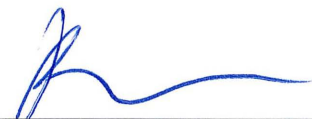
13.1 Each provision of this Bylaw is independent of all other provisions. If a provision of this bylaw is declared invalid for any reason by a court of competent jurisdiction, the remaining provisions of the bylaw will remain valid and enforceable.

14.0 GENERAL PROVISIONS AND COMING INTO FORCE

14.1 With passage of this bylaw and attached terms of reference Policy 00-01-03 Committees/Boards, 00-01-11 Miner's Days Committee and 00-01-08 Staff Volunteer Appreciation Committee are hereby rescinded.

14.2 This Bylaw will take force and effect upon third and final reading and signing thereof.

READ A FIRST TIME on the 7th day of November 2023.



Mayor

Chief Administrative Officer

READ A SECOND TIME on the 7th day of November 2023.

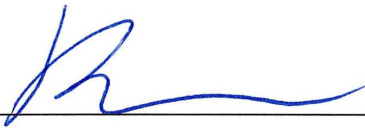


Mayor

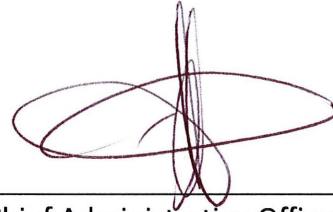


Chief Administrative Officer

READ A THIRD AND FINAL TIME on the 21st day of November 2023.



Mayor



Chief Administrative Officer

Agenda Setting Committee

TERMS OF REFERENCE

#	ITEM	DETAILS
1	NAME	Agenda Setting Committee
2	PURPOSE	<p>The purpose of the Agenda Setting Committee (the “Committee”) is to assist Town Council to ensure that Council meeting agendas are consistent with Council’s Strategic Plan, support the Organization in governance decisions, and to consider Members Agenda Requests.</p> <p>The Agenda Setting Committee must:</p> <ul style="list-style-type: none"> (a) determine whether to <ul style="list-style-type: none"> (i) include an item on the Agenda for a Council Meeting; (ii) refer an item to a different Meeting; (iii) refer an item to the CAO; (iv) include an item on a Closed Meeting Agenda, in accordance with the <i>Freedom of Information and Protection of Privacy Act</i>; (b) suggest wording revisions to reports and recommendations if appropriate; and, (c) review public requests to present as part of the Delegations portion of the agenda.
3	COMPOSITION	<p>The Committee shall be comprised of the Mayor, Deputy Mayor, and Chief Administrative Officer (or designate). The Mayor will be the Committee Chair. If the Mayor is absent, the Deputy Mayor shall Chair the meeting. If both are absent, the Chair for that meeting will be determined, at the start of the meeting. If the Mayor or Deputy Mayor are unable to attend, the CAO will solicit for another Member to attend in their place, for that meeting. Members will be appointed annually at the Organizational meeting. Two Members of Council must be present at all Committee meetings.</p>
4	MEETING SCHEDULE	<p>The Committee will meet bi-monthly or by the Friday before a Regular Meeting of Council, on a schedule that best serves the Members and may meet at such other times as required by the Committee Chair.</p>
#	ITEM	DETAILS

5	MEETING PROCEDURES	<ol style="list-style-type: none"> 1. The meeting is closed to the public pursuant to Section 29 (information that is or will be available to the public) of the <i>Freedom of Information and Protection of Privacy Act</i>. The Committee will comply with the requirements of the MGA, Council Procedure Bylaw and Code of Conduct Bylaw. 2. The CAO will do their best to ensure that the proposed agenda(s) will have the necessary supporting documents, information, or materials for review at the meeting.
6	LEADERSHIP AND GOVERNANCE	The Mayor or designate shall act as chair for meeting. The Mayor is responsible for reporting the activities of the Committee to Town Council.
7	REPORTING	The Committee determines the agendas for the Regular Meetings of Council. No official Meeting Minutes will be kept as part of the corporate record.
8	RESOURCES - FINANCIAL	Council members shall receive remuneration based on existing policy for attendance.
9	RESOURCES - HUMAN/OTHER	The Chief Administrative Officer or designate shall attend meetings. Legislative Services and any other staff members deemed necessary shall provide support to the Committee.
10	COMMUNICATION	The agenda for the Regular Meeting of Council will be published following the finalization of the agenda by the committee.
11	REVIEW AND EVALUATION	The Committee Terms of Reference shall be reviewed at the Organizational Meeting following a municipal election to ensure that they reflect the current mandate of the Committee.

Business Engagement and Retention Committee

TERMS OF REFERENCE

#	ITEM	DETAILS
1	NAME	Business Engagement and Retention Committee
2	PURPOSE	<p>The purpose of the Committee is to:</p> <ul style="list-style-type: none"> - liaise with community businesses to assess the current business climate in the community and determine potential impediments or opportunities. - explore options for business retention. - explore options for business expansion.
3	COMPOSITION	<p>The Committee shall be comprised of two members of Council. Members will be appointed annually at the Organizational meeting. Two Members of Council must be present at all Committee meetings.</p>
4	MEETING SCHEDULE	<p>The Committee will meet as required on a schedule that best serves the Members and may meet at such other times as required by the Committee Chair.</p>
5	MEETING PROCEDURES	<p>All meetings are open for the public to attend except when permitted by legislation to hold parts of the meeting in a closed session. The Committee will comply with the requirements of the MGA, Council Procedure Bylaw and Code of Conduct Bylaw. Meetings will be conducted based on Robert's Rules of Order.</p>
6	LEADERSHIP AND GOVERNANCE	<p>The Committee Chair will be determined at the first committee meeting following the Organization Meeting. If the Committee Chair is absent, the Chair will be determined at the start of the meeting.</p>
8	RESOURCES - FINANCIAL	<p>Committee members shall receive remuneration based on existing policy for attendance.</p>
9	RESOURCES - HUMAN/OTHER	<p>The Chief Administrative Officer or designate shall attend meetings. Legislative Services and any other staff members deemed necessary shall provide support to the Committee.</p>

#	ITEM	DETAILS
10	COMMUNICATION	The Chair shall inform Council at Committee of the Whole or Regular Council meetings of the committees progress and proposed initiatives.
11	REVIEW AND EVALUATION	The Committee Terms of Reference shall be reviewed at the Organizational Meeting following a municipal election to ensure that they reflect the current mandate of the Committee.

Committee of the Whole

TERMS OF REFERENCE

#	ITEM	DETAILS
1	NAME	Committee of the Whole
2	PURPOSE	<p>The Committee of the Whole (COTW) will be an advisory committee whose purpose is to provide Council the opportunity to debate and discuss matters in a less formal setting and to make recommendations to an upcoming Council meeting for formal Council consideration. In accordance with the <i>Municipal Government Act</i> (MGA), RSA 2000, Chapter M-26, as amended, the Committee may consider any matter that Council may consider. COTW will include, but not be limited to, Strategic Plan Review, land expansion and land use, economic development and business retention, financial or budgeting discussions, draft policy and bylaw review or any other matter that requires additional attention prior to a Regular or Organizational Meeting of Council. The Committee will comply with the requirements of the MGA and Committee Bylaw.</p>
3	COMPOSITION	<p>The Committee shall consist of all members of Council for the duration of their term of office.</p>
4	MEETING SCHEDULE	<p>The Committee will meet at 6:00 pm on the Tuesday between Regular Council meetings as requested by Council or Administration. Other dates and times may be considered as need arises. Meetings may be cancelled by the Mayor or designate.</p>
5	MEETING PROCEDURES	<p>All meetings are open for the public to attend except when permitted by legislation to hold parts of the meeting in a closed session. The Committee will comply with the requirements of the MGA, Council Procedure Bylaw and Code of Conduct Bylaw.</p>
6	LEADERSHIP AND GOVERNANCE	<p>Quorum is a majority of Council members. The Mayor or designate shall act as chair.</p>

#	ITEM	DETAILS
7	REPORTING	The Committee is advisory in nature, making recommendations to Council by way of resolution. Minutes of the Committee shall be adopted by Council and recommendations will be added to the next Regular Council meeting agenda by way of RFD (Request for Decision).
8	RESOURCES - FINANCIAL	Committee members shall receive remuneration based on existing policy for attendance.
9	RESOURCES - HUMAN/OTHER	The Chief Administrative Officer or delegate shall attend meetings. Legislative Services and any other staff members deemed necessary shall provide support to the Committee. Support may include, but is not limited to, the preparation of agendas and minutes, scheduling meetings, providing expertise and recommendations, and any other duties that are reasonably required by the Committee to carry out its duties.
10	COMMUNICATION	Meetings are open to the public, meeting dates and times, agendas and minutes will be posted on the Town website.
11	REVIEW AND EVALUATION	The Committee Terms of Reference shall be reviewed at the Organizational Meeting following a municipal election to ensure that they reflect the current mandate of the Committee.

Community Celebration Standing Committee

TERMS OF REFERENCE

#	ITEM	DETAILS
1	NAME	Community Celebration Committee
2	PURPOSE	To act as facilitators for planning, organizing and implementation of community events, including, but not limited to, Canada Day, Family Day, Miners Days and any other event proposed by the committee.
3	COMPOSITION	The volunteer Committee shall consist of one (1) member of Council, 2 members of the public at large as appointed by Council and one (1) invited representative from each relevant community organization, including, but not limited to, The Legion, 55 Plus Club, Coalhurst Parks and Recreation Society, Coalhurst Cruisers, Coalhurst Elementary and High School, F.C.S.S. and any other group deemed to be relevant by the committee. Invitations will be sent by Town administration. Members-at-large will be appointed for a term of three (3) years with a maximum of two consecutive terms. Recruitment process shall comply with applicable municipal committee recruitment policies.
4	MEETING SCHEDULE	The Committee will meet monthly on a day and time agreed to by majority of members at the first meeting of the committee following the annual Council Organizational meeting. Additional meetings as required shall be called by the committee Chairperson.
5	MEETING PROCEDURES	All meetings are open for the public to attend except when permitted by legislation to hold parts of the meeting in a closed session. The Committee will comply with the requirements of the MGA, Council Procedure Bylaw and Code of Conduct Bylaw. Meetings will be conducted based on Robert's Rules of Order.
6	LEADERSHIP AND GOVERNANCE	Quorum is a simple majority of appointed members. Annually, the Committee shall select its own Chair and Vice-Chair at the first meeting following the annual Council Organizational meeting. In the absence of the Chair, the Vice-Chair will assume the Chair's meeting and committee duties. The Community Services Director will act as recording secretary to record minutes and produce agendas for each meeting.

		<p>Each Committee member shall have one vote. All Committee members shall vote on every question, and, in the event of a tie, the motion shall be defeated. Any member must declare a conflict of interest on discussion items in which the member has a pecuniary interest as defined in the <i>Municipal Government Act</i>, sections 169 - 173. Members of the Committee may have access to information that is confidential. Members of the Committee are expected to hold all closed session items in confidence in accordance with the <i>Municipal Government Act</i>. If a member is absent from three (3) consecutive meetings without cause, then the Chair shall request the member's resignation or replacement if it is a group representative.</p>
7	REPORTING	<p>The Committee will make decisions based on motions approved by simple majority of members in attendance and shall be recorded in the minutes of the meeting. Draft meeting minutes will be distributed to Committee Members and Legislative Services Director after each meeting and brought to the next committee meeting for approval and included as correspondence on the next Council agenda. An agenda, along with draft minutes will be provided to the committee members at least four (4) days prior to the next meeting.</p>
8	RESOURCES - FINANCIAL	<p>Committee members shall receive remuneration based on existing policy for attendance. Budget requests will be provided to Council prior to November 1 each year for consideration in the following year's capital and operating budgets. For 2024 only these requests shall be submitted prior to February 28, 2024. Funding requests may be made outside of the budget process but are subject to Council approval and funding availability. The committee is encouraged to seek outside donations, grants and contributions to support their endeavors. Town funding shall be provided based on approved budget via reimbursement, funding provided to registered local organizations or through special arrangement with town administration.</p>
9	RESOURCES - HUMAN/OTHER	<p>The Committee will be supported by the Community Services Director and the Chief Administrative Officer may designate other staff member(s) to provide support to the Committee on an ad hoc or regular basis at his or her discretion. Support may include, but is not limited to, providing expertise and recommendations, and any other duties that are reasonably required by the Committee to carry out its duties.</p>

10	COMMUNICATION	Meetings are open to the public, meeting dates and times, agendas and minutes will be posted on the Town website. The secretary of the committee shall provide Council with a report on each event which shall include revenues and expenses, along with estimated number of participants.
11	REVIEW AND EVALUATION	The Committee Terms of Reference shall be reviewed at the Organizational Meeting following a municipal election to ensure that they reflect the current mandate of the Committee.

Community Enrichment Advisory Standing Committee

TERMS OF REFERENCE

#	ITEM	DETAILS
1	NAME	Community Enrichment Advisory Committee
2	PURPOSE	To identify and recommend areas and types of installations to Council to promote community beautification and enhancement of public spaces along with the development and expansion of public art, cultural and heritage recognition initiatives including review of existing and proposed policies and bylaws.
3	COMPOSITION	The volunteer Committee shall consist of two (2) members of Council and three (3) members of the public at large as appointed by Council. Members-at-large will be appointed for a term of two (2) years with a maximum of two consecutive terms. Recruitment process shall comply with applicable municipal committee recruitment policies.
4	MEETING SCHEDULE	The Committee will meet monthly on a day and time agreed to by majority of members at the first meeting of the committee following the annual Council Organizational meeting.
5	MEETING PROCEDURES	All meetings are open for the public to attend except when permitted by legislation to hold parts of the meeting in a closed session. The Committee will comply with the requirements of the MGA, Council Procedure Bylaw and Code of Conduct Bylaw. Meetings will be conducted based on Robert's Rules of Order.
6	LEADERSHIP AND GOVERNANCE	Quorum is a simple majority of members. Annually, the Committee shall select its own Chair and Vice-Chair at the first meeting following the annual Council Organizational meeting. In the absence of the Chair, the Vice-Chair will assume the Chair's meeting and committee duties. A recording secretary will be appointed to record minutes of each meeting.

#	ITEM	DETAILS
		Each Committee member shall have one vote. All Committee members shall vote on every question, and, in the event of a tie, the motion shall be defeated. Any member must declare a conflict of interest on discussion items in which the member has a pecuniary interest as defined in the <i>Municipal Government Act</i> , sections 169 - 173. Members of the Committee may have access to information that is confidential. Members of the Committee are expected to hold all closed session items in confidence in accordance with the <i>Municipal Government Act</i> . If a member is absent from three (3) consecutive meetings without cause, then the Chair shall request the member's resignation.
7	REPORTING	The Committee will advise and make recommendations to Council via motions approved by simple majority of members in attendance and shall be recorded in the minutes of the meeting. Action items, recommendations and requests will be provided to Council in a separate report provided by the Committee Secretary in the approved staff report format to the Legislative Services Director for inclusion in the next regular Council agenda package as per agenda item submission requirements. Draft meeting minutes will be distributed to Committee Members and Legislative Services Director after each meeting and brought to the next committee meeting for approval and included as correspondence on the next Council agenda. An agenda, along with draft minutes will be provided to the committee members at least four (4) days prior to the next meeting.
8	RESOURCES - FINANCIAL	Committee members shall receive remuneration based on existing policy for attendance. Budget requests will be provided to Council prior to November 1 each year for consideration in the following year's capital and operating budgets. Funding requests may be made outside of the budget process but are subject to Council approval and funding availability.
9	RESOURCES - HUMAN/OTHER	The Committee will be self-supporting, but the Chief Administrative Officer may designate staff member(s) to provide support to the Committee on an ad hoc or regular basis at his or her discretion. Support may include, but is not limited to, providing expertise and recommendations, and any other duties that are reasonably required by the Committee to carry out its duties.

10	COMMUNICATION	Meetings are open to the public, meeting dates and times, agendas and minutes will be posted on the Town website.
11	REVIEW AND EVALUATION	The Committee Terms of Reference shall be reviewed at the Organizational Meeting following a municipal election to ensure that they reflect the current mandate of the Committee.

Community Housing Advisory Committee

TERMS OF REFERENCE

#	ITEM	DETAILS
1	NAME	Community Housing Advisory Committee
2	PURPOSE	to utilize local professionals in exploring partnerships, land, location, size, scope, client and funding options for developing seniors and/or affordable housing in Coalhurst and provide those recommendations for Council's consideration. This committee is advisory and reports to Council.
3	COMPOSITION	The volunteer Committee shall consist of two (2) members of Council and three (3) members of the public at large as appointed by Council. Members-at-large will be appointed for a term of one (1) year. Recruitment process shall comply with applicable municipal committee recruitment policies.
4	MEETING SCHEDULE	The Committee will meet monthly on a day and time agreed to by majority of members at the first meeting of the committee following the annual Council Organizational meeting.
5	MEETING PROCEDURES	All meetings are open for the public to attend except when permitted by legislation to hold parts of the meeting in a closed session. The Committee will comply with the requirements of the MGA, Council Procedure Bylaw and Code of Conduct Bylaw. Meetings will be conducted based on Robert's Rules of Order.
6	LEADERSHIP AND GOVERNANCE	Quorum is a simple majority of members. The Committee shall select its own Chair and Vice-Chair at the first meeting following the annual Council Organizational meeting. In the absence of the Chair, the Vice-Chair will assume the Chair's meeting and committee duties. A recording secretary will be appointed to record meeting minutes. Each Committee member shall have one vote. All Committee members shall vote on every question, and, in the event of a tie, the motion shall be defeated. Any member must declare a conflict of interest on discussion items in which the member has a pecuniary interest as defined in the <i>Municipal Government Act</i> . Members of the Committee may have access to information that is confidential. Members of the Committee are expected to hold all closed session items in confidence in accordance with the <i>Municipal Government Act</i> . If a member is absent from three (3) consecutive meetings without cause, then the Chair shall request the member's resignation.

#	ITEM	DETAILS
7	REPORTING	The Committee will make decisions based on motions approved by simple majority of members in attendance and shall be recorded in the minutes of the meeting. Draft meeting minutes will be distributed to Committee Members and Legislative Services Director after each meeting and brought to the next committee meeting for approval and included as correspondence on the next Council agenda. An agenda, along with draft minutes, will be provided to the committee members at least four (4) days prior to the next meeting. The Committee shall provide recommendations to Council in the approved staff report format to the Legislative Services Director for inclusion in the next regular Council agenda package as per agenda item submission requirements.
8	RESOURCES - FINANCIAL	Committee members shall receive remuneration based on existing policy for attendance.
9	RESOURCES - HUMAN/OTHER	The Committee will be self-supporting, but the Chief Administrative Officer may designate staff member(s) to provide support to the Committee on an ad hoc or regular basis at his or her discretion. Support may include, but is not limited to, providing expertise and recommendations, and any other duties that are reasonably required by the Committee to carry out its duties.
10	COMMUNICATION	Meetings are open to the public, meeting dates and times, agendas and minutes will be posted on the Town website.
11	REVIEW AND EVALUATION	The Committee Terms of Reference shall be reviewed at the Organizational Meeting following a municipal election to ensure that they reflect the current mandate of the Committee.

Intergovernmental Relations Standing Committee

TERMS OF REFERENCE

#	ITEM	DETAILS
1	NAME	Intergovernmental Relations Committee
2	PURPOSE	The Committee will be led by all of Town of Coalhurst Council. This committee may meet or hold workshops with neighbouring community Councils, boards or commissions when collaboration is required to advocate for the needs of Coalhurst and/or its regional partners. The committee will also allow for advocacy and relationship-building strategy discussions with the provincial and federal governments to advance the needs of the Town. The committee is advisory in nature whose purpose is to make recommendations to Council, Committee of the Whole or administration regarding issues related to other government bodies, boards or commissions. The Committee will comply with the requirements of the MGA and Committee Bylaw.
3	COMPOSITION	The Committee shall consist of all members of Council for the duration of their term of office, however, not all members may be required for all meetings as determined by the Mayor.
4	MEETING SCHEDULE	The Committee will meet as required.
5	MEETING PROCEDURES	All meetings are open for the public to attend except when permitted by legislation to hold parts of the meeting in a closed session. The Committee will comply with the requirements of the MGA, Council Procedure Bylaw and Code of Conduct Bylaw.
6	LEADERSHIP AND GOVERNANCE	The Mayor or designate shall act as chair for meetings held in Coalhurst or at Coalhurst's invitation.
7	REPORTING	The Committee is advisory in nature, making recommendations to Council, Committee of the Whole or administration. Minutes of the Committee shall be recorded and adopted as required by the MGA and recommendations will be added to formal meeting agendas as required.

#	ITEM	DETAILS
8	RESOURCES - FINANCIAL	Committee members shall receive remuneration based on existing policy for attendance.
9	RESOURCES - HUMAN/OTHER	The Chief Administrative Officer or designate shall attend meetings. Legislative Services and any other staff members deemed necessary shall provide support to the Committee. Support may include, but is not limited to, the preparation of agendas and minutes, scheduling meetings, providing expertise and recommendations, and any other duties that are reasonably required by the Committee to carry out its duties.
10	COMMUNICATION	Meetings are open to the public, meeting dates and times, agendas and minutes will be posted on the Town website as required by legislation.
11	REVIEW AND EVALUATION	The Committee Terms of Reference shall be reviewed at the Organizational Meeting following a municipal election to ensure that they reflect the current mandate of the Committee.

Intermunicipal Committee with Lethbridge County

TERMS OF REFERENCE

#	ITEM	DETAILS
1	NAME	Intermunicipal Committee with Lethbridge County
2	PURPOSE	<p>The establishment of the Intermunicipal Committee is intended to facilitate continued cooperation and, wherever possible, the resolution of potential conflict through a consensus-based decision making process. The Intermunicipal Committee shall review the policies of the Intermunicipal Development Plan (IDP) annually and discuss land use planning matters, issues and concerns on an ongoing basis. The Committee may make recommendations to be considered by the respective councils for amendment to the Intermunicipal Development Plan to ensure the policies remain current and relevant and continue to meet the needs of both municipalities. The Committee will comply with the requirements of the MGA and Committee Bylaw. The Committee shall be an advisory body and may make comments or recommendations to the County and Town. In its advisory capacity, the Committee does not have decision making authority or powers with respect to planning matters in the County or Town.</p> <p>The County and Town agree that the purpose of the Committee is to:</p> <ul style="list-style-type: none"> a. provide a forum for discussion of land use matters within the Plan area; b. provide recommendation(s) for proposed amendments to the Plan; c. discuss and address issues regarding Plan implementation; d. review and provide comment on referrals under Section 2.3 and any other matters referred to the Committee; e. provide recommendation(s) regarding intermunicipal issues in an effort to avoid a dispute; f. provide a forum for discussion of any other matter of joint interest identified by either municipality. <p>If a matter has been referred to the Committee for review and comment as part of a special “called” meeting, the notice and supporting documentation shall be sent to Committee members prior to the meeting as outlined in policy 2.2.8 of the IDP. Where a matter involving the two municipalities cannot be resolved to the satisfaction of the Committee, the Committee shall provide a report summarizing their discussions to each respective council. At the discretion of either council, the dispute resolution process outlined in the IDP may be initiated. Any changes to the Plan require an amendment to the Plan</p>

		and adoption in accordance with policy 2.1.2 of Plan Validity and Amendment. Refer to the IDP for additional reference.
3	COMPOSITION	The Committee shall be comprised of four elected officials, two from the County and two from the Town. Each municipality must also appoint an alternate member.
4	MEETING SCHEDULE	Meetings of the Committee shall be held at least twice annually or more frequently as required to address items in Part 3. At least five days' notice shall be provided for the scheduling of Committee meetings and shall include an agenda package and background information, unless otherwise agreed to by both municipalities. The Committee may meet on request (a "called" meeting) by either municipality to review and comment on major development or plan proposals.
5	MEETING PROCEDURES	All meetings are open for the public to attend except when permitted by legislation to hold parts of the meeting in a closed session. The Committee will comply with the requirements of the MGA and Code of Conduct Bylaw.
6	LEADERSHIP AND GOVERNANCE	Quorum of the Committee requires that each municipality is represented by a minimum of two of its committee members or a committee member and an alternate member. Changes to the Committee format, composition, roles, responsibilities or any aspect of its existence or operation may be requested by either municipality. Council may refer any proposed changes to the Committee for recommendation. The Committee shall appoint a member as chair at the beginning of each meeting and the position of chair shall alternate between the two municipalities. The Committee shall determine by consensus when and where the meetings will be held.
7	REPORTING	The Committee is advisory in nature, making recommendations to Council, Committee of the Whole or administration. Minutes of the Committee shall be recorded and adopted as required by the MGA and recommendations will be added to formal meeting agendas as required.
8	RESOURCES - FINANCIAL	Committee members shall receive remuneration based on existing policy for attendance.

#	ITEM	DETAILS
9	RESOURCES - HUMAN/OTHER	The Committee may, at its discretion, also include whatever number of resource personnel deemed appropriate in a non-decision making capacity. Resource personnel may serve as secretary to the Committee and are responsible for recording the minutes of all Committee meetings and preparing the recommendations of the Committee.
10	COMMUNICATION	Meetings are open to the public, meeting dates and times, agendas and minutes will be posted on the Town website as required by legislation.
11	REVIEW AND EVALUATION	The Committee Terms of Reference shall be reviewed at the Organizational Meeting following a municipal election to ensure that they reflect the current mandate of the Committee.

Staff and Volunteer Appreciation Events Committee

TERMS OF REFERENCE

#	ITEM	DETAILS
1	NAME	Staff and Volunteer Appreciation Events Committee
2	PURPOSE	To act as facilitators for planning, organizing and implementation of staff appreciation year end function and Spring community volunteer and community leader appreciation events. Attendance at the staff appreciation event is limited to Council, all full-time staff, contract staff and all members of the fire department. An escort will be allowed with each invitation. Long Service and any other special staff awards will be given out during this event. Attendance at the Spring community volunteer and community leader appreciation event will include invitations to all appointed public members of town committees along with executive members of the Coalhurst Parks and Recreation Society, 55 Plus Club, Coalhurst Legion and invitations to special guests at Council's discretion. An escort will be allowed with each invitation. Volunteer and Special Awards will be given out during this event.
3	COMPOSITION	Two (2) Council members will be appointed as the Organizing Committee at the Town's annual Organizational Meeting and will be responsible for the events for the year after their appointment.
4	MEETING SCHEDULE	The Committee will meet as required to fulfill their mandate.
5	MEETING PROCEDURES	All meetings are open for the public to attend except when permitted by legislation to hold parts of the meeting in a closed session. The Committee will comply with the requirements of the MGA, Council Procedure Bylaw and Code of Conduct Bylaw. Meetings will be conducted based on Robert's Rules of Order.
6	LEADERSHIP AND GOVERNANCE	Quorum is both appointed members of Council. The committee shall select its own Chair and Vice-Chair at the first meeting following the annual Council Organizational meeting. In the absence of the Chair, the Vice-Chair will assume the Chair's meeting and committee duties. The Community Services Director will act as recording secretary to record minutes and produce agendas for each meeting.

		Any member must declare a conflict of interest on discussion items in which the member has a pecuniary interest as defined in the <i>Municipal Government Act</i> , sections 169 - 173. Members of the Committee may have access to information that is confidential. Members of the Committee are expected to hold all closed session items in confidence in accordance with the <i>Municipal Government Act</i> . If a member is absent from three (3) consecutive meetings without cause, then the Chair shall request the member's resignation or replacement if it is a group representative.
7	REPORTING	The Committee will make decisions based on motions approved by simple majority of members in attendance and shall be recorded in the minutes of the meeting. Draft meeting minutes will be distributed to Committee Members and Legislative Services Director after each meeting and brought to the next committee meeting for approval and included as correspondence on the next Council agenda. An agenda, along with draft minutes will be provided to the committee members at least four (4) days prior to the next meeting.
8	RESOURCES - FINANCIAL	Committee members shall receive remuneration based on existing policy for attendance. Budget requests will be provided to Council prior to November 1 each year for consideration in the following year's capital and operating budgets. For 2024 only these requests shall be submitted prior to February 28, 2024. Funding requests may be made outside of the budget process but are subject to Council approval and funding availability. The committee is encouraged to seek outside donations, grants and contributions to support their endeavors. Town funding shall be provided based on approved budget via reimbursement, funding provided to registered local organizations or through special arrangement with town administration.
9	RESOURCES - HUMAN/OTHER	The Committee will be supported by the Community Services Director who will oversee agenda and minute preparation. The Chief Administrative Officer may designate other staff member(s) to provide support to the Committee on an ad hoc or regular basis at his or her discretion. Support may include, but is not limited to, providing expertise and recommendations, and any other duties that are reasonably required by the Committee to carry out its duties.
10	COMMUNICATION	Meetings are open to the public, meeting dates and times, agendas and minutes will be posted on the Town website. The Chair of the committee shall provide Council with a report on each event which

		shall include revenues and expenses, along with estimated number of participants.
11	REVIEW AND EVALUATION	The Committee Terms of Reference shall be reviewed at the Organizational Meeting following a municipal election to ensure that they reflect the current mandate of the Committee.

Wetlands Enhancement Advisory Ad Hoc Committee

TERMS OF REFERENCE

#	ITEM	DETAILS
1	NAME	Wetlands Enhancement Advisory Committee
2	PURPOSE	To review results of Recreation Master Plan and other surveys as required to provide recommendations to Council on building out of the newly established wetlands area. This shall include, but not be limited to, public use installations, amenities, gathering areas, paths, environmental features, wildlife protection areas etc. This committee reports to Council and is ad hoc in nature. The Committee shall have 12 months from the date of establishment to complete a final report with recommendations to Council, after which the committee shall be dissolved.
3	COMPOSITION	The volunteer Committee shall consist of two (2) members of Council and three (3) members of the public at large as appointed by Council. Members-at-large will be appointed for a term of one (1) year. Recruitment process shall comply with applicable municipal committee recruitment policies.
4	MEETING SCHEDULE	The Committee will meet monthly on a day and time agreed to by majority of members at the first meeting of the committee following the annual Council Organizational meeting.
5	MEETING PROCEDURES	All meetings are open for the public to attend except when permitted by legislation to hold parts of the meeting in a closed session. The Committee will comply with the requirements of the MGA, Council Procedure Bylaw and Code of Conduct Bylaw. Meetings will be conducted based on Robert's Rules of Order.
6	LEADERSHIP AND GOVERNANCE	Quorum is a simple majority of members. The Committee shall select its own Chair and Vice-Chair at the first meeting following the annual Council Organizational meeting. In the absence of the Chair, the Vice-Chair will assume the Chair's meeting and committee duties. A recording secretary will be appointed to record meeting minutes.

#	ITEM	DETAILS
		Each Committee member shall have one vote. All Committee members shall vote on every question, and, in the event of a tie, the motion shall be defeated. Any member must declare a conflict of interest on discussion items in which the member has a pecuniary interest as defined in the <i>Municipal Government Act</i> . Members of the Committee may have access to information that is confidential. Members of the Committee are expected to hold all closed session items in confidence in accordance with the <i>Municipal Government Act</i> . If a member is absent from three (3) consecutive meetings without cause, then the Chair shall request the member's resignation.
7	REPORTING	The Committee shall have 12 months from the date of establishment to complete a final report with recommendations to Council. Action items, recommendations and requests will be provided to Council in a separate report provided by the Committee Secretary in the approved staff report format to the Legislative Services Director for inclusion in the next regular Council agenda package as per agenda item submission requirements. Draft meeting minutes will be distributed to Committee Members and Legislative Services Director after each meeting and brought to the next committee meeting for approval and included as correspondence on the next Council agenda. An agenda, along with draft minutes will be provided to the committee members at least four (4) days prior to the next meeting.
8	RESOURCES - FINANCIAL	Committee members shall receive remuneration based on existing policy for attendance. Budget requests will be provided to Council as part of the final report. Funding requests will be subject to Council approval and funding availability.
9	RESOURCES - HUMAN/OTHER	The Committee will be self-supporting, but the Chief Administrative Officer may designate staff member(s) to provide support to the Committee on an ad hoc or regular basis at his or her discretion. Support may include, but is not limited to, providing expertise and recommendations, and any other duties that are reasonably required by the Committee to carry out its duties.
10	COMMUNICATION	Meetings are open to the public, meeting dates and times, agendas and minutes will be posted on the Town website.

11	REVIEW AND EVALUATION	The Committee Terms of Reference shall be reviewed at the Organizational Meeting following a municipal election to ensure that they reflect the current mandate of the Committee.
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