

# **Town of Drumheller SPECIAL COUNCIL MEETING AGENDA**

January 6, 2014 at 4:30 PM  
Council Chamber, Town Hall  
224 Centre Street, Drumheller, Alberta



Page

## **1.0 CALL TO ORDER**

## **2.0 MAYOR'S ITEM**

2-5

2.1 East Coulee Water Fill Station Review Task Force

## **3.0 IN-CAMERA MATTERS**

## **4.0 ADJOURNMENT**

**EAST COULEE WATER FILL STATION REVIEW TASK FORCE**

**Terms of Reference**

The Town of Drumheller is initiating a review of the location for the East Coulee water fill station in accordance with Special Task Force policy and procedure as outlined in the Town of Drumheller Bylaw 10.09 (as attached). Guidelines for the Task Force and the review process are set out in the following terms of reference:

**PART 1 Purpose**

To identify issues from the residents of East Coulee resulting from the location of a water fill station east of the existing entrance into East Coulee on the north side of 1<sup>st</sup> Avenue on Town owned property.

To achieve this purpose a Task Force will:

1. conduct interviews with East Coulee residents upon their request with dates and times to be coordinated by the Council appointees;
2. meet with Town Administration following the community interviews to present their findings; and
3. provide findings and a recommendation to Council at a public meeting.

**PART 2 Task Force Function**

The role of the Task Force:

- To ensure accurate minutes of every Task Force interview and meeting without note or comment;
- To review factors and information related to the location of the East Coulee water fill station; and
- To prepare a written report confirming its recommendation and for the report to be made available to Council prior to same being made available to the public; and
- To present a report to Council at its February 10, 2014 meeting.

**PART 3 Task Force Structure, Procedures and Communication**

The Task Force shall consist of two Council members as appointed by Council with the Chief Administrative Officer sitting ex officio in an advisory and support capacity.

The Task Force shall be provided meeting space at Town Hall and / or BCF to conduct their interviews.

The Task Force shall terminate upon acceptance of the Task Force's final report by Council.

The Town of Drumheller will ensure that a communication strategy will be put in place that will include radio, facebook and the Insider Town Page.

**Town of Drumheller  
Bylaw 10.09**

- (a) after it has received second reading by Council; and
- (b) at the time of the next municipal election.

18.2 Notwithstanding the provisions of Subsection 18.1, the by-law may be submitted before the next municipal election, if

- (a) it is a money By-law; or
- (b) it is for an expenditure required for a project which must be paid for prior to the next election; or
- (c) Council, by majority vote of the members, deems for some other sufficient reason that the By-law should be submitted earlier.

18.3 When

- (a) a By-law which is to be submitted to the electorate has been read a second time as provided in Subsection 18.1, or
- (b) a resolution has been passed directing a matter to be submitted to the electorate and determining the manner in which it is to be submitted.

it shall not again be debated in Council before the electorate has voted on it.

**19.0 LIMITATION OF MEMBERS POWER**

19.1 No Member of Council shall have the power to direct or interfere with the performance of any work for the Town, and the Officer in charge shall be subject only to her/his superior officer (if any) and to the Council, or to any Special Task Force (while acting in the capacity and not otherwise) to which the Council shall in any case give authority in that behalf. Nothing in the foregoing shall in any way interfere or restrict the right of a Councillor to seek information from any officer or employee of the Town through the office of the Chief Administrative Officer.

**20.0 SPECIAL TASK FORCES**

20.1 Council may, by Bylaw, appoint Special Task Forces consisting of one or more Members of Council and may include members of the public; but may not delegate to any such Special Task Force any of Council's powers, duties, or functions.

**Town of Drumheller  
Bylaw 10.09**

20.2 All Special Task Forces shall be appointed on motion of Council by consent of a majority of the Members of Council present at a meeting of Council. Any Member of Council may be placed on a Special Task Force, notwithstanding the absence of any such Member of Council at the time of her/his being named upon such Special Task Force; the Mayor shall be ex-officio a member of all Special Task Forces and the Mayor, as such member of the Special Task Forces shall have all the powers and privileges of any member of the same, including the right to vote upon all question to be dealt with by such Special Task Force.

20.3 In any case where a member of a Special Task Force is absent from the Town or is otherwise unable to attend meetings of the Special Task Force of which she/he is a member, the Mayor may appoint a Member of Council to such Special Task Force to attend the meetings of the Special Task Force concerned, such appointment to be restricted to one meeting unless authorized by Council.

The Member so appointed by the Mayor shall during the term of such appointment have all the powers, rights and duties as a member of the Special Task Force concerned as if appointed by Council thereto.

20.4 The membership of the Special Task Force shall not be subject to revision on a yearly basis as members of other bodies, which have been appointed by Council. Each proposed change will be voted upon and decided by a majority vote.

The intent of Special Task Forces is to investigate and report on special tasks assigned by Council and should be appointed for a specific time frame. Once the task is completed, the Special Task Force dissolves.

Each Special Task Force shall select one of its members to be the Chairman unless Council designates:

- The Chairman;
- The manner in which the Chairman shall be selected.

20.5 The business of Special Task Forces shall be conducted under the following regulations and subject to the rules governing procedure in Council:

- The Chairman shall preside at every meeting;
- The name of the Chairman shall appear upon all reports and recommendations made by the Special Task Force;
- In the absence of the Chairman, the Deputy Chairman shall preside;

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- The minutes of the transactions of every Special Task Force meeting shall be accurately recorded without note or comment;
- When a division takes place on any question and the question may be put to a vote, the votes of the members may be recorded;
- No report or recommendation to do with any matter or thing shall be recognized as emanating from any Special Task Force unless it is in writing, nor unless it bears the name of the Chairman or Acting Chairman and has been certified correct by the Secretary and refers to the minutes of the Special Task Force under which it is issued;
- The Town staff person in attendance, or a Special Task Force member designated by the Special Task Force Chairman, shall record the minutes of the Special Task Force meetings;
- Any Member of Council not a member of a Special Task Force shall have the right to attend Special Task Force meetings with right of debate but not to make motions or to vote.

**20.6 The general duties of all the Special Task Forces of Council shall be as follows:**

- To report to Council whenever so desired by Council, and as often as the interests of the Town may require, on all matters connected with the duties imposed on each such Special Task Force; and to recommend such action by the Council as it deems necessary within its terms of reference.
- To observe, unless otherwise specifically permitted, the rules prescribed by the bylaws of Council;
- The reports of all Special Task Forces shall be made available to Council prior to same being made available to the public

**20.7 Each of the Special Task Forces may create any sub-Special Task Forces it considers necessary and shall designate the duties, powers and responsibilities of each sub-Special Task Force, including the requirements for reporting on its findings.**

A Special Task Force may terminate the existence of any of the sub-Special Task Forces created by it and a sub-Special Task Force shall cease to exist on the submission of its final report.

**20.8 All Special Task Force meetings shall be open to the public.**