



Policy Title Council Committee Policy		Adopted By Council Resolution 2024-242	Policy Number GG 2024-002	
Origin/Authority Council	Jurisdiction Town of Dundurn		Amended Policy GG-2024-001	Pages 3
Reviewed By Administration			Effective Date: Nov 19, 2024	

APPOINTMENTS AS PER BYLAWS AND RESOLUTIONS

Development and Financial

Assessment Agency	SAMA
Auditor	Jensen Stromberg
Board of Revision	Western Municipal Consulting
Building Inspectors - Residential	Construction Code Authority
Building Inspector – Commercial	Construction Code Authority
Bylaw Officer	Commissionaires
Deputy Mayor	Councillor Cody Deringer
Development Officer	Town Administrator
Development Appeals Bd (min. 3 plus a secretary)	Western Municipal Consulting
Financial Planning & Infrastructure	Councillor Jurkiewicz & Administrator
Solicitor	Mark Yemen, McDougall Gauley
Town Engineer	BCL Engineering Ltd
Financial Institution	Affinity
Financial Institution	RBC
WaterWolf District Planning Commission	Councillor Tanner Doroshenko
	<i>Alternate</i>
Dundurn Chamber of Commerce	Councillor Gary Grady
SEDA	Councillor Gary Grady
Marketing / Development	Councillor Gary Grady
	Mayor Matt Jurkiewicz
	<i>Alternate</i>
	Clay Connell

Protection and Fire Safety

Dundurn Fire Commission (2 appointments req.)	Mayor Matt Jurkiewicz & Councillor Tanner Doroshenko
	<i>Alternate</i>
RCMP Elected Officials Meeting	Councillor Cody Deringer
	<i>Alternate</i>
Regional EMO Committee	Councillor Gary Grady
	<i>Alternate</i>
EMO Coordinator	Councillor Cody Deringer
	<i>Alternate</i>
	Mayor Matt Jurkiewicz
	Councillor Cody Deringer

Utility Services

Dundurn Rural Water Utility Board*	Mayor Matt Jurkiewicz
Dundurn Wastewater Utility Board	Councillor Clay Connell
	<i>Alternate</i>
Utilities Overseer	Mayor Matt Jurkiewicz
	Town Administrator



Community Services

Local Assessor
Library Board (Dundurn)
Library Board (Wheatland Regional)
Designate
Designate
Community Hall:
Parks & Beautification:
Dundurn Sports Centre (Rink)

Town Administrator
Councillor Cody Deringer
Councillor Cody Deringer
Kerry Stopa
Natasha Schlosser
Councillor Cody Deringer
Councillor Tanner Doroshenko
Councillor Gary Grady
Council/Town Office

Administration & Human Resources

(Two Members)
Occupational Health & Safety Employer Rep.
Investigations of Harassment & Complaints

Mayor Matt Jurkiewicz & Councillor Cody Deringer
Councillor Clay Connell
Mayor Matt Jurkiewicz

STANDING COMMITTEES

Administration/Human Resource Committee

Mayor Matt Jurkiewicz & Councillor Cody Deringer

The Admin, /HR committee shall consist of two members.

Its mandate is to:

- a) Act as a liaison between the council and employees.
- b) Act as a grievance committee.
- c) Shall investigate all code of conduct, grievances, and complaints of harassment.
- d) Act as a liaison for Administration items and duties.
- e) Make recommendations to the council.

Financial Planning/Infrastructure Committee

Mayor Matt Jurkiewicz / CAO

The financial planning committee shall consist of the administrator and one Council member. Its mandate is to:

- a) Review and update a capital works plan.
- b) Review the plan and update it each year.
- c) Assist in the budgeting process each year.
- d) Make recommendations to the council.
- e) Review the conditions of all town assets in liaison with the Public Works Services and/or committees every year to determine which areas need attention.
- f) When requested by council, determine a plan of action regarding maintenance/new construction and bring any findings to the council's attention.
- g) Make recommendations to the council.

Protective Services Committee

Mayor Matt Jurkiewicz & Councillor Tanner Doroshenko

The protective services committee shall consist of two appointments made annually or after a Municipal General Election. Its mandate is to:

- a) Review the policies of DFC and the Fire Department from time to time to ensure it meets our growing needs;
- b) Work with the EMO Coordinator / Interim Coordinator regarding the emergency policy manual & updates.
- c) Act as a liaison when required with administration and the bylaw officer regarding any contraventions.
- d) Act as a liaison between council and the DFC, Fire Department and RCMP.
- e) Make recommendations to the council.



Economic Development Committee
Marketing

Mayor Matt Jurkiewicz / Councillor Clay Connell
Councillor Clay Connell

The economic development committee shall consist of one appointment. Its scope and mandate is to:

- a) Facilitate community and economic development planning and initiatives.
- b) Identifying and fostering community economic development opportunities; securing funding for economic development activities and programs; assisting local organizations, businesses and individuals with establishing economic development plans and projects.
- c) Promoting the community to expand economic development opportunities. Failure to provide adequate services will result in lost opportunities to increase the economic development of the community and increase local business activity and local employment. Providing increased opportunities for economic development and local employment have a significant effect on the overall well-being of community residents.

Community Hall Committee

Councillor Cody Deringer

The community hall committee shall consist of a minimum of one appointment made annually or after a Municipal General Election. Its mandate is to;

- a) Consult with the hall secretary to provide and review policies and direction for the management and rental policies of the hall;
- b) Assist with budgeting and oversee the financial matters of the hall.
- c) Liaise with public works regarding building asset management such as upgrades and maintenance.
- d) Market hall for rentals, oversee assets and equipment.
- e) Set policies for effective operations.

Sports Centre and Recreation Committee

Councillor Gary Grady

The rink committee shall consist of The Dundurn Council and Administration. Its mandate is to;

- a) Liaise with the staff and contracted service providers to provide and review policies and direction for the management and rental policies of the rink.
- b) Assist with budgeting and oversee the financial matters of the Sports Centre.
- c) Liaise with public works regarding building asset management such as upgrades and maintenance.
- d) Provide guidance and assistance in preparing the rink for seasonal opening by handling maintenance and operating items such as hiring of staff and overseeing the completion of all mandatory or legislated inspections.
- e) Set policies for effective operations.
- f) Facilitate community recreational activities and events.
- g) Act as intermediary to represent the town with sports and recreational clubs and groups.

Parks and Beautification

Councillor Tanner Doroshenko

The parks and beautification appointment shall consist of a minimum of one appointment made annually or after a Municipal General Election.

- a) Budget and coordinate seasonal landscaping and flowerpot requirements and placement.
- b) Review town trees for maintenance or replacement.
- c) Review town-owned parks and make recommendations.
- d) Review nuisance properties for order to remedy or bylaw violation; liaison with bylaw officer bring recommendations to council.
- e) Review Nuisance Bylaw's from time to time for any updates or legislation changes