



BYLAW 458-24
A BYLAW OF THE TOWN OF COALHURST IN THE PROVINCE OF ALBERTA
“COUNCIL COMMITTEES BYLAW”

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 APPLICATION

- 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.
- 1.4 This bylaw does not apply to the Intermunicipal Development Plan Committee, commissions, or corporate bodies jointly established under a separate bylaw or agreement.

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) **“Administration”** means the operations and staff of the Town under the direction of the Chief Administrative Officer
 - c) **“Chair”** means the individual elected or appointed to lead the committee meetings.

- 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 Councillors and Members-at-Large who are appointed to council committees;
- f) **“Committee”** means a committee established by bylaw, with Members appointed by Council and which may consist entirely of Councillors, a combination of Councillors and Members-at-Large or, entirely of Members-at-Large;
- g) **“Council”** means the elected officials for the Town of Coalhurst;
- h) **“Majority”** means more than half of the Members present.
- i) **“Member”** means a person who has been appointed to a committee by Council in accordance with the current Council Procedure bylaw;
- j) **“Member-at-Large”** means a non-Council Member who resides within the town boundaries.
- k) **“Organizational Meeting”** means the annual Organizational Meeting of Council held pursuant to the Municipal Government Act;
- l) **“Policy Committee”** means a permanent committee tasked with providing high-level bylaw and policy advice and guidance to Council on specified topic areas related to governance. No Members-at-Large shall be appointed to a policy committee.
- m) **“Procedure Bylaw”** means the current Council Procedure Bylaw, as amended or replaced from time to time;
- n) **“Specialized Committee”** means a committee assigned a specific subject matter by Council and which is designated as specialized. A Specialized Committee may be either permanent or of a limited duration. Such a committee is advisory and reports to Council and shall include Members-at-Large.
- o) **“Standing Committee”** means a committee established by bylaw which is intended to be of a permanent duration. A Standing Committee functions in an advisory capacity to Council and is comprised of Council members, but does not include Members-at-Large. It is intended to consider bylaw and policy matters related to governance.
- p) **“Terms of Reference”** means the Terms of Reference in this bylaw that define the purpose, composition and other governance characteristics of a committee.
- q) **“Town”** means the municipality of the Town of Coalhurst, incorporated in the Province of Alberta.
- r) **“Vice-Chair”** means the individual elected or appointed to lead the committee meetings in the absence of the Chair.

- s) **“Working Group”** means a group of experts or appointed members that meet to achieve a specific goal. The working group does not vote on matters but strives to determine a collective approach to assigned topics and make recommendations to a governing body.

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

3.0 ESTABLISHMENT OF COMMITTEES

- 3.1 Council may establish committees and their Terms of Reference by bylaw, in accordance with the *Municipal Government Act*, RSA 2000, c M-26.
- 3.2 Council may, by bylaw, establish a specialized committee, task force or working group for the purpose of reviewing a specific issue or issues within a specified timeframe.
- 3.3 Committees will pursue their purpose and follow the other sections established in their attached Terms of Reference, which form part of this bylaw.

4.0 ACCOUNTABILITY AND REPORTING

- 4.1 All committees are accountable to Council.
- 4.2 Councillors are responsible for keeping Council as a whole, informed of the activities of the various committees to which they are appointed. This is typically achieved when the committee’s meeting minutes are presented on the agenda of a Regular Council Meeting.

5.0 MEMBERSHIP AND APPOINTMENTS

- 5.1 Committee Membership vacancies that occur between the annual Organizational Meetings may be filled by resolution of Council.
- 5.2 Members-at-Large are appointed by Council for the term as outlined in the Terms of Reference.
- 5.3 Members-at-Large who cease to be residents of Coalhurst also cease to be Members of the committee to which they are appointed, unless otherwise approved by Council.

6.0 TERM OF APPOINTMENT AND REMOVAL

- 6.1 Council representatives on committees are appointed for a one-year term at the annual Organizational Meeting, unless stated otherwise in the Terms of Reference.
- 6.2 Appointments to a specialized committee or working group will be for the duration of the term required to complete the work of the committee, as established by Council, unless stated otherwise in the Terms of Reference.
- 6.3 If a Member-at-Large resigns mid-term, their replacement will only be appointed for the remainder of the original term, unless determined otherwise by Council.
- 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 years, unless otherwise stated in the committee's Terms of Reference. After serving two years, Members-at-Large cannot serve on the committee for at least one year before being eligible for reappointment. Notwithstanding the previous sentence, Members-at-Large may sit for a third consecutive year, if deemed appropriate, by resolution of Council.

7.0 CHAIR, VICE-CHAIR, AND ADMINISTRATIVE SUPPORT

- 7.1 Committees of Council that include all Members of Council will be chaired and vice-chaired by the Mayor and Deputy Mayor, respectively. All other committees shall select a 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.
- 7.2 The Chief Administrative Officer or delegate shall attend committee meetings. Legislative Services and any other staff members deemed necessary by the CAO shall provide support to the committee. Administrative support may include preparing agendas and minutes, coordinating meetings, and providing expertise, and advice, unless additional tasks are delegated by the CAO, or as per a resolution of Council.

8.0 MEETINGS AND MEETING PROCEDURES

- 8.1 Committees will meet on the dates and times established by Council at the annual Organizational Meeting, by resolution of Council, or as referenced in its Terms of Reference.
- 8.2 Meetings are open to the public, meeting dates and times, agendas and minutes will be posted on the Town website.
- 8.3 Additional meetings and special meetings of a committee may be called in accordance with its Terms of Reference and the Act.
- 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. Members of a committee may have access to information that is confidential. Members are expected to hold all closed session items in confidence in accordance with the *Municipal Government Act*, the *Freedom of Information and Protection of Privacy Act*, and/or as directed by the committee.
- 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. The committees welcome delegations from the public.
- 8.7 Recommendations must be made in the form of a committee motion and accompanied with the Request for Decision (RFD) Report for Council's consideration at a Regular Meeting of Council.

9.0 CODE OF CONDUCT

- 9.1 All Members of 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.
- 9.2 Any Member must declare a conflict of interest on discussion items in which the Member has a pecuniary interest as defined in the Municipal Government Act and in accordance with the Council Procedure Bylaw.

10.0 BUDGET AND REMUNERATION

- 10.1 Committees may have the budgets and resources established in the Operating Budget of the Town as approved by Council.
- 10.2 Council Members are remunerated in accordance with Town’s Council Remuneration and Reimbursement Policy, as amended from time to time.

11.0 TERMS OF REFERENCE

- 11.1 Committee Terms of Reference shall be reviewed within six months after the Organizational Meeting following a municipal election to ensure they accurately reflect the current mandate of Council.

Included as part of this bylaw as per the following Schedules are each committees’ Terms of Reference:

Standing Committee

- Schedule A. Finance and Committee of the Whole

Policy Committees

- Schedule B. Community Culture and Recreation Policy Committee
- Schedule C. Economic Enhancement and Growth Policy Committee
- Schedule D. Intergovernmental Relations Policy Committee

Specialized Committees

- Schedule E. Community Housing Specialized Committee
- Schedule F. The Wetlands Specialized 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

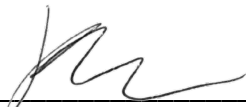
14.1 With passage of this bylaw, Council Committees Bylaw No. 453-24, is hereby rescinded.

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

READ A FIRST TIME on the 15th day of October, 2024.

READ A SECOND TIME on the 15th day of October, 2024.

READ A THIRD AND FINAL TIME on the 15th day of October, 2024.



Mayor



Chief Administrative Officer

STANDING COMMITTEE

Schedule "A"

ITEM	DETAILS
NAME	Finance and Committee of the Whole
PURPOSE	<p>The Finance and Committee of the Whole (FCW) is an advisory committee whose purpose is to provide Council Members the opportunity to debate and discuss more complex or lengthy matters in a less formal setting and to make recommendations to Council for formal consideration. FCW may consider any matter that requires more in-depth attention, prior to a Regular or Organizational Meeting of Council.</p> <p>Results of votes taken on substantive matters during an FCW meeting are not final decisions of council. They are recommendations which Council is then given the opportunity to further consider and vote on under its regular rules during open Council meetings.</p>
COMPOSITION	The committee is distinguished from most other committees by the fact that it is comprised of all the Members of Council only, for the duration of their term of office.
MEETING SCHEDULE	The committee will meet at least once a month at 6:00 p.m. on the Tuesday between Regular Council meetings. Other dates and times may be considered as need arises. Meetings may be cancelled by the Mayor or designate.
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 a Regular Council meeting agenda by way of RFD (Request for Decision).

POLICY COMMITTEES

Schedule "B"

ITEM	DETAILS
NAME	Community Culture and Recreation Policy Committee
PURPOSE	The purpose of the Community Culture and Recreation Policy Committee is to make recommendations to Council on matters referred to it by Council, or on matters it deems appropriate for recommendation to Council, which are related to community culture and recreation. Subject matter may include community safety and enhancements related to art, culture, beautification, and recreation.
PUBLIC PARTICIPATION	Citizens and/or subject matter experts can be invited by the committee to participate in the discussion of specific topics or to present to the committee as deemed necessary by the committee or Council. Citizens are welcome to present as delegates on the agenda of the committee to express ideas or concerns relevant to culture and recreation.
COMPOSITION	The committee shall consist of two (2) Members of Council.
MEETING SCHEDULE	The committee will meet monthly or as necessary.
REPORTING	The committee is advisory in nature, making recommendations to Council by way of resolution. Minutes of the committee shall be adopted by the committee and shall be placed on Council meeting agendas for information purposes only, under the Committee Reports heading. Recommendations will be added to a Regular Council meeting agenda by way of RFD (Request for Decision).

POLICY COMMITTEES

Schedule “C”

ITEM	DETAILS
NAME	Economic Enhancement and Growth Policy Committee
PURPOSE	The purpose of the Economic Enhancement and Growth Policy Committee is to make recommendations to Council on matters referred to it by Council, or on matters it deems appropriate for recommendation to Council which are related to economic enhancement and growth. Subject matter may include land use planning, commercial and industrial, housing options, business incentives, and asset infrastructure improvements such as roads, sidewalks, and parks. The committee is enabled by Council to review and provide recommendations on bylaws and policies related to economic enhancement and growth.
PUBLIC PARTICIPATION	<p>Citizens and/or subject matter experts can be invited by the committee to participate in the discussion of specific topics or to present to the committee as deemed necessary by the committee or Council.</p> <p>Citizens are welcome to present as delegates on the agenda of the committee to express ideas or concerns relevant to economic enhancement and growth.</p>
COMPOSITION	The committee shall consist of two (2) Members of Council.
MEETING SCHEDULE	The committee will meet monthly or as necessary.
REPORTING	The committee is advisory in nature, making recommendations to Council by way of resolution. Minutes of the committee shall be adopted by the committee and shall be placed on Council meeting agendas for information purposes only, under the Committee Reports heading. Recommendations will be added to a Regular Council meeting agenda by way of RFD (Request for Decision).

POLICY COMMITTEES

Schedule “D”

ITEM	DETAILS
NAME	Intergovernmental Relations Policy Committee
PURPOSE	The committee will be led by all of the Town of Coalhurst Council. This committee may meet or hold workshops, or establish a working group, 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 support 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 and is to make recommendations to Council, Committee of the Whole or administration regarding issues related to other government bodies, boards, or commissions.
INTERGOVERNMENTAL PARTICIPATION	Any local, provincial, or federal government representatives are welcome to attend an Intergovernmental Relations Policy Committee meeting.
COMPOSITION	The committee shall consist of all Members of Council for the duration of their term of office. However, not all Members are required to attend all meetings, depending on the nature of the meeting.
MEETING SCHEDULE	The committee will meet monthly on the third Thursday of each month at 6:00 p.m. or as necessary.
REPORTING	The committee is advisory in nature, making recommendations to Council by way of resolution. Minutes of the committee shall be placed on Council meeting agendas for adoption. Recommendations will be added to a Regular Council meeting agenda by way of RFD (Request for Decision).

SPECIALIZED COMMITTEES

Schedule “E”

ITEM	DETAILS
NAME	Community Housing Specialized Committee
PURPOSE	To utilize local professionals in exploring partnerships, land, location, size, scope, client and funding options for developing seniors and/or affordable housing, or other housing options in Coalhurst and to provide those recommendations for Council’s consideration. This committee is advisory and reports to Council.
COMPOSITION	The committee shall consist of two (2) Members of Council to be appointed at the annual organizational meeting and three (3) Members-at-Large, as appointed by Council. Members-at-Large will be appointed for a term of two (2) years.
PUBLIC PARTICIPATION	<p>Citizens and/or subject matter experts can be invited by the committee to participate in the discussion of specific topics or to present to the committee as deemed necessary by the committee or Council.</p> <p>Citizens are welcome to present as delegates on the agenda of the committee to express ideas or concerns relevant to housing.</p>
MEETING SCHEDULE	The committee will meet monthly or as necessary.
REPORTING	The committee is advisory in nature, making recommendations to Council by way of resolution. Minutes of the committee shall be adopted by the committee and shall be placed on Council meeting agendas for information purposes only, under the Committee Reports heading. Recommendations will be added to a Regular Council meeting agenda by way of RFD (Request for Decision).

SPECIALIZED COMMITTEES

Schedule “F”

ITEM	DETAILS
NAME	The Wetlands Specialized Committee
PURPOSE	To provide recommendations to Council, as representatives of the community, regarding the use of the established wetlands area. This shall include considerations of environmental impacts, operational sustainability, and the application of Council’s Strategic Plan regarding connected spaced, gathering spaces, and community safety. (See the <i>Wetlands Committee Guiding Principles</i> .) This committee reports to Council. The committee shall remain intact until the wetlands park is deemed complete by Council or the committee is no longer necessary.
PUBLIC PARTICIPATION	Citizens and/or subject matter experts can be invited by the committee to participate in the discussion of specific topics or to present to the committee as deemed necessary by the committee or Council. Citizens are welcome to present as delegates on the agenda of the committee to express ideas or concerns relevant to the Wetlands.
COMPOSITION	The committee shall consist of two (2) Members of Council and three (3) Members-at-Large as appointed by Council. All Members will be appointed for the duration of the committee’s existence.
MEETING SCHEDULE	The committee will meet monthly or as necessary.
REPORTING	The committee is advisory in nature, making recommendations to Council by way of resolution. Minutes of the committee shall be adopted by the committee and shall be placed on Council meeting agendas for information purposes only, under the Committee Reports heading. Recommendations will be added to a Regular Council meeting agenda by way of RFD (Request for Decision).